

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

AGENDA

Meeting of the Board of Trustees



Monday, April 30, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

April 30, 2012

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (2)
 - 1. Public Employee Employment/Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 3. Administrators and Managers: Unrepresented Employees
 - a. Agency Designated Negotiator: Gary Poertner
- C. Conference with Legal Counsel (GC Section 54956.9) (3)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
 - a. Avery Investment Group v. SOCCCD
 - 2. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (1 case)
 - a. Bayley Construction v. SOCCCD – claim rejection
 - 3. Initiation of Litigation (GC Section 54956.9[c]) (1 case)
 - a. Initiation of Petition in Intervention

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Bill Jay

2.4 Resolutions / Presentations / Introductions

Resolution – Jordan Larson: Student Trustee

Resolution – Classified School Employee Week

Resolution - Marie de la Palme – IVC Professor of the Year

Resolution – Joseph Gerges – IVC Part-Time Professor of the Year

Resolution – Becky Rigali – IVC Emeritus Professor of the Year

Resolution - David DiLeo – SC Professor of the Year

Resolution - Ken Le – SC Associate Professor of the Year

Resolution – Rob Henry – SC Emeritus Professor of the Year

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 SOCCCD: Board Report on Veteran's Services

A presentation will be made by Tere Fluegeman, District Director of Public Affairs and Government Relations; Carol Hilton, Saddleback College Fiscal Services Director; Don Lindboe, Saddleback College Senior Fiscal/Veterans Specialist; Terence Nelson, Saddleback College Assistant Dean and VETS Center Director; and Darryl Cox, Irvine Valley College Director of Financial Aid and VETS Center Director to provide an update on student veterans services and needs.

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.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a regular meeting held on March 26, 2012.
- 5.2 **Saddleback College: Sciences Building Project: Amendment No. 1 to Geotechnical Engineers Scope of Work**
Approve amendment to the contract with C.E.M. Lab Corp. Geotechnical increasing the amount by \$14,850. The total revised contract amount is \$49,500.
- 5.3 **Saddleback College: James B. Utt Memorial Learning Resource Center Construction Management Agreement: Amendment No. 1**
Approve amendment increasing the amount by \$269,549. With McCarthy Building Company. The total revised contract amount is \$1,247,579.
- 5.4 **Saddleback College: Sciences Building Project: Architectural Agreement Amendment No. 1**
Approve amendment increasing the amount by \$17,000 with Dougherty & Dougherty Architects, LLP. The total revised contract amount is \$2,621,000.
- 5.5 **Saddleback College: Technology and Applied Sciences Building Swing Space Project: Hire Architect**
Approve agreement with R2A Architecture, Inc. in the amount of \$485,000.
- 5.6 **Saddleback College: Amendment to Instructional Agreement**
Approve the agreement amendment increasing the amount by \$2,250 with Yosemite Community College District. The total revised agreement amount is \$12,250.00.
- 5.7 **Saddleback College: Assignment of Cosmetology and Cosmetician Instruction Agreements**
Approve the assignment of educational services agreement from Athena College of Beauty to Advanced Beauty College for Cosmetology and Cosmetician instruction.
- 5.8 **Saddleback College: Study Abroad Program to Oxford, England**
Approve the agreement with The American Institute for Foreign Study for coordinating the travel abroad.
- 5.9 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 5.10 **Irvine Valley College: Substitution of Subcontractor: Life Sciences Project: Aero Plumbing**
Approve the removal of Aero Plumbing and its substitution with Don Brandel Plumbing, Inc. The substitution will have no impact on the cost of the project.
- 5.11 **Irvine Valley College: Landscaping Project: Notice of Completion**
Authorize the filing of the notice of completion with Diversified Landscape Management, Inc. and authorize the release of retention 35 days after filing.
- 5.12 **Irvine Valley College: Campus Wide Exterior Way-finding System: Notice of Completion and Change Order No. 1**
Approve change order for a credit of \$16,409.40 and authorize the filing of the notice of completion with A Good Sign & Graphics for a final contract amount of \$297,770.60. Authorize the release of retention 35 days after filing.
- 5.13 **Irvine Valley College: Life Science Building: Change Order No. 4**
Approve change order decreasing the contract amount by \$31,434. The total revised contract amount is \$11,350,392.
- 5.14 **SOCCCD: Revised 2013-2014 Academic Calendar**
Approve the proposed Academic Calendar for 2013-2014.
- 5.15 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-13 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the March 26, 2012 Meeting of the Board of Trustees.
- 5.16 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-14 (Exhibit A) authorizing payment to Trustee Jay who was absent from the March 26, 2012 Meeting of the Board of Trustees.
- 5.17 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-15 (Exhibit A) authorizing payment to Trustee Milchiker who was absent from the March 26, 2012 Meeting of the Board of Trustees.
- 5.18 **SOCCCD: Adopt Resolution No. 12-16: Authorizing Design Build Procurement for the ATEP Campus, IVC Building No. 1 and Saddleback College building No. 1 Project**
Adopt resolution to authorize the use of Design Build for the New ATEP Campus, IVC Building No. 1 and Saddleback College Building No. 1 Project.

- 5.19 **SOCCCD: Adopt Resolution No. 12-17: Authorizing Design Build Procurement for the Irvine Valley College A400 Project**
Adopt resolution to authorize the use of Design Build for the IVC A400 Project.
- 5.20 **SOCCCD: Design Build Criteria and Programming Architectural Services**
Approve agreement with Lionakis for the Criteria and Programming Architectural Services for the New ATEP Campus IVC Building One and Saddleback College Building One and IVC A400 projects for a total cost of \$372,860.
- 5.21 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-18 to Amend 2011-2012 Restricted General Fund**
Adopt resolution to amend the 2011-2012 adopted budget
- 5.22 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-03546 through P12-04068 amounting to \$2,256,566.99 and P13-00001 through P13-00038 amounting to \$169,727.90. Approve confirming requisitions dated March 8, 2012 through April 10, 2012 totaling \$214,478.99.
- 5.23 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.24 **SOCCCD: Payment of Bills**
Approve check no. 156896 through 157879 processed through the Orange County Department of Education, totaling \$4,809,134.41; and check no. 010353 through 010371, processed through Saddleback College Community Education, totaling \$35,258.71; and check no. 008982 through 008984, processed through Irvine Valley College Community Education, totaling \$1,595.00.
- 5.25 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.26 **SOCCCD: March/April 2012 Contracts**
Ratify contracts as listed.

6.0 **GENERAL ACTION ITEMS**

- 6.1 **Saddleback College: Energy Service Agreement**
Conduct a public hearing on the proposed agreement for energy service.
- 6.2 **Saddleback College: Energy Management System Agreement**
Approve the agreement with Computrol, Inc. in the amount of \$1,400,000.
- 6.3 **Saddleback College: Grant Acceptance, H-1B Technical Skills Training Grant: Orange County Bridge to Engineering with the City of Santa Ana Workforce Investment Area**
Accept the award of \$763,854 from the City of Santa Ana for the H-1B Technical Skills Training Grant: Orange County Bridge to Engineering.
- 6.4 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Four**
Approve the fourth year RFA No. 11-034-001 grant award of \$500,419.00 from the California Community Colleges Chancellor's Office (CCCCO) to develop academic programs, internships, and placement opportunities and provide career technical education leadership.
- 6.5 **SOCCCD: Board Policy Revision: BP-4011.6: Employment Procedures for Chancellor, BP-4210: Employee Outstanding Service Awards, BP-5616: Attendance, BP-4080: Personal Necessity Leave for Administrators and Classified Management Personnel, BP-4000.3: Workplace Violence, BP-4077.1: Change of Assignment-Classified Managers**
Discussion/Approval
- 6.6 **SOCCCD: Board Policy Revision: BP-5608: Tuition Refunds, BP-5605: Residence Determination, BP-4050: Employee Use of District Motor Vehicles**
Accept for review and study.
- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.
- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish 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 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through March 31, 2012.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending March 31, 2012.
- 7.7 **SOCCCD: Quarterly Financial Status Report**
This report is as of March 31, 2012 for the 2011/2012 fiscal year.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

JORDAN LARSON STUDENT TRUSTEE

*W*hereas, Jordan Larson served as the elected Student Member of the South Orange County Community College District Board of Trustees for the 2011-2012 Academic Year; and

*W*hereas, Jordan Larson served more than 42,000 students from Saddleback College, Irvine Valley College and the Advanced Technology & Education Park with dedication and distinction while balancing coursework in accounting and business studies and preparing for university admission;

*W*hereas, Jordan Larson actively participated in campus events, ran for state student trustee representative; served as president of the chess club; played on the water polo and swim teams; was elected Homecoming King; and served on Inter-Club Council. In his spare time, he volunteered at local elementary schools and community events, and taught swimming to children; and

*W*hereas, Jordan Larson served as an advocate and information conduit for 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 that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Jordan Larson for his outstanding service as Student Trustee for the 2011-2012 Academic Year.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

CLASSIFIED SCHOOL EMPLOYEE WEEK

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

*W*hereas, Classified School Employees contribute to the establishment and promotion of a positive instructional environment, making student success our priority in the global economy; and

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

*W*hereas, Classified School Employees strive for excellence by serving the public as resourceful citizens meriting high quality standards that promote student success, and advancement of the educational community; therefore,

*B*e it resolved that the Board of Trustees and the 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 the District and formally declare the week of May 20–26, 2012, as Classified School Employee Week for the Classified Employees of South Orange County Community College District.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

APRIL 30, 2012

MARIE DE LA PALME IRVINE VALLEY COLLEGE 2012-2013 PROFESSOR OF THE YEAR

*W*hereas, Marie de la Palme, a full-time professor in the Irvine Valley College School of Fine Arts since August 2008, is recognized as Professor of the Year for her ongoing contributions to students and dedication to the college; and

*W*hereas, Professor de la Palme serves Irvine Valley College with teaching excellence in ballet, Floor Barre™, dance history, and her artistic director of IVC's Performing Dance Ensemble which she founded; and

*W*hereas, Professor de la Palme, is much-admired for her ongoing contributions to students and dedication to the college, creating a warm and welcoming learning environment, where she enthusiastically mentors students at all levels of dance; and

*W*hereas, through her professional dance company, MotionTribe, Professor de la Palme has conceived a mentoring program by which her dancers perform with IVC students, and she regularly invites IVC students to join the company for performances in the greater Los Angeles area; and

*W*hereas, Professor de la Palme is loved by her students for her generosity, warmth, and personal and professional dedication both to them and to dance, one student praising that "it is an uncommon experience to study with someone of such high standards, polished technical skill and unwavering commitment," another student states "she has this unique ability to inspire from within, and her genuine passion for teaching motivates you to be great;" 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 Professor Marie de la Palme for her outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College Full-Time Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

APRIL 30, 2012

JOSEPH GERGES IRVINE VALLEY COLLEGE 2012-2013 PART-TIME PROFESSOR OF THE YEAR

Whereas, Joseph Gerges graduated from Art Center College of Design with honors in 1997, receiving his master's degree in drawing and painting from California State University, Fullerton in 2004; and

Whereas, Joseph Gerges is a first generation Egyptian American and Los Angeles-based artist, who investigates conflict, discrimination and class structure in large-scale paintings, drawings and mixed media works using images that are both heroic and confrontational; and

Whereas, Joseph Gerges has also been involved with film since 1997, with credits including a documentary, *Solo*, Paramount Studios' *South Park: Bigger, Longer & Uncut* and Comedy Central's *South Park*, as well as numerous solo shows and exhibitions in museums and galleries nationally and internationally; and

Whereas, Joseph Gerges has taught art and design for over nine years at various institutions around the Southland, including two years at Irvine Valley College, where he is "continually humbled and challenged by the amazing students" who have graced his figure drawing classes; 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 Joseph Gerges for his outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College Part-Time Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

BECKY RIGALI IRVINE VALLEY COLLEGE 2012-2013 EMERITUS PROFESSOR OF THE YEAR

*W*hereas, Becky Rigali has been teaching Pilates and fitness classes for mature adults through Irvine Valley College's Emeritus Institute since 2008, in locations as diverse as Costa Mesa, Irvine, Newport Beach and Laguna Beach, and always has students on wait lists clamoring to join her classes; and

*W*hereas, a Becky Rigali earned her bachelor's degree in gerokinesiology and a master's degree in public health from California State University, Fullerton, where she also became a certified balance and mobility instructor, staying connected with her alma mater by serving as a guest speaker in train the trainer courses there; and

*W*hereas, a Becky Rigali takes her Irvine Valley College students to CSUF to participate in various exercises with the kinesiology students, so that the Fullerton students may gain insight into working with and learning from older adults who have specific health and fitness needs; and

*W*hereas, Becky Rigali's students describe her as "innovative, inspirational, focused, challenging, patient, positive, helpful and reliable, possessing a great sense of humor and serving as an excellent role model, sensitive to all of her students and getting to know them personally so that she can provide (modified) instruction that suits each student individually;" 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 Becky Rigali for her outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College Emeritus Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

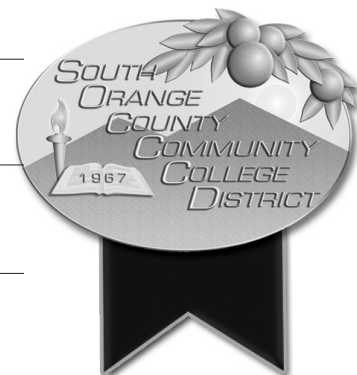
William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

APRIL 30, 2012

DR. DAVID DILEO SADDLEBACK COLLEGE 2012-2013 PROFESSOR OF THE YEAR

*W*hereas, Dr. David DiLeo, a history instructor whose students describe him as “amazing,” “intelligent,” and “inspiring,” was named Saddleback College’s Professor of the Year; and

*W*hereas, Dr. David DiLeo, who says it is a privilege to teach, has served Saddleback College with great distinction to teaching excellence since 1993; and

*W*hereas, Dr. David DiLeo believes that the pursuit of knowledge, and its cousin -- understanding -- is a necessary and worthy endeavor, a belief he has passed on to his students, who praise his ability to push them to be at their best and make them truly care about what they are learning; and

*W*hereas, Dr. David DiLeo is admired for working to ensure his students have an educational, comfortable, and inclusive learning experience each day; and

*W*hereas, Dr. David DiLeo challenges his students with work assignments that broaden their minds and push them to thoroughly absorb the subject matter; and

*W*hereas, Dr. David DiLeo has endeared his students, who call him one of the most exceptional, devoted, kind, and hard-working professors they’ve ever had the pleasure to learn from; therefore,

*B*e it resolved that the Board of Trustees of the South Orange County Community College District does hereby commend and congratulate Dr. David DiLeo 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

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

APRIL 30, 2012

KEN LEE SADDLEBACK COLLEGE 2012-2013 ASSOCIATE PROFESSOR OF THE YEAR

*W*hereas, Ken Lee, an instructor in Saddleback College's horticulture and landscape design department since 2000, was named Saddleback College's Associate Professor of the Year; and

*W*hereas, Ken Lee serves as a mentor to his students, showing great interest in their field work and inviting them to his business to get a firsthand glimpse of a flourishing landscape design business; and

*W*hereas, Ken Lee shows real passion in his job as a teacher, believing that without it, it is impossible to influence the next generation to become better, and that compassion from a teacher on any subject is contagious, creating a cohesive learning environment that is proactive and productive for students; and

*W*hereas, Ken Lee empowers his students to follow through on their design ideas, offering valuable commentary and constructive criticism, and always welcoming questions and class discussions; and

*W*hereas, students commend Ken Lee's professional yet down-to-earth manner, and appreciate his unending patience as he ensures that all students have a firm understanding of the subject matter before moving on to the next lesson; and

*W*hereas, Ken Lee invests in his students, encouraging them to pursue their passions, and guiding them as they make their transfer and career decisions; therefore,

*B*e it resolved that the Board of Trustees of the South Orange County Community College District does hereby commend and congratulate Ken Lee for his outstanding dedication to his 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

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

APRIL 30, 2012

ROB HENRY SADDLEBACK COLLEGE 2012-2013 EMERITUS PROFESSOR OF THE YEAR

*W*hereas, Rob Henry, a consumer health issues instructor who began teaching for the Emeritus Institute in 2005 after teaching in the Division of Health Sciences and Human Services since 1987, was named Saddleback College's Emeritus Professor of the Year; and

*W*hereas, Rob Henry's students say he is a perfect instructor for the senior population, that he is an outstanding example of what an educator should be, and that he takes genuine interest in the mental, social, and physical health of senior citizens; and

*W*hereas, Rob Henry is extremely knowledgeable in the field of medicine and teaches classes at Laguna Woods Village and Palmia, Mission Viejo; and

*W*hereas, more than 40 nominations were submitted for Rob Henry, attesting to his popularity with his students, who appreciate the courtesy, knowledge, and enthusiasm he shows each day in the classroom; and

*W*hereas, Rob Henry's students say his class is "a must" for everyone; and

*W*hereas, Rob Henry has the highest of ethical standards and shows a personal interest in each of his students; 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 Rob Henry for his outstanding dedication to his 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

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Board Report on Veterans' Services
ACTION: Presentation/Discussion

BACKGROUND

At the March 26, 2012 board meeting, Board President Nancy Padberg requested a report on veterans programs at both colleges as well as ideas for expansion and increased services.

STATUS

A presentation will be made by Tere Fluegeman, District Director of Public Affairs and Government Relations; Carol Hilton, Saddleback College Fiscal Services Director; Don Lindboe, Saddleback College Senior Fiscal/Veterans Specialist; Terence Nelson, Saddleback College Assistant Dean and VETS Center Director; and Darryl Cox, Irvine Valley College Director of Financial Aid and VETS Center Director to provide an update on student veterans services and needs.

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

Minutes from:

March 26, 2012 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
March 26, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
David B. Lang, Member
Frank M. Meldau, Member
Jordan J. Larson, Student Member

Administrative Officers:

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

ABSENT

Thomas A. Fuentes, Member
William O. Jay, Member
Marcia Milchiker, Clerk

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 Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 4. Administrators and Managers: Unrepresented Employees
 - a. Agency Designated Negotiator: Gary Poertner
- B. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
Avery Investment Group v. SOCCCD
 - 2. Anticipated Litigation/Significant Exposure to Litigation (1 case)
(GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Mike Meldau

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions / Presentations / Introductions

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

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

- Request for Report on Colleges' Veterans Programs and Ideas for Expansion and Increased Services.

On a motion made by Trustee Lang and seconded by Trustee Prendergast the board unanimously approved the report.

- Request for Report on the Possibility of Purchasing an Olympic Trials Pool for Irvine Valley College.

On a motion made by Trustee Lang and seconded by Trustee Meldau the board unanimously approved the report.

4.0 DISCUSSION ITEM

4.1 SOCCCD: Design/Build Construction Delivery Methods

A Power Point presentation will be made by Director of Facilities Planning and Purchasing, Brandye D'Lena, on the Design/Build construction delivery methods.

District Director D'Lena presented a report on the proposed use of the Design/Build procurement method for future construction projects.

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 Lang requested to pull and vote separately on item 5.17.

On a motion made by Trustee Prendergast and seconded by Trustee Meldau the balance of the consent calendar was approved on a 4-0 vote with Trustees' Fuentes, Jay and Milchiker absent.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting held on February 26, 2012.

5.2 SOCCCD: Revised 2013-2014 Academic Calendar

Accept for review and study the proposed Academic Calendar for 2013-2014, which has been revised to include an 11-week rather than 12-week summer session.

- 5.3 **Irvine Valley College: Curriculum Revisions for the 2012-13 Academic Year**
Approve proposed curriculum changes for the 2012-13 academic year at Irvine Valley College.
- 5.4 **Irvine Valley College: Award of Bid: Building Reclaimed Water System in Life Science Building**
Approve the agreement with R.T. Contractor, Corp. in the amount of \$43,000.
- 5.5 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Use of Multiple Award Contract for Procurement of Audio Visual System Components and Services**
Approve the use of the CMAS contract with Digital Networks Group, Inc. at an estimated cost of \$104,636.21.
- 5.6 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 1 to Labor Compliance Agreement Scope of Work**
Approve amendment with PB Americas, Inc. increasing the contract amount by \$9,925.00. The total revised contract amount is \$53,375.00.
- 5.7 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Use of Multiple Award Contract for Cisco Data Network and Phone System Purchases**
Approve the use of the CMAS contract with Trace 3 at an estimated cost of \$131,583.44.
- 5.8 **Saddleback College: Adopt Resolution No. 12-10: Intention to Enter into Energy Service Agreements and Public Hearing on Agreement**
Adopt resolution declaring its intention to set a public hearing for April 30, 2012 and enter into energy service agreement.
- 5.9 **Saddleback College: East Bridge Replacement Project: Amendment No. 2 for Increased Architectural Services**
Approve amendment increasing the contract amount by \$5,145.00 with R2A Architecture. The total revised contract amount is \$122,386.00
- 5.10 **Saddleback College: Community Education, Summer 2012**
Approve the additional Saddleback College Community Education courses, presenters, and compensation.
- 5.11 **Saddleback College: Study Abroad Program to Peru**
Approve the Saddleback College study abroad program to Peru from May 21 to May 30, 2012 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.

- 5.12 **Saddleback College: Phi Theta Kappa 94th International Convention**
Approve the out-of-state travel request for up to four students and one faculty advisor to attend the Phi Theta Kappa 94th International Convention in Memphis, Tennessee, at a cost not to exceed \$8,000. There is no impact to the general fund.
- 5.13 **Saddleback College: Grant Acceptance, Career Technical Education Teacher Preparation Pipeline (TPP) 5th Year Grant Renewal**
Accept award of \$120,000 from the California Community College Chancellor's Office for CTE Grant 11-090-008.
- 5.14 **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.
- 5.15 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-09 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the February 27, 2012 Meeting of the Board of Trustees.
- 5.16 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve Trustees' requests for attending conferences.
- 5.17 **SOCCCD: GASB 43 & 45 Compliance Vendor Renewal Section**
Approve the Keenan Financial Services (KFS) Futuris Plan renewal agreements.
- On a motion made by Trustee Prendergast and seconded by Trustee Meldau this item was approved on a 4-0 vote.
- 5.18 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-03195 through P12-03545 amounting to \$2,021,223.99. Approve confirming requisitions dated February 8, 2012 through March 7, 2012 totaling \$165,339.93.
- 5.19 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-11 to Amend 2011-2012 Restricted General Fund**
Adopt resolution to amend the 2011-2012 adopted budget.
- 5.20 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.

- 5.21 **SOCCCD: Payment of Bills**
Approve check no. 156199 through 156895 processed through the Orange County Department of Education, totaling \$4,633,180.02; and check no. 010342 through 010352, processed through Saddleback College Community Education, totaling \$16,562.41; and check no. 008970 through 008981, processed through Irvine Valley College Community Education, totaling \$73,763.79.
- 5.22 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.23 **SOCCCD: February/March 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Adopt Resolution No. 12-12 for Design Build Procurement**
Adopt resolution to authorize the use of Design Build procurement.
- On a motion made by Trustee Meldau and seconded by Trustee Prendergast this item was approved on a 4-0 vote.
- 6.2 **SOCCCD: Consultant Services for the Development of New Design Build Construction Delivery Method, Contracts and Documents**
Approve the agreement for Professional Services for the development of a Design Build construction delivery method with Alternative Delivery Solutions, LLC for a fee equal to \$185/hour not to exceed \$121,000.
- On a motion made by Trustee Prendergast and seconded by Trustee Meldau this item was approved on a 4-0 vote.
- 6.3 **SOCCCD: Five Year Construction Plan**
Approve the District Order of Priority for the Five Year Construction Plan.
- On a motion made by Trustee Prendergast and seconded by Trustee Padberg this item was approved on a 4-0 vote.
- 6.4 **SOCCCD: CCCT Board of Directors Election 2012**
Recommendation for SOCCCD Board members to nominate eight candidates to the CCCT Board of Directors.
- The board nominated Manny Ontiveros and Doug Otto to the CCCT Board of Directors Election 2012.

- 6.5 **SOCCCD: Approval of Agreement: Office Supplies Contract**
Approve agreement with Office Max Solutions beginning March 27, 2012 at an estimated cost, for three year period, of approximately \$890,000.
- On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 4-0 vote.
- 6.6 **Saddleback College: Basic Aid Funding for Saddleback College Library Renovation**
Approve the return of \$13M of Basic Aid funds to the unallocated basic aid account and make them available for redistribution.
- On a motion made by Trustee Lang and seconded by Trustee Prendergast this item was approved on a 4-0 vote.
- 6.7 **SOCCCD: Board Policy Revision: BP-4076-Compensation, BP-4210-Enrollment Priorities, BP-4345-Catastrophic Leave, BP-5130-Financial Aid, BP-4018-Alcohol and Controlled Substances Testing, BP-4125-Retirement Incentive Plan for Educational Administrators**
Discussion/Approval.
- On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 4-0 vote.
- 6.8 **SOCCCD: Board Policy Revision: BP-4011.6: Employment Procedures for Chancellor, BP-4210: Employee Outstanding Service Awards, BP-5616: Attendance, BP-4080: Personal Necessity Leave for Administrators and Classified Management Personnel**
Review & Study
- On a motion made by Trustee Lang and seconded by Trustee Prendergast this item was approved on a 4-0 vote.
- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Voluntary Transfer Academic Full-Time Faculty, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.
- On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 4-0 vote.

- 6.10 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Change Funding for a Classified Position, Relocation of Reporting Structure for a Classified Position, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

On a motion made by Trustee Lang and seconded by Trustee Prendergast this item was approved on a 4-0 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 29, 2012.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending February 29, 2012.

8.0 **WRITTEN REPORTS**

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

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

- L. Saddleback College Classified Senate
- M. Associated Student Government of SC
- N. Associated Student Government of IVC
- O. Police Officers' Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:28 p.m. in memory of former Saddleback College professor and SOCCCD trustee, Dr. Lee Rhodes.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sciences Building Project: Amendment No. 1 to Geotechnical Engineers Scope of Work

ACTION: Approval

BACKGROUND

On January 23, 2012, the Board of Trustees approved an agreement with C.E.M. Lab Corp. to provide geotechnical investigation services for the Sciences Building project at Saddleback College for \$34,650.

STATUS

Increased geotechnical investigation is required to more clearly define the profile of underlying material at the foundations.

Additional investigation is beyond the scope of the original consultant proposal and an amendment to the agreement (EXHIBIT A) is attached for an amount of \$14,850., equaling a total of \$49,500.

Staff recommends approval of additional geotechnical investigation.

Funds are available in the project budget which is currently \$47,656,346.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to C.E.M. Lab Corp. Geotechnical investigation scope of work for an amount of \$14,850. The revised total contract amount is \$49,500 for the Sciences building project at Saddleback College.

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

**AMENDMENT NO. 1
TO GEOTECHNICAL ENGINEER OF RECORD AGREEMENT
SCIENCES BUILDING
SADDLEBACK COLLEGE**

APRIL 30, 2012

THIS AMENDMENT shall modify the original agreement dated January 11, 2012, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **C.E.M. LAB CORP. 2640 Walnut Ave., Unit M, Tustin, CA 92780, 800/303-2365** hereinafter referred to as "CONSULTANT."

WHEREAS, Article 15, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article 3, establishes the compensation of the agreement at \$34,650.00; and

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

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

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

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

ORIGINAL AGREEMENT AMOUNT:	\$ 34,650.00
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	14,850.00
REVISED CONTRACT AMOUNT:	\$ 49,500.00

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

"DISTRICT"
South Orange County Community College District

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

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: James B. Utt Memorial Learning Resource Center Construction Management Agreement: Amendment No. 1

ACTION: Approval

BACKGROUND

On July 21, 2008, the Board of Trustees approved an agreement with McCarthy Building Company to provide construction management services for the James B. Utt Memorial Learning Resource Center project at Saddleback College for \$978,030.

STATUS

Additional construction management services are required due to contractor delay which extended the 14 month project by an additional 8 months. The contractor has also provided the district with government code notice of their intention to pursue litigation. Construction Management claims resolution services will be required.

Staff recommends approval of additional construction management services for an increase of \$269,549 for a total contract amount of \$1,247,579.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to McCarthy Building Company, construction management services scope of work for an amount of \$269,549. with the revised contract amount of \$1,247,579. for the James B. Utt Memorial Learning Resource Center project at Saddleback College.

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

**AMENDMENT NO. 1
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT
JAMES B. UTT MEMORIAL LEARNING RESOURCE CENTER RENOVATION
SADDLEBACK COLLEGE**

April 30, 2012

THIS AMENDMENT shall modify the original agreement dated July 22, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **MCCARTHY BUILDING CO.**, 20401 S.W. Birch St., #300, Newport Beach, California, 92660, 949/851-8383 hereinafter referred to as "CONSULTANT."

WHEREAS, Article 13.12, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article 7, establishes the compensation of the agreement at \$978,030; and

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

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

1. Article 7, 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 construction management services and as follows:

ORIGINAL AGREEMENT AMOUNT:	\$978,030
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	\$269,549
REVISED CONTRACT AMOUNT:	\$1,247,579

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

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
McCarthy Building Company

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: Sciences Building Project: Architectural Agreement Amendment No. 1

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.

STATUS

Additional architectural services are needed to evaluate a cost saving potential to integrate new HVAC equipment with the existing Central Plant and to prepare a smoke analysis for the building atrium space.

Additional architectural services were required beyond the original agreement for an amount of \$17,000., equaling a total of \$2,621,000.

Staff recommends approval of additional architectural services.

Funds are available in the project budget which is \$47,656,346.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to Dougherty & Dougherty Architects, LLP, and architectural services scope of work for an amount of \$17,000. with the revised contract amount of \$2,621,000. for the Sciences Building project at Saddleback College.

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

**AMENDMENT NO. 1
TO ARCHITECTURAL SERVICES AGREEMENT
SCIENCES BUILDING
SADDLEBACK COLLEGE**

April 30, 2012

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:

- 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
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	17,000.00
REVISED CONTRACT AMOUNT:	\$2,621,000.00

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

Title: Vice Chancellor, Business Services

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Technology and Applied Sciences Building
Swing Space Project: Hire Architect

ACTION: Approval

BACKGROUND

On August 29, 2011, the Board's approval to include both the North and South wings resulted in a need to provide additional swing space for the Automotive Technology program.

The college investigated numerous alternatives including a program hiatus, leasing off-site space or providing on-site swing space. A benefit-to-cost analysis resulted in the recommendation that the swing space be housed in a new on-site facility. This facility would, upon project completion, revert for transportation department use. This choice maximizes district improvements per overall dollar expenditure.

In order to ensure no lost time, the College agreed to pay the cost of these services pending, in anticipation of the Basic Aid Allocation Resource Committee's recommendation for funding.

STATUS

There is a need to hire an architect to provide architectural and engineering services for the swing space for the Saddleback College Technology and Applied Sciences (T.A.S.) building. On July 12, 2011, District requested proposals for T.A.S. building Swing Space project from the architectural pool and received responses from three firms. R2A Architecture was identified as the preferred firm. Negotiations for the agreement were held pending resolution for the Automotive Technology program.

Staff recommends the use of R2A Architecture to perform the architectural services for the Saddleback College T.A.S. Building Swing Space project.

Funds for the original swing space services are available through assigned basic aid funding and for the Automotive Technology swing space through Saddleback College pending basic aid recommendation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the architectural agreement, EXHIBIT A, with R2A Architecture, Inc. for the Saddleback College T.A.S. Building Swing Space project equal to \$485,000.

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

**ARCHITECTURAL SERVICES AGREEMENT – TECHNOLOGY & APPLIED SCIENCES BUILDING
SWING SPACE PROJECT, SADDLEBACK COLLEGE**

This AGREEMENT is made and entered into this 1st day of May, 2012 between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and R2A Architecture, 2900 Bristol Street, Suite E-205, Costa Mesa, CA 92626 "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for Saddleback College Technology & Applied Sciences Building Swing Space, hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

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

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT.

3. The ARCHITECT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

4. The services covered by this AGREEMENT shall be completed within 36 months of the date of this AGREEMENT.

ARTICLE II –SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT's services consist of those described in paragraphs 2 through 37 of Article II and further delineated in Exhibit A, and include normal civil, structural, mechanical, electrical, landscape engineering services, and cost estimating services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Etienne Runge, as Associate Principal in Charge, and Project Manager. So long as their performance continues to be acceptable to the DISTRICT, the named individual shall remain in charge of the Project. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm and consulting firms that will be associated with the Project.

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

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

4. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

5. The ARCHITECT has submitted a list of qualified engineers for the PROJECT. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

6. The ARCHITECT and their consultant shall employ Building Information Modeling (BIM) using Revit or other approved software and make regular posting to a website accessible to the District throughout the design process. Clash detection will be employed as

one form of consultant coordination. The ARCHITECT will be responsible to manage the BIM Model from the Project start to finish.

7. The project shall be designed in accordance with the requirements to meet at least LEED minimum standards.

8. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the District though the ARCHITECT will provide recommendations for a minimum of two firms for consideration. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

9. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.

10. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

11. The ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

12. The ARCHITECT shall employ investigations of existing conditions or facilities performed by the DISTRICT into the design of the new facilities.

13. The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.

14. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.

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

16. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT.

17. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

18. The ARCHITECT shall allow access to the BIM documents during both bid and construction.

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

20. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

21. The ARCHITECT shall provide interior design and other similar services required in connection with the project.

22. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT and the final close out and certification acknowledgement by the Division of the State Architect.

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

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

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

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

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

28. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site as provided in paragraph 17, that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

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

30. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

31. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the project. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

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

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

34. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from. Significant scope changes resulting from substitution approvals will result in a additional service.

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

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

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

ARTICLE III -ADDITIONAL ARCHITECT'S SERVICES

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

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

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
- b. Providing services required because of significant changes made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10 and changes related to design errors or omissions.
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.

j. Providing services of consultants for other than civil, landscape, structural, mechanical, electrical and plumbing.

k. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described herein. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

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

2. The DISTRICT has prepared a current overall budget for the PROJECT, including the construction cost budgeted at \$5,600,000.00 These costs will be reassessed after completion of the design development phase.

3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT. ARCHITECT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, ARCHITECT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify ARCHITECT in writing if, at its sole option, it makes a change in the DISTRICT representative.

4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.

5. The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.

6. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

7. The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT's obligations under this agreement.

ARTICLE V - COST OF CONSTRUCTION

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

2. During the Schematic Design, and Design Development construction cost shall be determined by the DISTRICT's budget for the PROJECT. Construction costs will be assessed during the Design Development phase and upon approval by the District, will be adjusted if necessary for the Construction Document phase.

3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.

4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.

5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

6. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.

7. A fixed limit of construction cost shall be established at the completion of Design Development documents as a condition of this AGREEMENT. The ARCHITECT shall furnish a proposal to establish the construction cost and obtain DISTRICT agreement in writing before commencing with the Construction Document phase.

8. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction

Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

9. If the lowest bid received exceeds the fixed limit of construction cost (adjusted as provided in paragraph 8), the DISTRICT shall:

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

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

ARTICLE VI – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

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

The ARCHITECT shall perform the work under this agreement using BIM software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Architect and upon completion of the As-built

requirement. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.

ARTICLE VII – TERMINATION

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

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

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

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

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, 21 days after written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 14 days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

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

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

ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

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

Compensation is based on a fixed fee of \$xxx.00 and a reimbursable allowance of \$xxx.00 for a total contract amount of \$xxx.00. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Programming	10 percent
Schematic Design Phase:	10 percent
Design Development Phase:	15 percent
Construction Documents Phase:	30 percent
Agency Review/Bidding Phase:	10 percent
Construction Phase:	20 percent
Close Out Phase:	5 percent

Total Compensation: One Hundred Percent (100%)

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

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

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

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates or at a fixed fee per Board of Trustees approved change order.

6. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written

approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

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

b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.

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

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

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

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

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

h. Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. DISTRICT or DISTRICT's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of Consultants' books and records. Consultants records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; sub-consultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement. ARCHITECT shall include appropriate language in consultant's agreements to enforce the provisions of this paragraph.

ARTICLE IX – INDEMNITY AND INSURANCE

1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT entirely harmless from all liability arising out of:
 - a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and
 - b. any and all claims for damages because of personal injury or death or damages to property, or other costs and/or charges, directly or indirectly arising out of or attributable to, in whole or in part, to caused by ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. ARCHITECT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
 - a. Statutory workers' compensation and employers' liability.
 - b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;
 4. products/completed operations; and

5. personal injury.

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

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

ARTICLE X - MISCELLANEOUS

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

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

unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

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

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

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

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

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

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

9. Review, approval or acceptance of ARCHITECT's work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT's work.

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

11. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail,

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

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

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

13. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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

DISTRICT

South Orange Cty. Community College District

28000 Marguerite Pkwy.

Mission Viejo, CA 92692

ARCHITECT

R2A Architecture

2900 Bristol St. Suite E-205

Costa Mesa, CA 92626

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

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

DISTRICT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

(Signature)

Dr. Debra L. Fitzsimons
(Printed name)

Vice Chancellor, Business Services
(Title)

(Date)

ARCHITECT

R2A ARCHITECTURE

(Signature)

(Printed name)

(Title)

(Date)

(Taxpayer number) _____

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over plan reviews and approvals. Submit, review, and coordinate with and implement the requirements of the regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.

2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California.

The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.

3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.

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

5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.

6. Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. ARCHITECT shall advise whether additional data are needed and, if so, recommend the manner in which it be provided and services obtained.

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

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

9. Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

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

12. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities.

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

14. ARCHITECT is not responsible for:
- a. Ground contamination or hazardous material analysis
 - b. Any asbestos testing, design or abatement
 - c. Environmental impact report
 - d. Historical significance report
 - e. Soils investigation
 - f. Geotechnical hazard report
 - g. Topographic survey

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

16. Providing interior design and other similar services required for or in connection with color coordination. ARCHITECT is required to establish a template floor plan to demonstrate that each space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

1. Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.

- a. ARCHITECT's work plan shall include allowances for the periods of time required for DISTRICT's review and approval of submissions and for approvals by authorities having jurisdiction over the Project. ARCHITECT's work plan, when approved by DISTRICT, shall not be exceeded by ARCHITECT except when DISTRICT and ARCHITECT mutually agree, in writing, to a revised Project Schedule.
- b. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

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

- a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.
- b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
- c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

- e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.

DEVELOPMENT OF ARCHITECTURAL PROGRAM

1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
3. Conduct architectural program meetings with the DISTRICT selected project committee.
4. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

Probable costs prepared by the ARCHITECT:

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

- e. ARCHITECT shall submit a unit cost breakdown for two types of building cost models ranging from a low end per square foot cost for the DISTRICT'S consideration, to high end per square foot cost. The unit cost shall not include the site work, the general contractor's overhead and profit, and general condition. (Include separate line items for additional upgrades/condition assessment scope and possible alternate reductions).
- f. Mechanical, electrical, civil, landscaping and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT. ARCHITECT must notify the DISTRICT in time to prepare this soil report for ARCHITECT'S use.
2. Review the existing conditions. Analyze the site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.
4. Develop a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.

MEETINGS

During the Architectural Programming Design Phase it is anticipated that approximately one (1) meeting per week, not to exceed three meetings, will be convened between the DISTRICT and the ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the ARCHITECT.

DELIVERABLES

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

3 copies of Program Report. (A written program prepared by ARCHITECT that incorporates the DISTRICT's program planning, design objectives, constraints, and criteria including space requirements, relationships, flexibility, expendability, special equipment and systems.

3 copies of Site Plan

3 copies of Project Probable Cost

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and Architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to ARCHITECT for Task II.

C. DESIGN SERVICES TASK II

SCHEMATIC DESIGN

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

1. Architectural:

- a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
 - b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
 - c. Identify proposed roof system, deck, insulation system and drainage technique.
 - d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the PROJECT.
 - e. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.
 - f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.
 - g. Identify code requirements, include occupancy classification(s) and type of construction.
2. Structural:
- a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.
 - b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.
3. Mechanical:
- a. Provide "Basis of Design Narrative"
 - b. Calculate block heating, ventilation and cooling loads including skin versus internal loading.

- c. Select HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
 - d. Show selected system on drawings as follows:
 - i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
 - ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces
 - iii. Schematic piping
 - iv. Temperature control zoning.
4. Electrical:
- a. Provide “Basis of Design Narrative”
 - b. Verify overall approximate electrical loads.
 - c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
 - d. Show system(s) selected on drawings as follows:
 - i. Single line drawing(s) showing major distribution system.
 - ii. Location and preliminary sizing of all major electrical systems and components (as required) including:
 - 1. Load centers
 - 2. Main panels
 - 3. Switch gear
 - e. Identify and define the scope of data/telephone system.
5. Civil:
- a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
 - b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.
 - c. Coordinate finish floor elevations with architectural site plan.
6. Landscaping:

Development and coordination of landscape and irrigation design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

7. Specifications:

Outline specifications of proposed architectural, structural, mechanical and electrical materials, system and equipment and their criteria and quality standards. ARCHITECT is to use DISTRICT'S standardized equipment/material list for new construction and modernization in development of the project design and specifications.

8. Probable Costs:

a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.

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

c. The probable cost shall separate the project's building cost from site and utilities cost. ARCHITECT to submit to the DISTRICT the cost estimating format for prior review and approval.

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

MEETINGS

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

DELIVERABLES

- 3 - Schematic Design Package submittal with alternatives
- 2 - Probable Cost
- 1 - A statement indicating changes made to the program design
- 1 - DSA file, including all correspondence, meeting notes, etc. to date.

PRESENTATION

ARCHITECT along with his sub-consultants shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

Upon completion of the schematic design study, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Schematic Design Phase.

DESIGN DEVELOPMENT

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

- 1. Architectural:
 - a. Scaled, dimensioned floor plans with final room locations including all openings.
 - b. 1/8" scale building sections showing dimensional relationships and materials.

- c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
 - d. Preliminary development of details and large scale blow-ups.
 - e. Legend showing all symbols used on drawings.
 - f. Floor plans identifying all fixed and major movable equipment and furniture.
 - g. Further refinement of SD outline specification for architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
 - h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
 - i. Light fixtures
 - ii. Ceiling registers or diffusers
 - iii. Access Panels
 - i. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
 - j. Provide a binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities on transmittal sheet.
2. Structural:
- a. Structural drawing with all major members located and sized.
 - b. Establish final building and floor elevations.
 - c. Preliminary specifications.
 - d. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.
3. Mechanical:
- a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.

- b. Schedule major mechanical equipment indicating size and capacity.
 - c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.
 - d. Recommendations to acquire LEED® certification.
 - e. Legend showing all symbols used on drawings.
 - f. More developed outline specifications indicating quality level and manufacturer.
4. Electrical:
- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
 - b. All major electrical equipment should be scheduled indicating size and capacity.
 - c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
 - d. Recommendations to acquire LEED® certification.
 - e. Legend showing all symbols used on drawings.
 - f. More developed outline specifications indicating quality level and manufacturer.
5. Civil:
- a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
 - b. Further refinement of SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of

curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

c. Outline specifications indicating quality level and manufacturer.

6. Landscape:

a. Further refinement of SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.

b. Outline specifications indicating quality level and manufacturer.

7. Specification:

DISTRICT to provide general condition specification and supplementary conditions.

8. Probable Cost:

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

MEETINGS

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

DELIVERABLES

2 - Drawings from all professional disciplines as necessary to deliver the project

- 2 - Bid Package scoping recommendation
- 1 - Binder of Catalogue Cut Sheets
- 2 - Outline Specifications
- 2 - Probable Cost
- 2 - DSA File, including all correspondence, meeting notes, etc. to date

CONSTRUCTION DOCUMENT

Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase, ARCHITECT shall prepare from Design Development Phase Documents approved by the DISTRICT, a Construction Document consisting of the following:

Prepare construction documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities.

CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

1. Architectural:
 - a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
 - b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
 - c. Architectural details and large blow-ups underway.
 - d. Well developed finish, door, and hardware schedules.
 - e. Site utility plans underway.
 - f. Fixed equipment schedules, details and identification underway.
 - g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

- h. Color Boards with interior finish samples included for flooring, paint and wall finishes, doorframe and door finishes, casework, tile, countertops, etc.
 - i. Finalize any outstanding items for binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities listing all added items on transmittal sheet.
2. Structural:
- a. Structural floor plans and sections with detailing well advanced.
 - b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
 - c. Completed cover sheet with general notes, symbols and legends.
3. Mechanical:
- a. Mechanical calculations virtually completed with all piping and ductwork sized.
 - b. Large scale mechanical details underway.
 - c. Mechanical equipment schedule substantially developed.
4. Electrical:
- a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.
 - b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
 - c. All electrical equipment schedules underway.
 - d. Special system components should be approximately located on plans.

e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.

5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.

6. Landscape:

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

7. Probable cost:

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

8. Specifications:

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

Where articles, materials and equipment are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT. Formal review of specifications by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS 75% STAGE

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:
 - a. Virtually complete site plan.
 - b. Virtually complete floor plan, elevations and sections.
 - c. Architectural details and large blow-ups near completion.
 - d. Finish door, and hardware schedules virtually complete, including most details.
 - e. Site utility plan virtually complete.
 - f. Fixed equipment details and identification virtually complete.
 - g. Reflected ceiling plan virtually complete.
 - h. Provide Finish Schedule (with the exceptions of colors) identifying type of material and textures on walls, floors, doors, etc. Architect to recommend color selection for approval by the DISTRICT.
 - i. All equipment catalog cuts.
2. Structural:

Completed structural floor plans and sections with detailing well advanced.
3. Mechanical:
 - a. Mechanical load calculations complete and all piping and ductwork sized.
 - b. Large scale mechanical details should be substantially complete.
 - c. Mechanical schedule for equipment substantially complete.
4. Electrical:
 - a. Lighting, power, signal and communication plan(s) should reflect all switching and controls. Fixture schedule(s) should be virtually complete.
 - b. Distribution information on all power consuming equipment; lighting and device branch wiring should be virtually complete.

- c. All electrical equipment schedules should be virtually complete.
 - d. Special system components should be located on plans.
5. Civil:
- All site plans, site utilities, parking and roadway systems updated to reflect update revisions from 50% CD's.
6. Landscape:
- All landscape, hardscape and irrigation plans updated to reflect update revisions from 50% CD's and completed.
7. Specifications:
- Formal review of specifications by the DISTRICT and Facilities/Maintenance group with corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

- 1. Architectural:
 - a. Completed site plan, floor plans, elevations and sections.
 - c. Architectural details and large blow-ups completed.
 - d. Finish, door and hardware schedules completed, including all details.
 - e. Site utility plans completed.
 - f. Fixed equipment details and identification completed.
 - g. Reflected ceiling plans completed.
- 2. Structural:
 - a. Structural floor plans and sections with detailing completed.
 - b. Structural calculations completed.
- 3. Mechanical:

- a. Large scale mechanical details completed.
 - b. Mechanical equipment schedules completed.
 - c. Completed electrical schematic for HVAC equipment.
 - d. Complete energy conservation calculations and report.
4. Electrical:
- a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.
 - b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
 - c. All electrical equipment schedules completed.
 - d. Special system components plans completed.
 - e. Electrical load calculations completed.
5. Civil:
- All site plans, site utilities, parking and roadway systems completed.
6. Probable Cost:
- Update and refine the 50% Construction Document Probable cost.
7. Specifications:
- a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.

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

At one hundred percent (100%), specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE

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

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

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

MEETINGS

During the Construction Document Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will normally be held at the PROJECT campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the Scope of ARCHITECT Services.

DELIVERABLES

Copies:

- 2 - Fifty percent (50%) submittal – 2 copies of the fifty percent (50%) working drawings, 2 specifications, and 2 probable costs.
- 4 - Seventy five percent (75%) submittal – 2 copies of the seventy five percent (75%) working drawings, 2 specifications and 1 sets of equipment cut sheets.
- 2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 50 and 75% CD submittal).

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

2 - DSA file including all correspondence, meeting, back check comments, checklists, etc. to date. (Submit with 100% CD submittal).

2 - A statement at each stage of CD review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget. If no material changes occur, but costs are adjusted, clearly identify these changes for DISTRICT review. (Submit with all submittals, 50%, 75%, and 100%).

BIDDING PHASE

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

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

ARCHITECT shall be present during the bid opening.

CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the first prime Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or sixty (60) days after the date of substantial completion of construction. All Construction Administration work required of the ARCHITECT shall be also be required of ARCHITECT's subconsultants as pertains to their scope of work.

a. During construction, the ARCHITECT shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be at no additional cost unless designated as an additional service to the DISTRICT. The drawings and

contract wording for change orders shall be submitted to the DISTRICT for distribution.

b. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.

c. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data, samples and change orders.

d. The ARCHITECT'S action shall be taken within twenty-one (21) calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty one (21) calendar days from the receipt by the ARCHITECT.

e. During the course of construction, all Requests for Information/Clarification must be responded to in a most expeditious manner so as not to impact and delay the construction progress.

f. Drawings or change orders required due to actions of the DISTRICT which are beyond the scope of the ARCHITECT'S responsibilities, shall be considered extra services.

g. ARCHITECT shall schedule weekly visits to the job site for on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.

ARCHITECT shall provide the DISTRICT with a digital photo survey of weekly progress consisting of no less than five photos related to overall, general progress and the appropriate number of photos necessary to document any field issues requiring resolution. Photos shall be emailed to the DISTRICT's project manager with a narrative describing contents within 48 hours of the weekly meeting.

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

h. The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

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

j. ARCHITECT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

CLOSE OUT PHASE

The ARCHITECT'S responsibility to provide basic services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out and certification of the project with the Division of the State Architect.

a. ARCHITECT including consultants shall participate in/ develop punch lists as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

b. ARCHITECT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.

c. ARCHITECT shall walk with DISTRICT and contractor to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.

d. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.

e. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.

- f. ARCHITECT shall evaluate the success of any required maintenance period upon completion of the timeframe. ARCHITECT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.
- g. ARCHITECT shall provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of facility systems and equipment; and participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
- h. The ARCHITECT shall work with the DISTRICT and their consultants in complete close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.
- i. ARCHITECT shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. ARCHITECT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.
1. Making revisions in drawings, specifications or other documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
 2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
 3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.
 4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
 5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.
 6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the Project.

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

Architecture

Principal	\$ 185.00
Project Manager	\$ 150.00
Specification Writer	\$ 150.00
Senior Contract Administrator	\$ 150.00
Planner	\$ 150.00
Senior Designer	\$ 150.00
Project Architect	\$ 140.00
Interior Designer	\$ 140.00
Senior Planner	\$ 135.00
Intermediate Designer	\$ 130.00
Project Leader	\$ 130.00
Contract Administrator	\$ 120.00
Job Captain	\$ 120.00
CADD Animator	\$ 105.00
CADD, Senior	\$ 105.00
CADD, Intermediate	\$ 90.00
CADD, Junior	\$ 80.00
Graphic Designer	\$ 80.00
Technical Support Staff	\$ 80.00
Administrative Support Staff	\$ 55.00

Civil Engineers

Principal	\$195.00
Project Management (VP/Sr. Proj. Dir./Proj. Dir./Proj. & Survey Mgr)	\$165.00
Senior Engr./Proj. Eng./Proj. Surveyor/Sr. Designer/Principal Planner	\$135.00
Staff Engineer	\$115.00
Designer/Assist. Proj. Mgr/Planner/Survey Analyst	\$105.00
Drafter/CADD Technician/Senior Analyst	\$ 95.00
Project Assistant/Expeditor/Assist. Engineer	\$ 80.00
Administrative	\$ 65.00
Expert Witness/Litigation Consultation	\$300.00

Mechanical/Plumbing Engineers

Principal Engineer	\$175.00
Engineering Manager	\$150.00
Engineer	\$135.00
Senior Designer	\$115.00
Designer	\$105.00
Draftsperson	\$ 80.00
Clerical	\$ 60.00

Structural Engineers

Principal	\$ 180.00
Senior Project Engineer	\$ 165.00
Project Engineer II	\$ 130.00
Project Engineer I	\$ 115.00
Design Engineer II	\$ 105.00
Design Engineer I	\$ 100.00
Senior CAD Operator	\$ 100.00
CAD Operator	\$ 80.00
Administrative Support	\$ 70.00
Technician	\$ 55.00

Electrical Engineers

Principal	\$150.00
Lighting Designer	\$140.00
Project Engineer	\$125.00
Sr. Designer	\$110.00
Designer	\$ 90.00
CAD Drafting	\$ 70.00
Clerical	\$ 50.00

Landscape Architects

Principal	\$150.00
Associate	\$125.00
Landscape Architect	\$110.00
AutoCad Operator	\$ 90.00
Draftsperson	\$ 85.00
Clerical	\$ 55.00

Consulting

Cost Manager \$ 90.00

Services provided by engineers and special consultants assigned to the project will be charged at one point one ten (1.10) times the amount billed to R²A Architecture.

All printing, delivery or other reimbursable project expenses will be charged at one point one ten (1.10) times the amount billed to R²A Architecture.

The rates listed above are current as of January 1, 2012. They will remain in effect for the duration of the project.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Amendment to Instructional Agreement
ACTION: Approval

BACKGROUND

Since 1996, Saddleback College has participated with the Yosemite Community College District (YCCD) and the Child Development Training Consortium (CDTC) in implementing a Child Development Training Consortium Program. The purpose of the program is to assist students in obtaining a new permit for renewing a currently held permit. The California Commission on Teacher Credentialing issues the Child Development Permit to students who complete the required coursework.

STATUS

Saddleback College has been awarded an additional \$2,250 to work with the Child Development Training Consortium during the 2011-2012 academic year as shown in Exhibit A. Under the terms of the agreement, Saddleback College has been allocated a total of \$12,250 to be used to assist students with enrollment fee reimbursement, textbook reimbursement, and the application procedure for the Child Development Permit. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement amendment increasing the amount by \$2,250. between Yosemite Community College District, the Child Development Training Consortium, and Saddleback College as shown in Exhibit A. The total revised agreement amount is \$12,250.



April 9, 2012

June Millovich
South Orange County Community College District for Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear June:

Enclosed for your consideration is the 2011-2012 Amendment to the Instructional Agreement between Yosemite Community College District, Child Development Training Consortium and South Orange County Community College District for Saddleback College. This revises the contractual relationship established for the 2011-2012 fiscal year.

Please sign and **RETURN BOTH Amendments**, with original signatures, to the following address:

Gail Brovont
Child Development Training Consortium
1620 N. Carpenter Road, Suite C-16
Modesto, CA 95351

After obtaining our Vice Chancellor's signature, a fully executed copy will be returned to you for your records.

If you have any questions or need additional information, please phone (209) 548-5721. Thank you for your continued support of early education, and your prompt response is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Patty Scroggins". The signature is fluid and cursive, with a long horizontal stroke at the end.

Patty Scroggins
Director

PS:gb

Enclosures

Yosemite Community College District
1620 North Carpenter Road, Suite C-16, Modesto, CA, 95351 (209)548-5732

**Child Development Training Consortium
2011-2012 Amendment # 1 to Instructional Agreement
Number 11-12- 2842**

Amendment to Instructional Agreement for the period September 1, 2011, to June 30, 2012, between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and **South Orange County Community College District for Saddleback College**. (CONTRACTOR).

In consideration of the performance of the terms of the Instructional Agreement in a satisfactory manner, the YCCD/CDTC **agrees to pay the CONTRACTOR a revised amount not to exceed \$ 12,250.00**. This amount includes Amended Instructional Units (A) and (if applicable) Contingent Instructional Units (B):

The 2011-2012 Approved Funding amount in (A) is accessible to contractor upon execution of Amendment.

Summary of Instructional Units:

	# of Units	Funding Amount
Number of <u>initial</u> enrolled units to generate at \$25.00 per unit:	400	\$10,000
Number of <u>additional</u> enrolled units to generate at \$25.00 unit:	90	\$2,250
Total 2011-2012 Amended Instructional Units of Enrollment & Approved Funding :	490	\$12,250
A: Total 2011-2012 Approved Funding:		\$ 12,250.00

Summary of Contingent Units:

Provision for additional funds (if applicable):

The YCCD/CDTC agrees to activate Contingent Units with **South Orange County Community College District for Saddleback College**. (CONTRACTOR) to provide additional amended funds not to exceed \$0.00, IN THE EVENT FUNDS BECOME AVAILABLE THROUGH CDTC. CDTC will contact contractor to activate the CONTINGENCY portion of this amendment upon availability of funds. If funds in Section B do not become available, Section A funds remain as amended above.

	# of Units	Funding Amount
Number of <u>contingent units</u> to generate at \$25.00 per unit upon CDTC's notification to contractor:	0	0
B: Total Contingent Instructional Funds:	0	0
Total Amended Approved and Contingent Funding (if applicable)		\$12,250.00

All final reports and invoices are due no later than June 30, 2012. Except as amended herein, all terms and conditions of the original Instructional Agreement shall remain unchanged and in full force and effect.

Agreed to this _____ day of _____ 2012.

AGREED TO BY:

Contractor Authorizing Signature:	
Printed Name of Person Signing and Title:	
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing and Title:	Teresa Scott, Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Return two Amendments to Instructional Agreement with original signatures to:

Patty Scroggins, Child Development Training Consortium, 1620 N. Carpenter Rd., Suite C-16, Modesto, CA 95351

For questions, call (209) 548-5721

For CDTC Use Only

Date Received: _____ To D.O.: _____ From D.O.: _____ To Contractor: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Assignment of Cosmetology and Cosmetician Instruction Agreements

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 career and technical 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.

STATUS

At its September 2011 meeting, the Board of Trustees approved a one-year extension of an educational services agreement with Athena College of Beauty, Laguna Hills, CA, for Cosmetology and Cosmetician instruction in the amount of \$3.50/hour.

During the spring 2012 term, the owners of Athena College of Beauty sold the school to Advanced Beauty College, Inc. (Garden Grove, CA). Under the terms of the sale, both parties agreed that Athena College of Beauty would continue to provide educational services to Saddleback College at its Laguna Hills location and all rights, title, and interest in the educational services agreement would be transferred to the new owners for the duration of the contract period (June 30, 2012).

Saddleback College requests approval of the assignment of the educational services agreement from Athena College of Beauty to Advanced Beauty College, Inc.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the assignment of the educational services agreement from Athena College of Beauty to Advanced Beauty College for Cosmetology and Cosmetician instruction as shown in Exhibits A and B.



Assignment of Vocational Cosmetology Education Contract

April 1, 2012

Heidi M. Berman, 1208 City Lights Drive, Aliso Viejo, CA 92656, and Jeffery S. Tice, 43 East 14th St. Tempe, AZ 85281 (hereinafter referred to as the "Members"), and Forest Lake Education Management, LLC, an Arizona Limited Liability Company, dba Athena College of Beauty, 23565 Moulton Parkway, Suite A & B, Laguna Hills, CA 92653 (collectively as "assignor") hereby assigns to Advance Beauty College, Inc. ("assignee") all right, title, and interest in and to the Vocational Cosmetology Education Contract training agreement dated 14th day of September, 2009 between assignor and South Orange County Community College District, effective April 1, 2012, for services provided after said date.

Dated: 4/1/12

Heidi M. Berman
"Assignor"

Dated: 4/1/12

Jeffery S. Tice
"Assignor"

Forest Lake Education Management, LLC

By: Jeffery S. Tice

APPROVAL OF ASSIGNMENT
The assignment of the contract is approved.

Dated: _____

South Orange County Community College District

BY: _____

Name: _____

Title: _____

Handwritten initials and signature



Assignment of Vocational Cosmetician Education Contract

April 1, 2012

Heidi M. Berman, 1208 City Lights Drive, Aliso Viejo, CA 92656, and Jeffery S. Tice, 43 East 14th St. Tempe, AZ 85281 (hereinafter referred to as the "Members"), and Forest Lake Education Management, LLC, an Arizona Limited Liability Company, dba Athena College of Beauty, 23565 Moulton Parkway, Suite A & B, Laguna Hills, CA 92653 (collectively as "assignor") hereby assigns to Advance Beauty College, Inc. ("assignee") all right, title, and interest in and to the Vocational Cosmetician Education Contract training agreement dated 14th day of September, 2009 between assignor and South Orange County Community College District, effective April 1, 2012, for services provided after said date.

Dated: 4/1/12

Heidi M. Berman
Assignor

Dated: 4/1/12

Jeffery S. Tice
Assignor

Forest Lake Education Management, LLC

By: Jeffery S. Tice

APPROVAL OF ASSIGNMENT

The assignment of the contract is approved.

Dated:

South Orange County Community College District

BY:

Name:

Title:

Handwritten initials and mark

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Study Abroad Program to Oxford, England
ACTION: Approval

BACKGROUND

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

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Semester Abroad in Oxford, England during the spring 2013 semester. All student fees, student insurance, travel, food and lodging requirements will be organized and arranged by the American Institute for Foreign Study (AIFS). Saddleback College contacted three vendors for this program: AIFS, CEA Global Education, and Global Student Exchange. Only AIFS was able to provide the services that met our criteria.

The details of the program are summarized in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. The cost per student is \$6545 plus \$295 airfare, so the total cost for the semester will be \$6840. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings list, Exhibit D, issued by the U.S. Department of State does not include England.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Semester in Oxford, England, Spring 2013 as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with The American Institute for Foreign Study for coordinating all travel agreements in Exhibit B.


SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

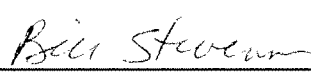
1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates: From:		March 14, 2013		To: May 24, 2013		Total No. of Days:		70	
Partner Name (Academic Institution):				American Institute for Foreign Study					
Address:		AIFS, Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5507		
Description of Institution:		BA/MA Degree granting university in British university system							
Includes:	Accredited Instruction		Yes:	x	No:				
	Transfer College Units		Yes:	x	No:				
	Orientation		Yes:	x	No:				
	Books/Supplies		Yes:		No:	x			
	Tutors		Yes:		No:	x			
	Weekend Study Activities		Yes:	x	No:				
	Food		Yes:	x	No:				
	Transportation		Yes:	x	No:				
	Lodging		Yes:	x	No:				
Other:		Three field trips within England: Bath, Stonehenge, London, Stratford-Upon-Avon. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc.							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)			Local transportation, personal expenses, Saddleback College tuition, and books.						
Other:									
2. FACULTY									
Lead Faculty Name:		Jennifer Hedgecock							
Coordinates Trip:				Yes:	x	No:			
If No, Explain:									
Travels to Site:				Yes:	x	No:			
Dates: From:		3/14/13			To:		5/24/13		
Teaching Assignment at Program Site:				Yes:	x	No:			
Dates: From:		3/14/13			To:		5/24/13		
Requires Substitute at IVC and/or SC?				Yes:		No:	x		
Unpaid Faculty Exchange:				Yes:		No:	x		
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)		Time(s)		
Eng. 17A	Introduction to British Literature (Hedgecock)				1/22-3/14		4-6:50, M/W		
Eng. 1B	Principles of Composition II (Hedgecock)				1/22-3/14		12-00 - 2:50, M/W		
Eng. 27A	Introduction to the Novel (Hedgecock)				1/22-5/24		1:30-2:50, T/Th		

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
Art 26	Survey of Art History: Renaissance to Modern ("Oxford Professor")						3
History 40	English History to 1688 ("Oxford Professor")						3
English 18	Shakespeare: The Tragedies (Hedgecock)						3
English 27A	Introduction to the Novel (full semester) -- (Hedgecock)						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						12	
Maximum number of units:						15	
If this is a repeat program site, what is the average number of units taken per student?						12	
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$ 6840	
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$ 97	
College:							
Additional costs to the District?			Yes:	No:	<input checked="" type="checkbox"/>		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Eng 18A	Eng 27A	Art 26	Field trips			
10 a.m.	X	X	X	X			
11 a.m.	X	X	X	X			
12 Noon	lunch	lunch	lunch	X			
1 p.m.	X	Hist 40	X	X			
2 p.m.	X	X	X	X			
3 p.m.	X	X	X	X			
4 p.m.	X	X	X	X			
5 p.m.		X		X			
6 p.m.		X		X			
7 p.m.				X			
8 p.m.				X			
9 p.m.				X			
10 p.m.				X			
Exceptions to weekly schedule:			Field trips are scheduled during 3 of the 10 weeks students are in Oxford.				

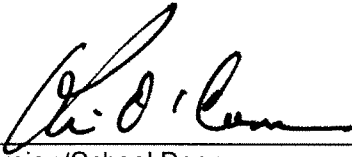
8. ATTACHMENTS
N / A
9. REQUIRED SIGNATURES



Lead Faculty Member 4/10/12
Date



Department Chair 4/10/12
Date



Division/School Dean 4/9/12
Date

Vice President, Instruction _____
Date

College President _____
Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Spring 2013 Study Abroad in Oxford, England

This Agreement is made this 30th day of April, 2012 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California (“DISTRICT”) and AIFS (American Institute for Foreign Study), Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902, (“TRAVEL CONTRACTOR”) and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled “SPECIFIC TRIP DETAILS.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.

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

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

TRAVEL CONTRACTOR

DISTRICT

**American Institute for Foreign Study
(AIFS)**

**South Orange County Community College
District**

Date: _____

Date: _____

By: _____
Sharon Secki

By: _____
Dr. Debra Fitzsimmons

Title: **Program Administrator AIFS**

Title: **Vice Chancellor of Business
Services, SOCCCD**

Address: **Partnership Programs
River Plaza
9 W. Broad Street
Stamford, Connecticut 06902**

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

Phone: **(203) 399-5507**

Phone: **(949) 582-4663**

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

Phone No.: _____



AIFS LONDON PROGRAMME HEADQUARTERS

**PROPOSAL FOR SADDLEBACK COLLEGE
OXFORD PARTNERSHIP PROGRAMME – SPRING SEMESTER 2013**

Depart US: Thursday, March 14th, 2013
Arrive OXFORD: Friday, March 15th, 2013
Depart OXFORD: Friday, May 24th, 2013

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- Transportation package consisting of international airfare (LOS ANGELES – LONDON – LOS ANGELES) and round-trip transfers between the LONDON airport and the housing in OXFORD on regular programme dates. Please note that mandatory airline-imposed departure taxes and fees (estimated at \$TBC) are not included and students will be billed separately for these.
- An orientation programme in OXFORD consisting of an orientation meeting with AIFS staff, student information packet including comprehensive student handbook, local area information and a walking tour of OXFORD with the services of a professional guide including entrances to an Oxford University College and afternoon tea.
- Accommodation in single room homestays on a half-board basis with breakfast and dinner provided. Students will live no further than a 30 minute bus ride from Oxford City Centre and will be located in safe, residential areas.
- A meeting room to accommodate the SADDLEBACK COLLEGE classes at an Oxford College. A meeting room will be available for 3 days per week for the duration of the programme. Audio-visual equipment will be provided as required including a data projector and laptop. Free WiFi access in the classrooms included.
- The services of AIFS staff including a local Oxford based homestay coordinator and London based student services staff member to (respectively) allocate and deal with any homestay issues; and to liaise with the SADDLEBACK COLLEGE faculty member and to offer assistance and support throughout the programme. AIFS staff will be available to handle any emergencies and will visit the campus on a designated day each week. An AIFS staff member will also be on site for the entire first week of the programme.
- Provision of 2 adjunct lecturers to teach SADDLEBACK COLLEGE approved courses in the History of Western Art and British History. Teaching will follow the course syllabi as outlined or approved by SADDLEBACK COLLEGE and some field trips are included.
- Full-day excursion to London by private coach with a panoramic tour of London accompanied by a professional guide with entrance to the Tower of London included, and an evening theatre performance in the West End.
- Full-day trip to Bath and Stonehenge by private coach, including the services of a professional guide. Entrances to the Roman Baths and private access to Stonehenge (either during the early morning or evening) are included. Please note there is a limit of 26 people per private tour of Stonehenge so should the

group numbers exceed this then they will be split into two groups with different entrance times or general entrance will be arranged.

- Full-day excursion to Stratford-upon-Avon by private coach (with late return) accompanied by a professional guide, including visit with entrances to Warwick Castle, and an evening theatre performance at the Royal Shakespeare Theatre in Stratford.
- Farewell event for students, faculty, staff and host families
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS programme brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SADDLEBACK COLLEGE named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Faculty support services (target enrolment 20 students with 1 faculty member as listed below:

- Roundtrip flights between Los Angeles and London on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SADDLEBACK COLLEGE faculty the student airfare fee once the minimum programme enrolment has been reached.
- AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Wednesday, January 11th, 2013, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide SADDLEBACK COLLEGE faculty member with housing in a one bedroom apartment in Oxford. The apartment will be fully furnished and all utilities (except telephone) will be included. Internet will be provided in the apartment.

- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide SADDLEBACK COLLEGE faculty member with a pay as you go cell phone and a printer. Cell phone costs are the responsibility of the faculty.
- Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of **20 to 24 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6840**.

Based on an enrolment of **25 or more paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6480**.

Should SADDLEBACK COLLEGE wish to run this programme with an enrolment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SADDLEBACK COLLEGE.

This fee excludes the \$250 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SADDLEBACK COLLEGE tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SADDLEBACK COLLEGE faculty and anything not specified.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned cheque fee on each cheque returned by the bank for insufficient funds.

OPTIONAL COMPONENTS

- Optional three-day, two night, stay in a hotel in York on a bed and breakfast basis, including travel to and from Oxford and York (by train or by private coach), a guided walking tour of the city, with entrances to York Minster and accommodations for **\$525**. A minimum enrolment of 15 students is required in order to run the trip.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

We recommend the promotion of and initial receipt of deposits for this programme as early as possible.

Penalties apply to changed programme bookings after Friday, December 12th, 2012. Therefore AIFS would require the SADDLEBACK COLLEGE to collect the application



forms and deposits of \$450 per student and to forward them to AIFS by Friday, December 12th, 2012. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Wednesday, January 11th, 2013. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday, December 12th, 2012, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday, December 12th, 2012 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday, December 12th, 2012.

AIFS is financially committed to any confirmed airline seats from Tuesday, November 27th, 2012 and therefore an airfare review will take place prior to this date. AIFS requests that SADDLEBACK COLLEGE provide an indication of how many students intend to participate on the programme. However, should SADDLEBACK COLLEGE subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Tuesday, November 27th, 2012 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Friday, December 12th, 2012 s/he will receive a refund of all fees paid less the \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Friday, December 12th, 2012, but on or before Wednesday, January 11th, 2013 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees paid would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, a \$100 processing fee and a \$210 insurance premium.

Students withdrawing voluntarily for any reason after Wednesday, January 11th, 2013 including withdrawals for medical reasons not protected under the Programme Fee Refund and Medical Insurance Coverage, receive no refund.



Please note that students who are academically withdrawn by their home institutions after their applications have been processed by AIFS are subject to the standard refund policy.

Once the programme has started, students withdrawing receive no refund unless AIFS suspends the programme.

It is understood that the SADDLEBACK COLLEGE will not cancel the programme if the necessary minimum number of participants have been enrolled Friday, December 12th, 2012.

In the event of the U.S. State Department issuing a travel warning which advises U.S citizens not to travel to OXFORD, or if they are already in OXFORD, to leave it, AIFS will:

- If the programme has not started, either make suitable alternative arrangements or cancel the programme and refund all fees paid.
- If the programme has started, suspend the programme and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the programme not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements. This will enable us to prepare your programme materials accurately.

A confirmation in writing is required by Friday June 1st, 2012. Please sign and date below, and please fax this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____
SADDLEBACK COLLEGE

DATE _____

Current Travel Warnings

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

Chad 03/29/2012
Yemen 03/27/2012
Mali 03/26/2012
Israel, the West Bank and Gaza 03/19/2012
Syria 03/06/2012
Nigeria 02/29/2012
Colombia 02/21/2012
Mexico 02/08/2012
Pakistan 02/02/2012
Iraq 01/19/2012
Congo, Democratic Republic of the 01/12/2012
Sudan 01/11/2012
Philippines 01/05/2012
Central African Republic 01/04/2012
Republic of South Sudan 12/22/2011
Cote d'Ivoire 12/16/2011
Afghanistan 12/01/2011
Burundi 11/25/2011
Eritrea 11/04/2011
Kenya 11/04/2011
Guinea 11/04/2011
Korea, Democratic People's Republic of 11/03/2011
Iran 10/21/2011
Lebanon 10/12/2011
Mauritania 10/12/2011
Libya 09/22/2011
Algeria 09/19/2011
Somalia 08/19/2011
Haiti 08/08/2011
Niger 08/05/2011
Saudi Arabia 08/05/2011

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
3/27/12 FA 209 1:00pm	Richard White Art 10	John Balistreri	Ceramic Sculpture 3D Modeling	\$300
3/30/12 BGS 131 12:00pm	Malia Hill Fashion a la Mode Event	Amanda Hunn	Interior "Color My Space"	\$200
3/30/12 BGS 131 12:00pm	Malia Hill Fashion a la Mode Event	Misty Orzechowski	Blogging Workshop	\$200
3/30/12 BGS 131 12:00pm	Malia Hill Fashion a la Mode Event	Rebecca Francis	Merchandising a Look	\$200
4/5/12 SSC 212 6:00pm	Amira A. Wegenek Student Panel Speaker	Katelyn Cerneka	Transferring to the CSU/UC System as a Psychology Student	\$100
4/5/12 SSC 212 6:00pm	Amira A. Wegenek Student Panel Speaker	Mark Taylor	Transferring to the CSU/UC System as a Psychology Student	\$100
4/10/12 SSC 212 12:00pm	Allison Camelot Sociology – Open to All Students	AIDS Services Foundation Speaker Panel	AIDS Service Foundation Orange County's Mission of Spreading Awareness. How to Prevent the Spread of HIV and How to Help Improve the Lives of Men, Women, and Children Effected by HIV/AIDS	\$750 (ASG)
4/19/12 BGS 356 7:00pm	Amira A. Wegenek Psychology Speaker Series	M.G. Lord	The Psychology of Gender, Popular Toys and Media	\$500

4/19/12 BGS 339 12:00pm	Ryan Even Photography	Ross Whitaker	Hearts Apart Program and Insight to Photographic Industry	\$300 (ASG)
4/19/12 HS 145 3:00pm	Patricia Flanigan Student Success Learning Activity	Dr. Vincent Tinto	Promoting Student Success One Class at a Time	\$3000 plus airplane/taxi
4/20/12 Studio Theatre 7:00pm & 8:30pm	Heidi Ochoa Speech 32 – Interpreters Theatre	Javon Johnson	“Happening Unhappening” – Painting, Jazz, Sculpture, Poetry	\$200 (ASG)
4/26/12 HS 145 3:00pm	Amira A. Wegenek Psychology Speaker Series	Beth Karlin	The Psychology of Sustainability	\$160
4/30/12 SSC 212 6:00pm	Camenmara Hernandez-Bravo Gender Conference	Dr. Lucia Guerra- Cunningham	Gender and the City in Latin American Fiction	\$800 (ASG)
5/1/12 SSC 212 12:00pm	Allison Camelot Sociology – Open to All Students	PFLAG Speaker Bauru of Orange County	How to Help End Discrimination and Secure Equal Civil Rights for Gay, Lesbian, Bisexual and Transgender Persons While Providing Public Education and Community Support.	\$750 (ASG)
5/3/12 SSC 212 10:00am	High School Career Day Event	Brad Pollak	200 High School Students Will Learn the Process on How to Communicate and Present Themselves in a Job Interview	\$200 (CTE Grant)
5/5/12 SSC 212 10:00am	Amira A. Wegenek Psychology Speaker Series	Jennifer Skeem	Psychology Research	\$300

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Substitution of Subcontractor: Life Sciences
Project: Aero Plumbing

ACTION: Approval

BACKGROUND

On April 25, 2011, the Board approved the award of bid for the Life Sciences Project at Irvine Valley College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "When the listed subcontractor fails or refuses to perform his or her subcontract".

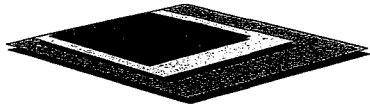
STATUS

SOCCCD's staff, in review with the construction manager and architect, agrees with Edge Development, Inc.'s determination that the listed subcontractor, Aero Plumbing, has failed or refused to perform his subcontract. Edge Development, Inc. recommends that Don Brandel Plumbing, Inc. be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Aero Plumbing of this request was sent on April 6, 2012, EXHIBIT B.

This substitution will have no impact on the cost of the project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the removal of Aero Plumbing and its substitution with Don Brandel Plumbing, Inc., as subcontractor on the Life Sciences project at Irvine Valley College.



April 03, 2012

12 APR -5 P1:43

South Orange County Community College District
28000 Marguerite Pkwy.
Mission Viejo, CA 92692

Serial No. 11005 - 01585

Via FAX & U.S. Certified Returned Receipt

Fax: (949) 364-2726

Attn: Brandye D'Lena

RE: Project No. 11005
Life Sciences Building at Irvine Valley College
5500 Irvine Center Dr.
Irvine, CA 92618

Dear Ms D'Lena,

Pursuant to California Public Contract code section 4107, EDGE Development Inc. requests written authorization from South Orange County Community College District to substitute Don Brandel Plumbing, Inc., California Licence number: 176778, in place of Aero Plumbing.

The reasons for this request are, as set forth in Public Contract Code section 4107, subdivision (a), (3) and (7):

(a), (3): The listed subcontractor failed and refused to perform its subcontract;

(a), (7): The subcontractor is substantially delaying and disrupting the progress of the work;

A copy of our letter to Aero Plumbing notifying of its default and giving it the opportunity to cure is enclosed. That letter does not include all of the factual reasons for this request. Also enclosed is a copy of California Public Contract Code section 4107.

If you are not the representative of the District authorized to receive substitution requests, please immediately forward this request to the authorized representative and inform us of the same. Pursuant to California Public Contract Code section 4107, subdivision (a), please "give notice in writing to the listed subcontractor of [this] request to substitute and of the reasons for the request." Your notice is to be served by registered or certified mail to the last known address of Aero Plumbing. The last known address we have is P.O. Box 893447, Temecula, CA 92589.

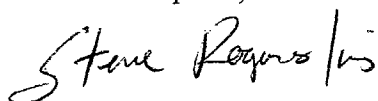
Aero Plumbing shall have five (5) working days from receipt of the District's letter within which to submit written objections to the substitution request. If written objections are timely received, you are required to schedule a hearing of the objections. If written objections are not timely received, please send written consent to the substitution. These statutory requirements mandate immediate attention to this matter as the project is being substantially delayed by Aero Plumbing 's failure to perform. Thank you for your attention to this matter and helping us avoid delay to the project.

Should you have any questions, please contact our office at (951) 296-0776.

Page 2 of 2
Serial No. 11005 - 01585

Sincerely,

EDGE Development, Inc.



Steve Rogers
Executive Vice President

SR/mj

Enclosure

pc: File
Jobsite
Accounting
Contract Administrator, EDGE

EDGE
Development Inc.



General Contracting ♦ Engineering ♦ Construction Management ♦ Design/Build

March 14, 2012

48 Hour Notice

Aero Plumbing
Mr. Brian Sieben
1204 Sunset Cliffs Avenue
Hemet, CA 92545-1298

Serial No. 11005 - 01531
Via Fax: (951) 271-9652
Certified Mail # 7008 1830 0004 8831 3334

Re: Project No: 11005
Life Sciences Building at Irvine Valley College
5500 Irvine Center Dr., Irvine, CA 92618

Subject: Completion of work

Gentlemen:

This letter shall serve as your **48 -Hour Notice** to complete all work for your trade in the following area(s) . We are scheduled to perform the following work as per the Project Schedule and are requesting you complete the necessary work for your trade as to not affect this schedule.

Description of scheduled work:

Aero Plumbing (Aero) loaded up all of their materials yesterday, Tuesday, March 12, 2012 and abandoned the project. Today, Wednesday, March 13, 2012, Aero's storage bin was picked up and hauled away. Aero still has an extensive amount of contract work yet to complete. the work includes, but is not limited, to:

1. Corrections to S.O.G. piping out of walls.
2. First (1st) floor rough-in.
3. Connections of roof drains.
4. Work related to correction notice No. 1 (see attached).

Aero Plumbing has 48 hours to return to work at the Irvine Valley College, Life Sciences Building Project and continue work on the above noted items or EDGE Development will take over Aero Plumbing's Scope of Work and forward all associated costs to Aero Plumbing in the form of a Deductive Change Order.

Should you have any questions, please contact the undersigned at (949) 451-5683

Sincerely,

EDGE Development, Inc.

Jeff Whiting
Project Superintendent

JW/lmc

cc: Mike Reed
Steve Prophet
Judy Butler

pc: Jobsite
File

27368 Via Industria, Suite 101, Temecula, CA 92590 Tel. (951) 296-0777
www.edge-dev.com

HEEE TEEB 4000 DEPT 8007

U.S. Postal Service™		
CERTIFIED MAIL™ RECEIPT		
(Domestic Mail Only; No Insurance Coverage Provided)		
For delivery information visit our website at www.usps.com		
OFFICIAL USE		
Postage	\$ 00.45	0330
Certified Fee	\$ 2.95	
Return Receipt Fee (Endorsement Required)	\$ 2.35	
Restricted Delivery Fee (Endorsement Required)	\$ 0.00	
Total Postage & Fees	\$ 5.75	

MESA CA 92522
Postmark Here
MAR 14
03/14/2012

Sent To Aero Plumbing
Street, Apt. No., or PO Box No. 1204 Sunset Cliffs
City, State, ZIP+4 Hemet, CA 92545

PS Form 3800, August 2006 See Reverse for Instructions

2

Project Inspector

Correction notice #: 1

District:	S.O.C.C.C.D			Site:	Irvine Valley College		
Date:	10-14-11	Day:	Fri	Temp:	68-70	Weather:	Clr
DSA#	04-111122	File #:	30-C5	Bldg#:	Life Science		
Architect:	Dougherty and Dougherty			Contractor	Edge Development		

ITEMS of CONCERN

The plumber, Aero Plumbing, has issues needing attention before the building slab can proceed as scheduled. Much of the system is not completed or needs rework before sandbags and gravel

The Engineer walked site today and confirmed these concerns as follow.

- ✓ 1. Excessive turns in sewer mains
- ✓ 2. No clean outs installed after 135 degree turns
- ✓ 3. Second story waste are upstream from the downstairs waste
- ✓ 4. Sand bedding support of piping as detailed
- ⑤ 5. Deviation from plans with no shop drawings of system pipe placement
- ✓ 6. Gas sleeves need venting to outside and tested, both sleeve and piping
- ✓ 7. Head test of entire drainage system
- ✓ 8. Updated as-builds
- ⑨ 9. Co-ordination of cleanout doors with trades and architects review of purposed locations
- ✓ 10. Corrosion protection missing or incomplete in many locations
- ⑪ 11. A full complete submittal

Corrective Action

Todd Robinson
DSA Project Inspector



Lois McLoon

From: Lois McLoon
Sent: Wednesday, March 14, 2012 3:33 PM
To: Brian Sieben, Aero Plumbing
Cc: Steve Prophet; Mike Reed; Judy Butler; Jeff Whiting
Subject: 48 Hour Notice with Attachment
Attachments: 48 Hour Notice Letter with Attachment.pdf

Please see attached.

Lois McLoon
Field Administrator
Life Sciences Building at Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
Phone: (949) 451-5683
E-Mail: lmcloon@edge-dev.com

California Public Contract Code Section 4107

[Legal Research Home](#) > [California Laws](#) > [Public Contract Code](#) > California Public Contract Code Section 4107

A prime contractor whose bid is accepted may not:

(a) Substitute a person as subcontractor in place of the subcontractor listed in the original bid, except that the awarding authority, or its duly authorized officer, may, except as otherwise provided in Section 4107.5, consent to the substitution of another person as a subcontractor in any of the following situations:

(1) When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor's bid and at the price specified in the subcontractor's bid, when that written contract, based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor.

(2) When the listed subcontractor becomes insolvent or the subject of an order for relief in bankruptcy.

(3) When the listed subcontractor fails or refuses to perform his or her subcontract.

(4) When the listed subcontractor fails or refuses to meet the bond requirements of the prime contractor as set forth in Section 4108.

(5) When the prime contractor demonstrates to the awarding authority, or its duly authorized officer, subject to the further provisions set forth in Section 4107.5, that the name of the subcontractor was listed as the result of an inadvertent clerical error.

(6) When the listed subcontractor is not licensed pursuant to the Contractors License Law.

(7) When the awarding authority, or its duly authorized officer, determines that the work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications, or that the subcontractor is substantially delaying or disrupting the progress of the work.

(8) When the listed subcontractor is ineligible to work on a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.

(9) When the awarding authority determines that a listed subcontractor is not a responsible contractor.

Prior to approval of the prime contractor's request for the substitution, the awarding authority, or its duly authorized officer, shall give notice in writing to the listed subcontractor of the prime contractor's request to substitute and of the reasons for the request. The notice shall be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified has five working days within which to submit written objections to the substitution to the awarding authority. Failure to file these written objections constitutes the listed subcontractor's consent to the substitution.

If written objections are filed, the awarding authority shall give notice in writing of at least five working days to the listed subcontractor of a hearing by the awarding authority on the prime

contractor's request for substitution.

(b) Permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original bid, without the consent of the awarding authority, or its duly authorized officer.

(c) Other than in the performance of "change orders" causing changes or deviations from the original contract, sublet or subcontract any portion of the work in excess of one-half of 1 percent of the prime contractor's total bid as to which his or her original bid did not designate a subcontractor.

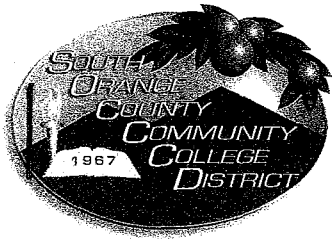


EXHIBIT B
Page 1 of 1

April 6, 2012

Aero Plumbing
P.O. Box 893447
Temecula, CA 92589

Aero Plumbing
Mr. Brian Sieben
1204 Sunset Cliffs Avenue
Hemet, CA 92545-1298

SUBJECT: SUBSTITUTION OF SUBCONTRACTOR

Dear Mr. Sieben:

We have received from Edge Development, Inc. a request for substitution of the plumbing subcontractor for the Irvine Valley College Life Sciences Building (See attached).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit written objections to the substitution. Failure to file a written request will constitute your consent to the substitution.

Sincerely,

Brandye K. D'Lena
Director, Facilities Planning & Purchasing

cc: Craig Langseth
Steve Prophet
Todd Robinson

TO: Board of Trustees

FROM: Gary L. Poertner Chancellor

RE: Irvine Valley College: Landscaping Project: Notice of Completion

ACTION: Approval

BACKGROUND

On August 31, 2009, and May 24, 2010, the Board of Trustees approved funding from basic aid for the Irvine Valley College Landscaping Project. On August 30, 2010, the Board of Trustees approved a construction contract for \$1,200,000 with Belaire-West Landscaping. After Belaire-West Landscaping went bankrupt, the Board approved a completion contract for \$1,196,552 to Diversified Landscape Management, Inc. Previously approved change orders increased the contract amount by \$6,403.04 for a revised contract amount of \$1,202,955.04

STATUS

Staff recommends that a Notice of Completion (Exhibit A) be filed for the Irvine Valley College Landscaping (Live Oak Terrace) project.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as Exhibit A for the Irvine Valley College Landscaping (Live Oak Terrace) project with Diversified Landscape Management, Inc. for a final contract amount of \$1,202,955.04. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: LANDSCAPING PROJECT at IRVINE VALLEY COLLEGE, Bid No.300, the contract for the doing of which was heretofore entered into the 5th day of AUGUST, 2011, which contract was made with DIVERSIFIED LANDSCAPE MGMT., INC., as Contractor; that said improvements were completed on the 13th day of APRIL, 2012, and accepted by formal action of the governing board of said District on the 30th day of APRIL 2012, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is DEVELOPERS SURETY AND INDEMNITY COMPANY that the property hereinafter referred to and on which said improvements said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By _____ Dated _____
Gary L. Poertner
Chancellor

STATE OF CALIFORNIA]] ss.
COUNTY OF ORANGE]

Gary L. Poertner, being first duly sworn, deposes and says:

That he/she is Secretary of the Board of Trustees of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California;

That he/she has read the foregoing Notice of Completion and knows the contents thereof and that the facts stated therein are true and correct.

Gary L. Poertner Dated _____
Chancellor

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20____, by Gary L Poertner proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Campus Wide Exterior Way-finding System:
Notice of Completion and Change Order No. 1

ACTION: Approval

BACKGROUND

On August 29, 2011, the Board of Trustees approved a contract with A Good Sign & Graphics for a Campus Wide Exterior Way finding system at Irvine Valley College for \$314,180.

STATUS

The College recommends that the change order (Exhibit A) be approved for a credit of \$16,409.40 and that a Notice of Completion (Exhibit B) be filed for the Campus Wide Exterior Way finding system at Irvine Valley College.

Funds for these services are available in the Irvine Valley College scheduled maintenance budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the change order (Exhibit A), authorize the filing of the Notices of Completion attached as (Exhibit B) for the Campus Wide Exterior Way finding system at Irvine Valley College with A Good Sign & Graphics for a final contract amount of \$297,770.60. It is also recommended that the Board authorize the release of retention 35 days after filing.

IVC Campus Wide Exterior Way Finding System

Exhibit A

Board Change Order #1

April 26, 2012

BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BC0#1 COR Total	REVISED CONTRACT AMOUNT
General Contractor	A Good Sign & Graphic		\$314,180.00	\$0.00	-\$16,409.40	\$297,770.60
	2110 South Susan Street, Santa Ana, CA 92704	TOTAL	314,180.00			297,770.60

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	4/3/2012	Reduction in unused allowance	District	reviewed	-\$16,409.40	0
		Total this Change Order Request			-\$16,409.40	

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Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: CAMPUS WIDE EXTERIOR WAY-FINDING SYSTEM at IRVINE VALLEY COLLEGE, Bid No.300, the contract for the doing of which was heretofore entered into the 30th day of AUGUST, 2011, which contract was made with A GOOD SIGN & GRAPHICS CO., as Contractor; that said improvements were completed on the 2nd day of MARCH, 2012, and accepted by formal action of the governing board of said District on the 30th day of APRIL 2012, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is ULLICO CASUALTY COMPANY that the property hereinafter referred to and on which said improvements said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By _____
Gary L. Poertner
Chancellor

Dated _____

STATE OF CALIFORNIA]
] ss.
COUNTY OF ORANGE]

Gary L. Poertner, being first duly sworn, deposes and says:

That he/she is Secretary of the Board of Trustees of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California;

That he/she has read the foregoing Notice of Completion and knows the contents thereof and that the facts stated therein are true and correct.

Gary L. Poertner
Chancellor

Dated _____

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on
this ____day of _____, 20____,
by Gary L Poertner
proved to me on the basis of satisfactory evidence to
be the person who appeared before me.

Signature

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Building: Change Order No. 4

ACTION: Approval

BACKGROUND

The Board of Trustees approved funding from basic aid for the Irvine Valley College Life Sciences project for a total project budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved a contract with Edge Development Inc. for construction in the amount of \$11,387,287. Previously approved change orders decreased the amount by \$5,461.00 for a revised contract amount of \$11,381,826.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 77, 78, 79 86, 97, 99, 101, 105 and 111. Approval of this change order No. 4 will result in a decrease of \$31,434 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,350,392.

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 Request numbers (COR) numbers 77, 78, 79 86, 97, 99, 101, 105 and 111 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 a decrease of \$31,434 in the total project cost. The revised contract amount is \$11,350,392.

IVC - Life Sciences Building

Exhibit A

Bid #303

Board Change Order #4

April 30 2012

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO # 4 COR Total	REVISED CONTRACT AMOUNT
303	General Contractor	Edge Development Inc	\$11,387,287.00	-\$5,461.00	-\$31,434.00	\$11,350,392.00
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL			11,350,392.00

COR No.	Date	Description	Requested	Status	Amount	Time Extension
77	2/10/2012	FCD 008 - Revised footing detail	by architect	reviewed	\$0.00	0
78	2/8/2012	FCD 012 - Foundation cast to excavation	by contractor	reviewed	\$0.00	0
79	2/8/2012	Credit for tree damage	by contractor	reviewed	(\$15,280.00)	0
86	2/6/2012	RFI 282 - T&M for pothole of storm drain	by architect	reviewed	\$1,042.00	0
97	2/8/2012	FCD 013 - Cold joint for curbs	by contractor	reviewed	\$0.00	0
99	2/10/2012	FCD 015 - Change in metal decking manufacturer	by contractor	reviewed	\$0.00	0
101	2/8/2012	Backcharge 002 - Welding Inspector (on site)	by owner	reviewed	(\$133.00)	0
105	2/8/2012	Backcharge 003 - Welding Inspector (OT at fab shop)	by owner	reviewed	(\$18,104.00)	0
111	2/10/2012	T&M repair conduit in parking lot	by architect	reviewed	\$1,041.00	0

TOTAL THESE CHANGE ORDER REQUESTS

-\$31,434.00

EXHIBIT A
Page 1 of 1

TO: Board of Trustees
FROM: Gary Poertner, Chancellor
RE: SOCCCD: 2013-2014 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 2011-2012 academic year, representatives from the governance groups studied calendar options for 2013-2014.

On December 6, 2011, the District Academic Calendar Committee met and voted to approve the proposed calendar, which is presented as Exhibit A. On February 27, 2012, the Board of Trustees accepted for review and study the proposed 2013-2014 Academic Calendar. Due to a revision to the summer session dates, the proposed 2013-2014 Academic Calendar was re-submitted. On March 26, 2012, the Board of Trustees accepted for review and study the proposed 2013-2014 Academic Calendar, with revisions.

STATUS

The proposed 2013-2014 Academic Calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association Master Agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed Academic Calendar for 2013-2014 (Exhibit A).

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

FALL SEMESTER 2013

DRAFT

SPRING SEMESTER 2014

ACADEMIC CALENDAR 2013-2014

IRVINE VALLEY COLLEGE — SADDLEBACK COLLEGE

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013










Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	*21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

SUMMER SESSION 2014

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	*21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*31					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE
ACADEMIC CALENDAR 2013-2014

FALL SEMESTER 2013

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

SPRING SEMESTER 2014

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

SUMMER SESSION 2014

- May 26 (Monday)..... Memorial Day — Holiday
- May 27-August 8 (Tuesday-Friday)Summer Session
- July 4 (Thursday).....Fourth of July — Holiday

*Summer 2014 start dates and session lengths may vary
See college online schedules for more information*

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

Exhibit B
Page 1 of 2



September 27, 2010

TO: District Superintendent/President

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

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

Synopsis: A list of the official academic holidays, as specified by Education Code Section 79020, is provided for convenience in establishing your future academic calendars. Included are the mandated holiday dates for fiscal years 2010-11, 2011-12, 2012-13, and 2013-14 based on the current statute (ECS 79020).

Fiscal Year 2010-11

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

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

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

(Continued)

Fiscal Year 2011-12

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

Fiscal Year 2012-13

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

Fiscal Year 2013-14

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

Action/Date Requested: Information

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Tom Fuentes was absent from the March 26, 2012 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-13 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the March 26, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 12-13

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

WHEREAS, on March 26, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Tom Fuentes shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, March 26, 2012.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Bill Jay was absent from the March 26, 2012 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-14 (Exhibit A) authorizing payment to Trustee Jay who was absent from the March 26, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 12-14

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

WHEREAS, on March 26, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Bill Jay could not be present at the meeting; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Bill Jay shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, March 26, 2012.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Marcia Milchiker was absent from the March 26, 2012 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-15 (Exhibit A) authorizing payment to Trustee Milchiker who was absent from the March 26, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 12-15

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

WHEREAS, on March 26, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Marcia Milchiker could not be present at the meeting;
and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Marcia Milchiker shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, March 26, 2012.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adopt Resolution No. 12-16: Authorizing Design Build Procurement for the New ATEP Campus, IVC Building No. 1 and Saddleback College Building No. 1 Project

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement.

California Education Code section 81700, *et seq.*, authorizes California community college districts to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million.

The District's use of the Design-Build delivery method shall either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process.

STATUS

California Education Code section 81702(a) requires the Governing Board to adopt a resolution authorizing the use of design-build prior to entering into a design-build contract (Exhibit A).

Staff is recommending the Board authorize the use of design-build for the New ATEP Campus, IVC Building No. 1 and Saddleback College Building No. 1 Project.

Initial basic aid funds for this project are available in the project budget of \$12,000,000. Alternate funds for remaining project amount continue to be explored.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-16, EXHIBIT A, to authorize the use of Design Build for the New ATEP Campus, IVC Building No. 1 and Saddleback College Building No. 1 Project.

RESOLUTION NO. 12-16

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING DESIGN-BUILD PROCUREMENT AT ATEP CAMPUS, TWO NEW BUILDINGS PROJECT

APRIL 30, 2012

WHEREAS, California Education Code section 81700, *et seq.*, authorizes California community college districts such as South Orange County Community College District (the "District"), to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million; and,

WHEREAS, California Education Code section 81702(a) requires the Governing Board to adopt a resolution approving the use of the design-build delivery method prior to entering into a design-build contract; and,

WHEREAS, pursuant to California Education Code section 81702(a), the Governing Board has reviewed the guidelines developed pursuant to former Education Code section 81706; and,

WHEREAS, the Governing Board finds that use of the Design-Build delivery method for public works should either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process; and,

WHEREAS, the Request for Proposal ("RFP") package for Design-Build procurement will conform to State Law and provide the minimum performance criteria and design standards for the Project; and

WHEREAS, the RFP will also identify the basic scope, concept drawings and needs of the Project, the expected cost range, and other information deemed necessary to inform interested parties of the contracting opportunity; and

WHEREAS, the RFP will define the factors and sub-factors that the District reasonably expects to consider in evaluating proposals, including cost or price and all non-price related factors and sub-factors, the methodology and rating or weighting scheme that will be used in evaluating competitive proposals; and

WHEREAS, to the extent the District wishes to reserve the right to hold discussions or negotiations with responsive bidders, the RFP will define the applicable rules and procedures to ensure that any discussions or negotiations are conducted in a fair and impartial manner.

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District Board of Trustees hereby declares its intention to commence the process for Design-Build procurement

at the ATEP Campus, Two New Buildings project in accordance with applicable State Law, guidelines, processes, and on terms and conditions set forth therein;

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on April 30, 2012.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

Resolution No. 12-16

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
DECLARING
IT'S INTENT TO ENTER INTO
AUTHORIZING DESIGN-BUILD PROCUREMENT FOR THE ATEP CAMPUS,
TWO NEW ATEP BUILDINGS PROJECT

APRIL 30, 2012

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of the South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a regular meeting held on the 30th day of April 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 30th day of April 2012.

Gary L. Poertner
Secretary to the Board of Trustees

Resolution No. 12-16

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adopt Resolution No. 12-17 Authorizing Design Build Procurement for the Irvine Valley College A400 Project

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement.

California Education Code section 81700, *et seq.*, authorizes California community college districts to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million.

The District's use of the Design-Build delivery method shall either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process.

STATUS

California Education Code section 81702(a) requires the Governing Board to adopt a resolution authorizing the use of design-build prior to entering into a design-build contract (Exhibit A).

Staff is recommending the Board authorize the use of design-build for the Irvine Valley College A400 project.

Initial basic aid funds for this project are available in the project budget of \$1,000,000. Remaining project funds are under consideration for recommendation to the Board by the Basic Aid Allocation Resource Committee.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-17, EXHIBIT A, to authorize the use of Design Build for the Irvine Valley College A400 Project.

RESOLUTION NO. 12-17

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING DESIGN-BUILD PROCUREMENT AT IRVINE VALLEY COLLEGE A400 PROJECT

APRIL 30, 2012

WHEREAS, California Education Code section 81700, *et seq.*, authorizes California community college districts such as South Orange County Community College District (the "District"), to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million; and,

WHEREAS, California Education Code section 81702(a) requires the Governing Board to adopt a resolution approving the use of the design-build delivery method prior to entering into a design-build contract; and,

WHEREAS, pursuant to California Education Code section 81702(a), the Governing Board has reviewed the guidelines developed pursuant to former Education Code section 81706; and,

WHEREAS, the Governing Board finds that use of the Design-Build delivery method for public works should either (1) reduce comparable costs of the projects, or (2) expedite completion of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process; and,

WHEREAS, the Request for Proposal ("RFP") package for Design-Build procurement will conform to State Law and provide the minimum performance criteria and design standards for the Project; and

WHEREAS, the RFP will also identify the basic scope, concept drawings and needs of the Project, the expected cost range, and other information deemed necessary to inform interested parties of the contracting opportunity; and

WHEREAS, the RFP will define the factors and sub-factors that the District reasonably expects to consider in evaluating proposals, including cost or price and all non-price related factors and sub-factors, the methodology and rating or weighting scheme that will be used in evaluating competitive proposals; and

WHEREAS, to the extent the District wishes to reserve the right to hold discussions or negotiations with responsive bidders, the RFP will define the applicable rules and procedures to ensure that any discussions or negotiations are conducted in a fair and impartial manner.

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District Board of Trustees hereby declares its intention to commence the process for Design-Build for the Irvine

Valley College A400 project in accordance with applicable State Law, guidelines, processes, and on terms and conditions set forth therein;

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on April 30, 2012.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

Resolution No. 12-17

RESOLUTION OF THE BOARD OF TRUSTEES
 OF THE
 SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 DECLARING
 IT'S INTENT TO ENTER INTO
 AUTHORIZING DESIGN-BUILD PROCUREMENT FOR THE
 IRVINE VALLEY COLLEGE A400 PROJECT

APRIL 30, 2012

STATE OF CALIFORNIA)
)
 COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of the South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a regular meeting held on the 30th day of April 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 30th day of April 2012.

 Gary L. Poertner
 Secretary to the Board of Trustees

Resolution No. 12-17

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Design Build Criteria and Programming Architectural Services

ACTION: Approval

BACKGROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement.

In a separate agenda this month, staff is recommending the Board of Trustees adopt two resolutions, one each authorizing use of Design-Build for Irvine Valley College A400 project and for New ATEP Campus IVC Building One and Saddleback College Building One.

STATUS

On April 3, 2012, District staff provided a Request for Proposals for Criteria and Programming Architectural Services to the eight architectural firms in the architectural pool approved for use by the Board of Trustees on July 21, 2009. On April 16, 2012, three firms responded and proposals were reviewed by the design-build team. Interviews were held on April 17, 2012.

Staff recommends the use of Lionakis to perform the Criteria and Programming Architectural Services for the New ATEP Campus IVC Building One and Saddleback College Building One and Irvine Valley College A400 projects for a fixed fee of \$358,360 and a reimbursable allowance of \$14,500 for a total cost of \$372,860.

Initial basic aid funds are available within the approved project budgets which are \$1,000,000 for the Irvine Valley College A400 and \$12,000,000 for the New ATEP Campus IVC Building One and Saddleback College Building One.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, Exhibit A, with Lionakis for the Criteria and Programming Architectural Services for the New ATEP Campus IVC Building One and Saddleback College Building One and Irvine Valley College A400 projects for a fixed fee of \$358,360 and a reimbursable allowance of \$14,500 for a total cost of \$372,860.

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

AGREEMENT – IVC A400 AND NEW ATEP CAMPUS IVC BUILDING ONE AND SADDLEBACK COLLEGE BUILDING ONE PROJECTS: DESIGN-BUILD CRITERIA AND PROGRAMMING ARCHITECTURAL SERVICES, SOCCCD

This AGREEMENT is made and entered into this 1st day of May in the year 2012 between the owner South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Lionakis 20371 Irvine Avenue, Suite 120, Newport Beach, CA 92660, hereinafter referred to as "ARCHITECT";

WHEREAS, the District is a community college district organized under the laws of the State of California with authority conferred under Government Code sections 4525 et seq. and 53060 to contract for profession services in the field of architecture;

WHEREAS, DISTRICT desires to obtain architectural professional services for Programming for Design-Build Procurement, Assistance with Request for Proposals Development, Project Design Oversight and Construction Observation as more fully defined per the attached Exhibit A, hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT's services consist of those described in Article II and further delineated in Exhibit A, and include Criteria and Programming Development, Project Oversight, and Construction Observation services necessary to produce a reasonably complete and accurate set of criteria and programming documents sufficient to issue request for proposals for the delivery of a design-build project.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Tom Christian as Principal in Charge. So long as his performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm that will be associated with the PROJECT as needed.

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

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

4. The ARCHITECT has submitted a list of qualified engineers for the PROJECT. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

5. The ARCHITECT shall participate in the development of Building Information Modeling (BIM) standards.

a. The ARCHITECT shall establish standards for :

- i. Model origin, grid and units
- ii. Information sharing and saving
- iii. Clash detection

b. The ARCHITECT shall develop standards for model development including but not limited to:

- i. Model Content: Elements are actual constructed assemblies accurate in terms of size, shape, location, quantity and orientation. Non geometric information may be attached to the modeled elements.
- ii. Analysis: The model may be analyzed for system performance by applying specific criteria assigned to the model Elements
- iii. Cost Estimating: A cost estimate may be developed based on the specific data using conceptual estimating techniques.
- iv. Schedule: Schedule information may be organized in order using a time-scale from detailed model elements and systems.

Uses of the model will be fully developed during development of BIM standards.

6. It is anticipated that the requirements submitted to the Design-Build entity shall include, at a minimum, the need to meet LEED Silver certification. Necessary criteria for the support of this endeavor shall be included as part of the RFP criteria documents. The ARCHITECT shall use reasonable professional efforts for the associated documents to comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

7. The ARCHITECT shall use reasonable professional efforts for the Criteria and Programming for Design-Build Procurement documents produced by ARCHITECT for use by DISTRICT shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

8. Based on the approved criteria and programming developed by ARCHITECT, and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design-Build Request for Proposal Documents consisting of narratives, limited drawings and other documents to describe the size and requirements of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.

9. The ARCHITECT shall investigate existing conditions or facilities and make recommendations to include additional documents if deemed appropriate in order to acquire a comprehensive proposal from the Design-Build Entity.

10. The ARCHITECT, following the DISTRICT's approval of the Criteria Documents and Request for Proposal documents, shall assist the DISTRICT in oversight of the Design-Build entity for the PROJECT during design and plan approval by the authorities having jurisdiction.

11. The ARCHITECT, in consultation with the District Design-Build Project Consultant, shall provide oversight of the Design-Build entity during the phases of construction and closeout.

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

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

14. The ARCHITECT shall visit the site not less than bi-weekly while work is in progress, and as often as necessary and appropriate to the stage of construction, to visit the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT's benefit and protection if the work is proceeding in accordance with the construction contract and schedule.

15. The ARCHITECT'S responsibility to provide basic services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out the PROJECT with the Division of the State Architect. The ARCHITECT shall work with the DISTRICT and their consultants to assist with the close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.

16. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the Design-Build contract when, and if, requested in writing by the DISTRICT.

17. The ARCHITECT acknowledges that pursuant to California Education Code section 81703(c)(2)(A), the scope of work and services rendered under this Agreement will render ARCHITECT ineligible and will prohibit participation as a member of a proposing Design-Build entity or any work on the PROJECT(s) as a subcontractor or subconsultants.

ARTICLE III - ADDITIONAL SERVICES

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

2. ARCHITECT shall notify the DISTRICT in writing of the need for additional services. ARCHITECT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based on standard hourly rates attached as Exhibit B. Such additional services shall include, but not necessarily be limited to:

- a. Making material revisions in programming and criteria specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
- b. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

ARTICLE IV – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS

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

ARTICLE V – TERMINATION

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

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

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

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

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

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

ARTICLE VI - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

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

Compensation is based on a fixed fee of \$358,360 and a reimbursable allowance of \$14,500 for a total contract amount of \$372,860. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Phase I:	70 percent
Phase II:	10 percent
Phase III:	15 percent
Close Out Phase:	5 percent

Total Compensation: One Hundred Percent (100%)

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.
3. The total fee stated in this contract includes the fees for all subconsultants providing services associated with the scope of services in this contract, as well as the Architect's (D-BCA) overhead and profit.
4. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
5. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.
6. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.
 - a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.

b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense including travel from ARCHITECT's office to consultant's offices and ARCHITECT's office to all DISTRICT locations and meals are excluded.

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

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

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

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

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

7. Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. DISTRICT or DISTRICT's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of Consultants' books and records. Consultants records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; sub-consultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement. ARCHITECT shall include appropriate language in consultant's agreements to enforce the provisions of this paragraph.

ARTICLE VII – INDEMNITY AND INSURANCE

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

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and
- b. any and all claims for damages arising out of or attributable to, in whole or in part, to the extent caused by ARCHITECT's negligent acts, errors and/or omissions in the performance of this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT.

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

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;
 2. blanket contractual;
 3. broad form property damage;

4. products/completed operations; and
5. personal injury.

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

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

ARTICLE VIII – MISCELLANEOUS

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

unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

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

3. 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.

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

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

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

7. Review, approval or acceptance of ARCHITECT's work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT's work.

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

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

be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

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

- a. In the event of a dispute arising out of or relating to this Agreement of the services to be rendered hereunder, the DISTRICT and ARCHITECT agree to first attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.
- b. If such negotiations are not fully successful, the parties agree to attempt to resolve any remaining disputes by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties.
- c. If the dispute of any issues remain unresolved after the above steps, the parties agree to attempt resolution by submitting the matter to binding arbitration administered by the AAA under its construction industry arbitration rules, unless mutually agreed otherwise.

Both parties agree that the expenses, including but not limited to, reasonable attorney's fees associated with the dispute resolution steps outlined above, shall be shared equally.

11. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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

DISTRICT

Debra Fitzsimons

Vice Chancellor of Business Services

28000 Marguerite Parkway

ARCHITECT

Thomas Christian

Lionakis

20371 Irvine Blvd., Suite 120

Mission Viejo, CA 92692

Newport Beach, CA 92660

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

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

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

LIONAKIS

Dr. Debra L. Fitzsimons
Vice Chancellor of Business Services

David Younger
Principal

(Date)

(Date)

(Taxpayer number)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF DESIGN-BUILD CRITERIA AND PROGRAMMING ARCHITECT

I. GENERAL PROJECT INFORMATION

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

1. **Criteria Documents:** Work with District, Design-Build Project Consultant and Design-Build Legal Counsel in the development of the Design-Build Request for Proposal and all associated documents. Criteria documents will include the following and have been separated by those that will be developed by the Criteria and Programming Architect and those that will be incorporated into the RFP from work performed by others:

<u>Description</u>	<u>Responsibility</u>
Criteria Architect	
Design Guidelines	Criteria Architect
IVC A400 & ATEP Performance Specifications	Criteria Architect
Saddleback ATEP Performance Specifications	Criteria Architect
Space Programming for Each Project	Criteria Architect
FF&E Scope of Services	Criteria Architect
Project Description and Criteria	Criteria Architect
BIM Standards	Criteria Architect
Sustainability Standards	Criteria Architect
Design-Build Entity’s Reference Documents	Design-Build Project Consultant, District, and Criteria
District	
Master Plan	District
Utility Survey Information	District’s Civil Consultant
District wide Signage Standards	District/College Facilities

<u>Description</u>	<u>Responsibility</u>
Technical Hazardous Building Material Abatement Specifications	District's Environmental Consultant
Entry to Property Agreement	District
Design-Build Entity's Reference Documents	Design-Build Project Consultant, District, and Criteria
Design-Build Project Consultant	
Integrated Project Delivery	Design-Build Project Consultant
Prequalification Questionnaire	Design-Build Project Consultant
Rules for Interviews and Negotiations	Design-Build Project Consultant
Specific Design-Build Proposal Requirements	Design-Build Project Consultant
Proposal Evaluation Factors, Scoring and Ranking Methodology	Design-Build Project Consultant
Design-Build Entity's Reference Documents	Design-Build Project Consultant District, and Criteria Architect
Design-Build Legal Counsel	
Design Build Contract & General Conditions	Design-Build Legal Counsel
Non Collusion Declaration	Design-Build Legal Counsel
Proposal, Performance and Payment Bond	Design-Build Legal Counsel
Letter of Organization	Design-Build Legal Counsel
DVBE Requirements	Design-Build Legal Counsel
Evidence of Insurance, including E&O	Design-Build Legal Counsel

2. **Irvine Valley College A400 Expansion and Renovation project programming:**

- a. Programming documents complete to a level equivalent to that shown in Exhibit #E and #F of this contract for the ATEP Saddleback and IVC programming efforts.
- b. Remodel existing one story 12, 094 GSF building and increase size to 24,000 GSF; update mechanical; replace 100% of interior partitions, lighting and finishes; and renovate and modify exterior finishes.
- c. Project budget estimate is \$11,463,000.
- d. Scope of work will include meetings with District and College participants to define building programming.

- e. District anticipates a series of three meetings, two in May and one in August.
- f. Oversight of Design-Build Entity during design, construction and close out.

3. **ATEP Project Programming Completion:** ARCHITECT shall develop programming documents complete to a level equivalent to a State Chancellor's office IPP submittal. The project is described as follows:
- a. Two (2) new 25,000-30,000 gross square foot buildings at the ATEP Campus in Tustin, California, utilizing programming information provided by Irvine Valley College (IVC) See Attached Exhibit #E and Saddleback Valley College (SVC) See Attached Exhibit #F.
 - b. Project budget is estimated at \$22,347,000 per each of the two buildings. Scope of work will include meetings with District and College participants to finalize building documents.
 - c. District anticipates one to two meetings, in May and/or August.
 - d. Oversight of Design-Build Entity during design, construction and close out.

II. SPECIFIC PROJECT DETAILS

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

III. SCOPE OF SERVICES

1. **Phase 1 - Programming, RFP Development, and Evaluation of Design/Build Entity Teams:**
- a. Work with the DISTRICT to define and develop the operational and programming needs specifically for the new state-of-the-art facility. Exhibit #E and #F provide a suitable example of the level of detail that will be required.
 - b. Collect data of the needs of the users and students to be served.

- c. Facilitate consensus building of key stakeholders, to be identified by DISTRICT, to ensure the D-BCA of their perspectives and support for the facility.
 - d. Develop an operational summary describing each of the facility areas' operational philosophy and principles; activities and their detailed sequence, location of adjacent areas and any access / circulation / requirements/ restrictions.
 - e. Provide architectural programming planning sessions with key stakeholders to obtain information on the goals of each functional component, specific activities to be carried out by the staff in each component, the services to be provided, service delivery methods, the number of occupants in each component/space, the functional relationships between components, space needs, special services and any shared services among components in addition to security needs, specialty equipment; defining materials and quality standards.
 - f. Perform a site assessment of DISTRICT provided information (including, but not limited to, survey, subsurface investigation).
 - g. Review and comment on DISTRICT prepared General Conditions and Special Conditions - which is part of the Request for Proposals (RFP) seeking D-B Entity Teams.
 - h. Prepare Design Criteria-identifying all project criteria.
 - i. Prepare and develop Technical Standards for the Design Build RFP. Assist DISTRICT in preparing and publishing the RFP.
 - j. Assist with selection procedures. Participate in pre-proposal meeting with competing D-B Entity Teams and issue any clarification documentation. Assist DISTRICT with the evaluation of the D-B Entity Teams' submissions including proposal review and participation in scheduled interviews with D-B Entity Teams for the purpose of selection.
 - k. Review and comment on the proposed project budget and schedule. Make recommendations.
 - l. Review checklist for permit and approvals.
 - m. Develop site design criteria for review by DISTRICT that allows development of the site within any constraints.
2. **Phase 2 - Project Design Oversight:**
- a. Establish a schedule of milestones for the selected D-B Entity Team that indicates when progress submissions are to be made to DISTRICT.
 - b. Attend validation Meeting that will occur within two weeks of award to design-build entity.

- c. Attend periodic design meetings, as requested, to provide oversight during D-B Entity Team's Design Development for conformance with the Request for Proposal (RFP) document.
- d. Conduct two (2) formal reviews of the D-B Entity Team's building designs for the project for conformance with the program and RFP requirements, and advise DISTRICT in writing of same.
- e. The D-BCA formal reviews will be:
 - i. At the end of the D-B Entity Team's Design Development Phase of work, which is approximately 30% completion of the D-B Entity Team's Construction Documents.
 - ii. At approximately 95% completion of D-B Entity Team's Construction Documents including the Project Manual (specifications), but before any construction begins.
 - iii. Each of these reviews will be followed up with a report and informational meeting with DISTRICT to discuss the findings, and then a subsequent meeting, if necessary, with the D-B Entity Team to convey same.
 - iv. The second review will incorporate a follow-up check, prior to construction starting, to assure that the review comments are incorporated in the D-B Entity Team's Final Construction Documents.

3. Phase 3 - Construction Observation:

- a. Attend pre-construction meeting, conducted by the D-B Entity Team to confirm DISTRICT expectations and to monitor the course of action to be taken to achieve the construction schedule requirements.
- b. Review and comment on select alternative submittal items for conformance with RFP, periodic payment requisitions, requests for design-build agreement amendments and items prerequisite to project close out.
- c. Provide construction observation services at the project site during the bi-weekly construction progress meetings to monitor and observe the work in progress, evaluate compliance with D-B agreement, RFP and construction documents and report findings to DISTRICT.
- d. Inspect the facility with the D-B Entity Team, DSA, DISTRICT and other state agencies prior to completion, and develop a punch list of items to be completed. Monitor the incomplete work and the corrected work through final acceptance and through the completion of all incomplete work and correction of defective work identified in the punch list and/or in the Certificate of Acceptance issued by DISTRICT to the Design-Builder.

- e. Review the D-B Entity Team's applications for payment and provide recommendation for approval or disapproval.
- f. Attend project close out meetings. Design-Build Entity will be responsible to develop initial punch list. This will be followed by a punch list walk performed by the D-BCA who will provide a final punch list identifying items, if any, for completion and items stated in the Certificate of Acceptance for completion or correction, as the case may be.
- g. Manage the processing of all close out documents in accordance with DISTRICT project close out procedures.

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

EXHIBIT B

FEE SCHEDULE FOR ADDITIONAL SERVICES

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

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Associate Principal/ Principal-in Charge	\$190
Associate/Senior Project Director	\$174
Project Director	\$157
Senior Project Manager	\$146
Specification Writer	\$146
Architectural Rendering Specialist	\$140
Senior Architect	\$129
Project Manager	\$129
Project Architect	\$123
Senior Designer	\$118
Staff Architect	\$112
Project Designer	\$101
Staff Designer	\$90
Designer	\$84
Senior Drafter	\$84
Specification Technician	\$84
Drafter	\$73
Interior Design: Senior Designer	\$118
Interior Design: Project Designer	\$95
Planning: Senior Planner	\$123
Planning: Staff Planner	\$84
Project Coordinator	\$67
<u>Structural Engineering Services</u>	<u>Fee Per Hour</u>
Project Director	\$151
Senior Project Manager	\$151
Senior Engineer/Project Manager	\$146

Project Engineer	\$140
Staff Engineer	\$123
Senior Designer	\$118
Senior Drafter	\$118
Project Designer	\$112
Staff Designer	\$106
Project Drafter	\$101
Designer	\$95
Staff Drafter	\$90
Drafter	\$73

<u>Project Support Services</u>	<u>Fee Per Hour</u>
Graphics Creative Director	\$134
Visualization Specialist	\$110
Graphic Designer	\$101
Senior Project Coordinator	\$78
Project Coordinator	\$67
Staff Technician	\$56
Office Assistant	\$50

<u>TKSC/Mechanical Engineer</u>	<u>Fee Per Hour</u>
Principal	\$190
Project Manager	\$120

<u>Konsortum/Electrical Engineer</u>	<u>Fee Per Hour</u>
Principal	\$190
Senior Associate	\$165

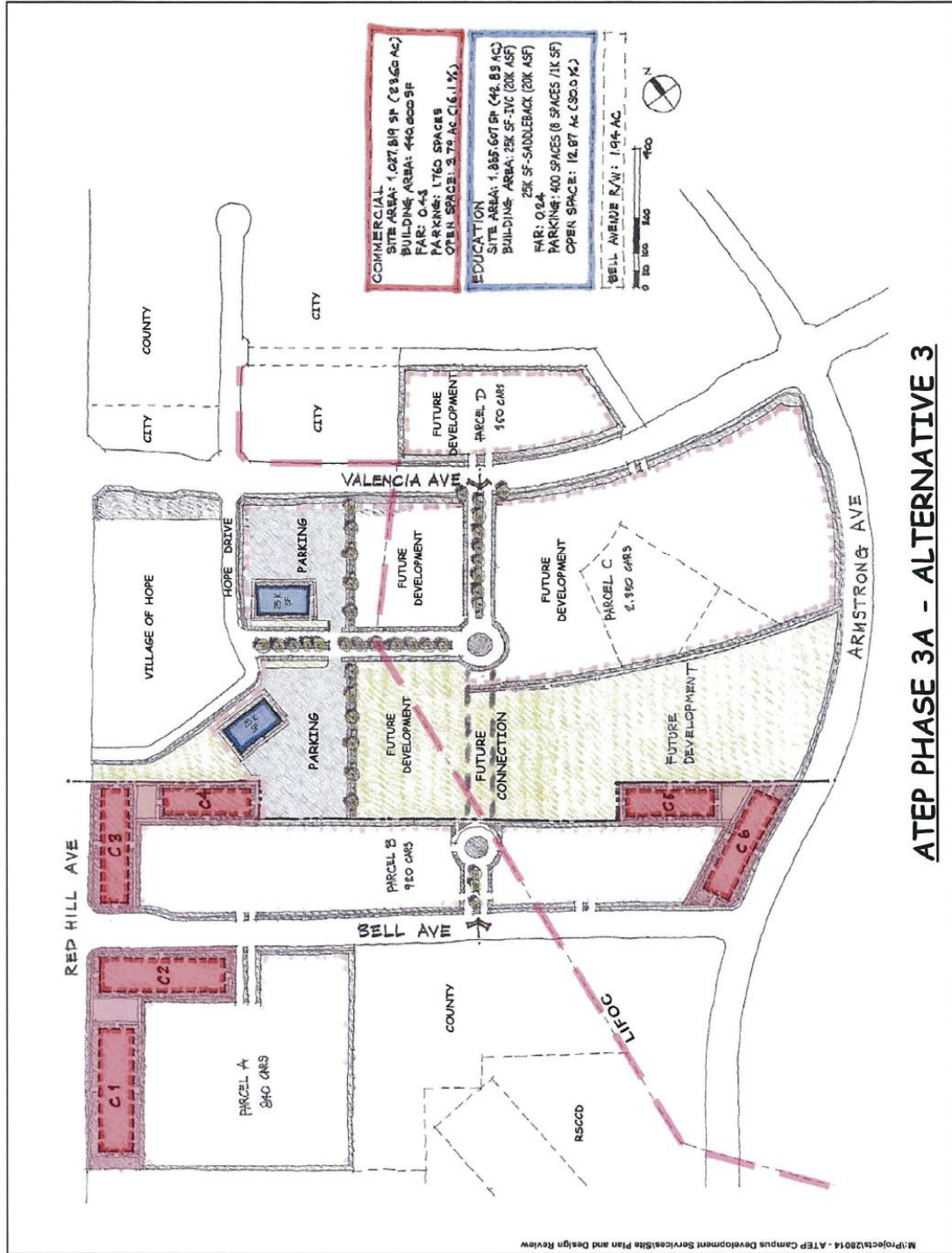
<u>BFK Engineers/Civil Engineer</u>	<u>Fee Per Hour</u>
Associate	\$173

<u>Nowell & Associates</u>	<u>Fee Per Hour</u>
Principal	\$164

<u>Cumming/Clarke</u>	<u>Fee Per Hour</u>
Project Manager	\$165

EXHIBIT C

Potential Solution for ATEP Site



ATEP PHASE 3A - ALTERNATIVE 3

Plan

EXHIBIT D

Submittal Requirements for the City of Tustin

- a. Completion of a Development Application and any Supplemental Application forms as required by the City of Tustin.
- b. Completion of an Environmental Assessment Form
- c. Fifteen (15) folded 8½" x 11" copies of full sized with dimensions and drawn to scale, to include:
 - i. Site Plan
 - ii. Floor Plans
 - iii. Preliminary Grading Plan and cross sections
 - iv. Conceptual Landscaping/hardscaping plan
 - v. Elevations
 - vi. Roof plan
 - vii. Parking Survey
 - viii. Ten (10) 11" x 17" copies of the plans
 - ix. One set of color elevation drawings, one (1) color rendering in context and one (1) colored preliminary landscape plan
 - x. .jpg or .pdf versions of all plans
 - xi. Color and Material Samples of all proposed exterior building colors and materials, cross referenced to elevation drawings.
- d. Drawings shall include the following:
 - i. Name, address and telephone number of owner and developer of subject property
 - ii. Name, address and telephone number of person preparing plan
 - iii. North arrow
 - iv. Scale
 - v. Vicinity map showing site location
 - vi. Property lines of entire legal parcel
 - vii. Names of adjacent streets and intersections
 - viii. Width of adjacent streets and alleys and distance to centerline
 - ix. Legal description of the property
 - x. Street address of subject property (if assigned)
 - xi. Zoning designation of subject property and surrounding properties.
 - xii. Existing land uses of surrounding properties.
 - xiii. Summary of all development standards and how they are being met.
 - xiv. Area of subject property, including each parcel or lot.
 - xv. Topographic contour lines and finished pad and floor elevations
 - xvi. Architectural perspectives or renderings

- xvii. Exterior building materials, colors, building height and including material of proposed fences and walls.
- xviii. Sizes, locations and elevations of all utility cabinets and roof-top equipment.
- xix. Proposed plotting of buildings.
- xx. Street or alley dedications, if applicable
- xxi. All existing and proposed public improvements within adjacent streets and alley right-of way (curb, gutter, streetlights, sidewalks, pathways, power poles, fire hydrants, water and sewer lines, etc.) Showing existing curb, gutter and sidewalk with dashed lines and label. Show new curb, gutter and sidewalk with solid lines.
- xxii. Existing or proposed public right-of-ways within subject property.
- xxiii. Existing or proposed easements within or immediately outside subject property (public or private).
- xxiv. Location of on-site and off-site drainage facilities.
- xxv. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
- xxvi. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
- xxvii. Percentage of area covered and floor area ratio of buildings on each parcel.
- xxviii. Location of existing and proposed on-site waterlines, sewer lines, or septic tanks and fire hydrants.
- xxix. Type of construction per the Uniform Building Code.
- xxx. Height of all buildings and structures.
- xxxi. Dimension from building(s) to property line and to other buildings on subject property
- xxxii. Uses of all buildings (existing and proposed) on subject property.
- xxxiii. Off-street parking including dimensions of individual and standard parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
- xxxiv. Driveway widths.
- xxxv. Computation of square footage of landscape areas.
- xxxvi. Location, quantities, sizes and species of landscaping materials, including existing and proposed street trees, if applicable.
- xxxvii. Loading spaces, including dimensions.
- xxxviii. Direction of drainage flow with slope in percentage.
- xxxix. Signs, including area, location, height, illumination and mechanical movement.
 - xl. On-site lighting standards and photometric study.
 - xli. Trash enclosures.
 - xlii. Outdoor storage areas, if permitted.
 - xliii. Location of all entrances.

EXHIBIT E & F

Exhibits E and F are provided in a separate electronic file and may be inserted here.

EXHIBIT G

FUSION Information for A400

California Community Colleges

Project Scenario Summary 2014

4/6/2012 4:01:41 PM

A-400 RENOVATION & EXPANSION (Official Version)

Page 1

District: South Orange County Community College District **Project Category** C **Occupancy Date** 2014/2015

Campus: Irvine Valley College **Last Revised Date**

Project Name: A-400 RENOVATION & EXPANSION **District Priority** 9

Project Description:

This project proposes to expand and renovate the A-400 Building (#4) to house Social & Behavioral Science, Humanities & Languages, and Co-Curricular Programs. The proposed project would increase the building from 12,094 GSF to 24,000 GSF (approximately 16,800 ASF) and would allow for the consolidation of various programs in the School of Social and Behavior Sciences and School of Humanities. Currently, the programs in these disciplines are disbursed in various buildings on campus. A consolidation of the programs would allow for interdisciplinary learning. Offices and support spaces will be reconfigured to allow for maximum use of space by faculty and create an inviting space for student-faculty interaction. The reconstruction also include ADA improvements, upgraded mechanical, electrical and HVAC systems for energy and systems efficiency.

Category: C

Activates Unused Space Criteria

Item	Score	Actual Data
Age of Building or FCI	56	33 years old
Activates Unused Space	0	Click for popup
Local Contribution	0	\$0/\$11,567,669
Total	56	

Does the project activate space?

If yes, does the current inventory show inactive (050 room use code) space affected by the project?

If yes, is the amount of space activated by the project greater than 5% of total project space?

If the answer is yes to ALL of the above questions, check the box to the left

FUSION Information for A400 (cont.)

Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	8,400	1,500	2,000	2,000	0	3,000	16,900
Secondary	-2,491	-1,500	0	0	0	0	-3,991
Net	5,909	0	2,000	2,000	0	3,000	12,909
Beg. Cap/Load Ratios (2012)	100.7%	72.5%	99.6%	67.7%	49.0%	N/A	87.9%
End. Cap/Load Ratios (2014)	112.2%	90.4%	103.1%	68.8%	47.6%	N/A	96.9%

Cost

Type	State	Local	Total
Preliminary Plans	\$1,156,767	\$1,156,767	
Working Drawings	\$1,445,959	\$1,445,959	
Construction	\$7,518,984	\$7,518,984	
Equipment	\$1,445,959	\$1,445,959	
Totals	\$11,567,669	\$11,567,669	

Project Phase

	Funding Date	State Funds Requested	Non State Funds	Project Cost
Land Acquisition				
Preliminary Plans	2012/2013	\$0	\$1,156,767	\$1,156,767
Working Drawings	2012/2013	\$0	\$1,445,959	\$1,445,959
Construction Funding	2013/2014	\$0	\$7,518,984	\$7,518,984
Equipment	2013/2014	\$0	\$1,445,959	\$1,445,959
Total:		\$0	\$11,567,669	\$11,567,669

FUSION Information for A400

Distribution of Project Space

Room Use / Top CSS	Primary ASF	Secondary ASF	Net ASF
0400	0	-412	-412
1000	0	-1,088	-1,088
4900	1,500	0	1,500
R100	8,400	-2,491	5,909
R300	2,000	0	2,000
R400	2,000	0	2,000
R999	3,000	0	3,000
Totals:	16,900	-3,991	12,909

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 12-18 to Amend 2011-12 Restricted General Fund

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2011-12 adopted Budget.

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

Perkins Title 1-C at Saddleback College	\$6,197
Perkins Title 1-C at Irvine Valley College	\$2,784
WIA H1B Bridge to Engineering at Saddleback College	\$164,874
Job Development Incentive Fund (NOCCCD) Sub-award at IVC	(\$25,000)
2011-12 CTE Work-based Learning at Irvine Valley College	<u>\$500,419</u>
Total Increase to the General Fund	<u>\$649,274</u>
Total Budget Amendment	<u><u>\$649,274</u></u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-18 to amend the 2011-12 Adopted Budget as indicated in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 12-18

April 30, 2012

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$649,274 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>
8100	Federal Revenue	\$173,855
8600	State Revenue	\$475,419
		<u>\$649,274</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$113,504
2000	Classified Salaries	\$96,733
3000	Fringe Benefits	\$46,068
4000	Books and Supplies	\$10,403
5000	Other Operating Expenses and Services	\$370,366
6000	Capital Outlay	\$12,200
		<u>\$649,274</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 12-18
April 30, 2012

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 \$649,274 was duly and regularly adopted by the said Board at a regular meeting thereof held on April 30, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1st day of May 2012.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Purchase Orders/Confirming Requisitions
ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-03546 through P12-04068 amounting to \$2,256,566.99 and P13-00001 through P13-00038 amounting to \$169,727.90 are submitted to the Board of Trustees for approval. Confirming requisitions dated March 8, 2012 through April 10, 2012 totaling \$214,478.99 are also submitted.

RECOMMENDATION

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

Includes P12-03546 - P12-04068

PO Number	Vendor Name	Site	Description	Account Amount
P12-03546	IEBC INST. FOR EVID. BASED CHANGE		Eight PLC Meetings for Eng & Math/BSI Project	10,000.00
P12-03547	HUMANSCALE COMPANY		SC LIB RENO (CPU HOLDERS)	15,813.91
P12-03548	KNOTT AVENUE CHRISTIAN CHURCH		Facility Rental for SSA Conference	800.00
P12-03549	B & H PHOTO		KSBR -Broadcasting New Equipment-Microphone Pkg.	2,451.20
P12-03550	GRAINGER PARTS OPERATIONS		Parts for water pump	11.56
P12-03551	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)		SOFTWARE FOR NURSING	435.61
P12-03552	GOVCONNECTION		Geo lab document camera	576.46
P12-03553	AT & T DATACOM INC		Blade and Storage Migration Project	47,582.40
P12-03554	UNITED INTERIORS		To Purchase Adapted Furniture for DSPS Accomn.	4,790.46
P12-03555	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		Apple TV	106.67
P12-03556	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES		ALL REFRIGERATOR FOR MICRO LAB	848.62
P12-03557	PORTABLE POWER SYSTEMS		UPS BATTERIES	547.55
P12-03558	RIVERSIDE PUBLISHING CUSTOMER SERVICE - ORDERS		Nelson-Denny Reading Test, Form H	547.59
P12-03559	SPEC FURNITURE, INC. C/O UNITED INTERIORS		SC LIBRARY RENO-TABLE TOPS	1,674.84
P12-03560	CITY OF IRVINE		ADVERTISEMENT-CDC	1,000.00
P12-03561	ARNETTE EDWARDS		Trainer for Foster/Kinship Wkshp	1,080.00
P12-03562	ARACELI TRUJILLO		Panelist Foster/Kinship Workshp	50.00
P12-03563	CULLIGAN WATER CONDITIONING		CULLIGAN SERVICES FROM FEB-JUNE'12	271.75
P12-03564	PACIFIC COAST BUILDING SPECIALTIES, INC.		Lockers	1,691.03
P12-03565	AV-MECH		Student Reference Material (BOOKS) S.C. TAS	396.58
P12-03566	MISSION PRINTING COMPANY		LETTERHEAD SC ADMISSIONS	921.80
P12-03567	FORESTRY SUPPLIERS, INC.		ITEM FOR ECO., EVO., & ORGANISMAL BIOLOGY	323.78
P12-03568	CORAL FELICIANO		Coordinator Foster/Kinship Volunteers	290.00
P12-03569	FISHER SCIENTIFIC		New Equipment: Biology-Optical Filters	1,748.01
P12-03570	GEMPLER'S		Supplies-Hose and Gloves	332.79
P12-03571	WELLS FARGO #3317		Portable external hard drive and case SC SCI MATH	135.24
P12-03572	WARD'S NATURAL SCIENCE		OCEANOGRAPHY LAB SUPPLY REPLACEMENT	286.85
P12-03573	WARD'S NATURAL SCIENCE		GEOGRAPHY SUPPLIES	912.57
P12-03574	REI		GEOGRAPHY SUPPLIES	1,028.90
P12-03575	B & H PHOTO		Student Photo Supplies PAPER/LENS	819.98
P12-03576	CFS BINDING SUPPLIES		SBS SUPPLIES BANNER UP POWER TABS	86.15

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03577	DICK BLICK COMPANY	Bldg W/Com Arts	Foam Core for reflectors student use SC COMM. ARTS	106.88
P12-03578	STEREO LITHOGRAPHY ASSOC. SALES CO.		Lamps	398.51
P12-03579	RECYCLE CLEAR		Recycling and Zero Waste Learning Supplies	936.74
P12-03580	ALICIA SPILLIAS		Production Services for Cabaret	1,190.00
P12-03581	WESTERN GRAPHICS PLUS, INC.		ATEP Advertising t-shirts for Cafe	1,005.53
P12-03582	AMERICAL LIBRARY ASSOCIATION ACRL		ALA membership per Ana Maria Cobos	1,300.00
P12-03583	FILMTOOLS, INC.	Bldg W/Com Arts	Lens Kit for adapting prime lenses to AF 100	280.38
P12-03584	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		VILLAGE 4 ROOF REPLACEMENT	63,860.00
P12-03585	PROJECT MANAGEMENT TRAINING INSTITUTE		CAPM Boot Camp Project Mgmt 3-Day Class	11,655.00
P12-03586	FILMAKERS LIBRARY, INC.		DVD SOCIOLOGY	332.86
P12-03587	GUISELLE SCOTT		Co-trainer Foster/Kinship Wkshps	630.00
P12-03588	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES		ACCJC Follow-up Visit	1,361.91
P12-03589	WELLS FARGO #3317 (DISTRICT)		Student Awards for Dr. Street's Physio Classes	29.51
P12-03590	XELLERATION		Sharepoint 2010 Proj: Adjustments & Improvements	25,230.00
P12-03591	BOB PARRETT CONSTRUCTION		HEALTH MEDICAL CENTER INTERIOR REPAIRS	69,213.00
P12-03592	VWR INTERNATIONAL, INC.		MICROBIOLOGY SUPPLIES	143.05
P12-03593	BROADCAST SUPPLY WORLDWIDE		KSBR -Broadcasting New Equipment-Remote Pkg.	5,560.03
P12-03594	B & H PHOTO		CLASSROOM VIDEO REMOTE UNITS	189.64
P12-03595	MOORE MEDICAL CORP.		Over the Counter Meds	69.43
P12-03596	K-LOG COMPANY		GEOGRAPHY	1,528.23
P12-03597	HOME DEPOT MISSION VIEJO STORE #614		CART-ATTACHMENT	1,682.86
P12-03598	STUDIO TWO BLACK DIAMOND PRINTING		Supplies for Electricity Dept	13,253.25
P12-03599	XEROX CORPORATION		IVC Student Handbooks	3,193.71
P12-03600	SOUTH COAST A.Q.M.D		Color Xerox printer for office use	416.41
P12-03601	INDUSTRIAL TECHNICAL SERVICES CORP.		GENERATOR FEES/LAST FISCAL EMISSIONS FEE	897.05
P12-03602	CSU FULLERTON ACCTG SVC CP-300		REPLACE COOLING FANS IN BGS	3,000.00
P12-03603	AARDVARK CLAY AND SUPPLIES		CSU Fullerton-Center for Careers in Teaching (CCT)	2,226.12
P12-03604	ERIN KIM		PORCELAIN MIX Art Supplies-D. Matthews	50.00
P12-03605	JENNIFER MC GEE		Panelist Foster/Kinship Wkshp	50.00
P12-03606	ALL IN ONE POSTER COMPANY, INC		Panelist Foster/Kinship Wkshp	139.80
			FEDERAL/CALIFORNIA POSTERS FOR IVC	

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03607	4 IMPRINT		Promotional Items for TAS Departments	1,445.03
P12-03608	HALO BRANDED SOLUTIONS, INC AKA LEE WAYNE CORPORATION		Pencil Shape Sharpener	248.99
P12-03609	LEARNING SEED		DVD SC FASHION	122.90
P12-03610	STANCIL CORPORATION		STANCIL MAINTENANCE CONTRACT	366.35
P12-03611	LEE ARMSTRONG CO., INC.		SSC-157 FLOOR FURNISH & INSTALL NEW VCT TILE	1,674.00
P12-03612	DELL MARKETING		SC LIB RENO (DESKTOP COMP) **RUSH**	278,667.14
P12-03613	DELL MARKETING		SC LIB RENO (SERVERS/STORAGE) **RUSH**	147,846.10
P12-03614	DELL MARKETING		SC LIB RENO (ZERO CLIENTS) **RUSH**	65,011.86
P12-03615	OCEANSIDE PHOTO & TELESCOPE		Observational astronomy supplies	75.52
P12-03616	DELL MARKETING		Replacement Battery for Dell Laptop	126.06
P12-03617	INNOVATIVE EDUCATORS		12 Webinars from Innovative Educators	2,140.00
P12-03618	BROCK ENTERPRISES LLC		Lifeguard Chair Seat - KNEA	537.62
P12-03619	BAKER & TAYLOR BOOKS		Purchase books.	6,079.00
P12-03620	YVETTE ESTRADA		Panelist Foster/Kinship Wkshp	100.00
P12-03621	TOTAL COMPENSATION SYSTEMS		Actuarial Study	8,900.00
P12-03623	GREGORY, MATTHEW E.		Contract Services Stage crew Music and "TED".	438.75
P12-03624	QUEZADA PRO LANDSCAPE, INC.		TRIM, REMOVE AND MAINTAIN IVC TREES	4,610.00
P12-03625	B & H PHOTO		KSBR -Broadcasting New Equipment-Remote Pkg.	107.70
P12-03626	3D SYSTEMS, INC.		Repairs for the Z Corp 3D printers	3,000.00
P12-03627	ORANGE COUNTY REGISTER		AD FOR BID 2003, 2/1 & 2/8	688.00
P12-03628	W.A. KRAPP, INC. dba MAGNATAG VISIBLE SYSTEMS		Magnetic white board accessories	148.35
P12-03629	ORANGE COUNTY REGISTER		DISTRICT BOOKSTORE OPERATIONS BID 295d	748.00
P12-03630	B & H PHOTO	Bldg W/Com Arts	CTVR-NEW EQUIP-CAMERA PERIPHERALS	15,076.90
P12-03631	ORANGE COUNTY REGISTER	IVC Life Sci	BUILDING RECLAIMED WATER SYSTEM IN LIFE SCI	1,900.00
P12-03632	W. W. GRAINGER		TRUCK TIRE GAUGE	46.64
P12-03633	DELL MARKETING		LAPTOP	1,000.53
P12-03634	TRITECH RESEARCH, INC.		New Equipment-Biology	3,008.13
P12-03635	FACTORY EXPRESS, INC.		Rotary Trimmer MR-48	368.90
P12-03636	PHOENIX GROUP INFORMATION SYS		PARKING TICKET WRITERS	11,420.99
P12-03637	CDW-G COMPUTER CENTERS		480 GB Solid State Drive	1,371.66
P12-03638	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Expendable mounts for lavelier microphones	70.37

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03639	SEHI PROCOMP COMPUTER PRODUCTS		Black/White Printers	2,351.58
P12-03640	WALTERS WHOLESALE ELECTRIC		ELECTRICIAN SUPPLIES	5,333.46
P12-03641	CENTER FOR PHLEBOTOMY EDUCATION, INC.		SUPPLIES FOR PROGRAM	315.39
P12-03642	INSTITUTE FOR CAMPUS SAFETY		Campus police services study	3,500.00
P12-03643	HORIZON		GROUND SUPPLIES	1,471.43
P12-03644	REYNOLDS ADVANCED MATERIALS		Electrical Supplies for fall classes	2,582.67
P12-03645	DICK BLICK COMPANY		IVC Student Art Supplies PENCILS/OILS	167.67
P12-03646	DANIEL SMITH, INC.		IVC Student Art Supplies OILS/PIGMENTS, ETC.	659.03
P12-03647	LASER SOURCE		HIGH YIELD TONERS IVC/Tech Servs	1,066.73
P12-03648	DEMCO INC.		IVC LIB Purchase paper cutter, sign holders, pens.	604.36
P12-03649	TRAVEL VIDEO STORE.COM		Dept. Resources DVDS-CONSUMER SCIENCE	208.27
P12-03650	JERRY'S ARTARAMA		Student Supplies	569.97
P12-03651	DICK BLICK COMPANY		FASHION ART Supplies PAPER/ FELT MISC.	1,345.66
P12-03652	ASSN OF PERFORMING ARTS PRESENTERS		Membership renewal	300.00
P12-03653	AMSTERDAM PRINTING & LITHO Attn: RICH O'BRIEN		Lexington Academic Planners	422.39
P12-03654	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		PACT Pencils	160.87
P12-03655	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Transfer Center Pencils	160.87
P12-03656	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Mini Sharpies SC Transfer Center	336.64
P12-03657	UNITED INTERIORS		Ergonomic Request - Chair	508.58
P12-03658	BOB PARRETT CONSTRUCTION		SWIMMING POOL GATE REPAIR	865.00
P12-03659	AHIMA		AHIMA V-Lab Subscription	5,100.00
P12-03660	NAIL GUN DEPOT		Staplers	3,231.03
P12-03661	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES		SBS ENGRAVING TOOL	38.78
P12-03662	ARS ENTERPRISES		AUTOClave PARTS FOR PM SERVICE	661.18
P12-03663	WELLS FARGO #3317		Eyeieces for telescopes	175.69
P12-03664	MAIN GRAPHICS		Recycling Zero Waste Info Cards	584.52
P12-03665	WELLS FARGO #3317		Livescribe Echo Smartpen IVC BUS. SCI.	219.78
P12-03666	ULINE, INC.		Restroom supplies	225.69
P12-03667	SAMANTHA JEWEL		CTVR Rent-Student Film Project	200.00
P12-03668	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards	49.57

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Includes P12-03546 - P12-04068

PO Number	Vendor Name	Site	Description	Account Amount
P12-03669	TURNER SIGNS & GRAPHICS		CAMPUS WIDE SIGN ASSEMBLY AND INSTALLATION	4,500.00
P12-03670	COLLEGE BRAIN TRUST		Barriers Workshop consulting services	6,500.00
P12-03671	WELLS FARGO #3317		Wireless Keyboard IVC BUS. SCI.	73.85
P12-03672	PROMODEALER PROMODEALER.COM		Promotional Items for TAS departments	2,346.02
P12-03673	WELLS FARGO #3317		Books for Biology Students	800.98
P12-03674	MAIN GRAPHICS		Veteran's Job Flyer	988.49
P12-03675	FARNOOSH SORAYA		Trainer Foster/Kinship Wkshp	240.00
P12-03676	MAGDALENA CASIS (aka NENA CASIS)		Trainer Foster/Kinship Wkshp	60.00
P12-03677	ANGELICA R. ZIKOOR		Trainer Foster/Kinship Wkshp	60.00
P12-03678	A-1 AWARDS		Acrylic Award	87.02
P12-03679	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC		ATI TESTS FOR NURSING	2,472.75
P12-03680	APRIL THOMPSON dba SPERO FAMILY SERVICES		Trainer Foster/Kinship Wkshp	360.00
P12-03681	LUIS MAURICIO VASQUEZ		Trainer Foster/Kinship Wkshp	2,625.00
P12-03682	L.A. TIMES		LA Times Renewal - 2012	168.00
P12-03683	JACQUELINE GOODE		Trainer Foster/Kinship Wkshp	480.00
P12-03685	EDUCATIONAL MAPS AND GLOBES		GEOGRAPHY MAPS-ATTACHMENT	1,598.71
P12-03687	OC PHOTO BOOTH RENTAL		Photo Booth for Senior Day	343.72
P12-03688	WELLS FARGO #3317 (DISTRICT)		GEOGRAPHY SUPPLIES-ATTACHMENT	264.11
P12-03689	AUTOMOTIVE ELECTRONICS SERVICES INC		Mastertech MTS3100	728.12
P12-03690	BONE CLONES, INC.		ANTHROPOLOGY EQUIPMENT	6,381.01
P12-03691	THORNTON PLASTICS		Major's Biology Supply Item	79.21
P12-03692	TNR TECHNICAL, INC.		PHYSICS SUPPLIES: BATTERIES	69.09
P12-03693	BOB MARTIN CO.		Art Supplies-D. Matthews	429.65
P12-03694	BRODART CO.		IVC LIB. Art Supplies.	47.71
P12-03695	LEARNING ZONE		POSTERS, DVDS: FASHION SC	228.29
P12-03696	HEARLIHY & COMPANY/A PITSCO COMPANY		TEMPLATES CONSUMER/FAMILY RESOURCES	286.14
P12-03697	PRO CHEMICAL & DYE		DVDS CONSUMER/FAMILY RESOURCES	181.94
P12-03698	JUST 4 BANNERS		Banners for Advertising Child Development Center	310.69
P12-03699	WELLS FARGO #3317		Golf Cart Cover TRANSFER CENTER	100.59
P12-03700	ART SUPPLY WAREHOUSE		Fashion Design Dept MARKERS/COLOR SETS	926.24
P12-03701	PEOPLE ADMIN, INC.		Premium Support Fees - Renewal	1,950.00
P12-03702	QUEZADA PRO LANDSCAPE, INC.		TREE TRIMS AT ATEP CAMPUS	525.00
P12-03703	CAL PRO SPORTS		ITEMS FOR EQUIPMENT-TRAINING ROOMS, AND LFC	2,747.02
P12-03704	ACUSHNET COMPANY		GOLF BALLS FOR GOLF TEAM	731.16
P12-03705	TOMARK SPORTS EQUIPMENT		WORK OUT EQUIPMENT FOR LIFE FITNESS CENTER	537.11

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03706	CAREER AMERICA, LLC		Self-Svc FA Counseling & Outreach	8,000.00
P12-03707	APPLIED MATERIALS TECHNOLOGIES, INC		POOL WORK	300.00
P12-03708	DLG REST. EQUIP. & CLOSEOUTS		Repair part for Culinary Equipment	148.65
P12-03709	CARVIN, INC.		Equipment Volleyball program	704.42
P12-03710	DLG REST. EQUIP. & CLOSEOUTS		Culinary Arts Equipment	4,944.02
P12-03711	SEHI PROCOMP COMPUTER PRODUCTS		Print Supplies for A100	2,284.80
P12-03712	PHOENIX GROUP INFORMATION SYS.		HANDHELD CITATION UNITS	11,066.97
P12-03713	WAXIE SANITARY SUPPLY		**Sanitary supplies	28.66
P12-03714	UNITED INTERIORS		Erg.Chairs	901.66
P12-03715	GUEST ARTISTS		Labor for "Joseph" - SCLO	23,000.00
P12-03716	MIROSLAVA MANCHIK		PERKINS: mandatory Advisory Committee Mtng	191.74
P12-03717	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	External Hardives for student check out	1,019.71
P12-03718	GENESIS ART SUPPLIES		Drafting Table Covers CONSUMER/FAMILY RESOURCES	1,119.58
P12-03719	SPECTRUM LABORATORY PRODUCTS		CHEMICALS TO BE PHONED IN AS NEEDED	200.00
P12-03720	DEREK CARROLL		Seminar/Continuing Education	975.00
P12-03721	HOME DEPOT EAST IRVINE STORE #8525		IVC ART GALLERY NON-INSTRUCTIONAL SUPPLIES	850.00
P12-03722	PRIME INSTALLATION SERVICES		Labor for Replacing Drafting Table Covers	2,640.00
P12-03723	OC AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR		Mobile Radio Entry Fee	7,440.00
P12-03724	B & H PHOTO		NIKON FM-10 Student Photo Supplies	333.97
P12-03725	VALERIE GALVAN		Panelist Foster/Kinship Conference	50.00
P12-03726	SO. COAST FIRE PROTECTION	SC Science	FLOW TEST FOR SCIENCE BLDG.	500.00
P12-03727	ARMANDO GALVAN		Panelist Foster/Kinship Conference	50.00
P12-03728	DICK BLICK COMPANY		Student Art Supplies PASTELS/PAPER /CHARCOAL	163.14
P12-03729	ZEEMAN CORPORATION		Millinery Supplies CONSUMER/FAMILY RESOURCES	352.32
P12-03730	DANIEL SMITH, INC.		Student OIL COLORS IVC	173.61
P12-03731	RICHARD THE THREAD EMPIRE TAPE COMPANY		Corset Student Supplies CONSUMER/FAMILY RESOURCES	1,127.69
P12-03732	ULINE, INC.		Display Student Supplies CONSUMER/FAMILY RESOURCES	594.75
P12-03733	LYNN YOUNG		Trainer Foster/Kinship Wkshp	240.00
P12-03734	FRY'S ELECTRONICS		Supplies for Electronics Classes	760.00

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03735	SAFEWAY, INC. C/O PAVILIONS, STORE #210		Blanket PO for Grocery items	250.00
P12-03736	COUNCIL FOR RESOURCE DEVELOP.		Purchase login for CRD Apprv'd Mbrshp	285.00
P12-03737	CAROLINA BIOLOGICAL SUPPLY		INSTRUCTIONAL MODELS FOR MICROBIOLOGY	269.32
P12-03738	HILLYARD FLOOR CARE SUPPLY		CUSTODIAL SUPPLIES	331.30
P12-03739	INDIGO INSTRUMENTS		PSYCHOLOGY SUPPLIES	62.75
P12-03740	GALE SUPPLY COMPANY		CUSTODIAL SUPPLIES	8,620.00
P12-03741	REI		ANTHROPOLOGY SUPPLIES	175.83
P12-03742	SIGMA-ALDRICH CHEMICAL CO.		Chemicals for Biochemistry Exercises	164.64
P12-03743	PITNEY BOWES	SC WAREHOUSE	POSTAGE MACHINE SUPPLIES	458.85
P12-03744	THELEARNINGPIT		ATEP Automation Lab	1,200.00
P12-03745	BAT CONSERVATION & MGMT INC		INSTRUCTIONAL EQUIP-BAT DETECTOR	1,765.07
P12-03746	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPad & Accessories-	3,240.80
P12-03747	ALSA CORPORATION		RAPIDTECH NEW EQUIPMENT	2,253.87
P12-03748	SABLE SYSTEMS INT'L INC.		Reorder for Mass Flow Meter: Bio Major's Lab	2,007.13
P12-03749	THE SOLAR STORE		ITEMS FOR THE BEES GARDEN	1,014.24
P12-03750	ART SUPPLY WAREHOUSE		Supplies for Studio Class GLUE/FOAMBOARD	856.61
P12-03751	B & H PHOTO		IVS Student Photo Supplies	469.25
P12-03752	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Tape and lens cleaning supplies for student use	415.73
P12-03753	MARCIVE, INC.		Library database service	352.11
P12-03754	PARTEK SOLUTIONS		PAPER FOR PARKING PERMIT DISPENSERS	385.32
P12-03755	SIMPLICITY PATTERN CO., INC.		Pattern Catalog CONSUMER/FAMILY RESOURCES	34.91
P12-03756	NEWARK DRESSMAKER SUPPLY INC. DIVISION OF HOME SEW		150 YD ROLL BIAS: CONSUMER/FAMILY RESOURCES	42.72
P12-03757	B & H PHOTO	Bldg W/Com Arts	MICS/ DRIVES/ HEADPHONES/ COMMUNICATION ARTS	960.97
P12-03758	DICK BLICK COMPANY		WATER COLORS, FOAMBOARD CONSUMER/FAMILY RESOURCES	783.09
P12-03759	SEW TRUE SUPPLY		Sewing Student Supplies CONSUMER/FAMILY RESOURCES	658.69
P12-03760	EAGLE COMMUNICATIONS		RADIO REPEATER INSPECTION	150.00
P12-03761	ULINE, INC.	SC WAREHOUSE	SHRINK WRAP WAREHOUSE SUPPLIES	498.42
P12-03762	SO COAST FIRE PROTECTION		FIRE EXTINGUISHER SERVICE	200.00
P12-03763	EXCHANGE CLUB OF IRVINE IRVINE TEACHERS ASSOCIATION		Exchange Club of Irvine Scholar Athlete Ad	1,000.00
P12-03764	EASY-TURF, INC.		Synthetic Turf Maintenance	572.68

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03765	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPad, warranty & cover	1,080.27
P12-03766	CONTINENTAL CHEM & SANITARY SUPPLY		CUSTODIAL SUPPLIES	10,585.88
P12-03767	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		TECH PURCHASE FOR ALLIED HEALTH BOOT CAMP	18,198.92
P12-03768	WARD'S NATURAL SCIENCE		GEOGRAPHY EQUIPMENT	5,529.52
P12-03769	BATTERIES PLUS, #440 LAKE FOREST STORE		FOR STUDENT EQUIPMENT IN CHEMISTRY LABS	70.65
P12-03770	WELLS FARGO #3317		SUPPLIES FOR STUDENT USE IN CHEMISTRY LAB	79.34
P12-03771	CRESTLINE CO. INC.		Flash Drives for Instructional Programs	1,427.17
P12-03772	ORANGE CO. FARM SUPPLY		Horticulture Supplies	501.37
P12-03773	FRY'S ELECTRONICS		Supplies for Electronics Dept.	325.00
P12-03774	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards for ATEP Staff	346.96
P12-03775	MAIN GRAPHICS		2012 Commencement Program	3,510.89
P12-03776	SOUTH COAST A.Q.M.D		AQMD FILING FEE	428.39
P12-03777	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		CTE TRANSITIONS PARTNERS PROJECT	7,000.00
P12-03778	NANCY'S NOTIONS		Carolyn Caverly-Spring 2012 -Fee Based Supplies	100.82
P12-03779	SCANTRON CORPORATION		Scantron item analysis for EMS and HSHS	86.14
P12-03780	TOMARK SPORTS EQUIPMENT		Repair services/Gym equipment	2,700.00
P12-03781	GREEN THUMB INTERNATIONAL		TO PURCHASE ITEMS FOR THE BEES GARDEN AREA.	300.00
P12-03782	CALIBER SIGNS & IMAGING, INC.		Design and installation services/IVC Branding	1,426.29
P12-03783	DEMCO INC.		Purchase Neon Labels	60.93
P12-03784	IRVINE HIGH SCHOOL BASEBALL PROGRAM		Irvine High School Yearbook Ad	170.00
P12-03785	W. W. GRAINGER		Misc PAC supply needs	750.00
P12-03786	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND		College testing units	800.00
P12-03787	BAKER & TAYLOR		Library materials per Ana Maria Cobos	1,880.00
P12-03788	MARCIVE, INC.		Library database service	1,000.00
P12-03789	JARED SCOTT		Stage Crew Services	370.00
P12-03790	CENTURION TECHNOLOGIES, INC.		SMARTSHIELD LIC MAINT RENEWAL	1,202.40
P12-03791	PROFORMA PRINT MGMT		Promotional for Environmental Studies/TUMBLERS	432.48
P12-03792	WESTWIND SAILING, LLC		Repairs for Catalina Sailboats	1,000.00
P12-03793	MEDIA CONTROL SYSTEMS, INC.		IVCTV Equipment	48,989.21
P12-03794	CCCGCA ATTN: TOM SHINE		CCCGCA for IVC M. Golf	150.00
P12-03795	TRACE3		SC LIB RENO (CISCO)	131,583.44
P12-03796	LOUIS & COMPANY		Saw Accesories-Art Dept	1,107.24
P12-03797	JIM'S MUSIC CENTER, INC.		PSYCHOLOGY EQUIPMENT	1,642.25

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03798	DIGITAL NETWORKS GROUP, INC.		SC LIB RENO (POLEVAULT IMPLEMENTATION)	104,636.21
P12-03799	BEST BUY GOV/ED		Tripod Boom Microphone Stand	97.21
P12-03800	WELLS FARGO #3317 (DISTRICT)		ANTHROPOLOGY SUPPLIES-KNIVES	250.12
P12-03801	SEHI PROCOMP COMPUTER PRODUCTS		Black toner cartridge for an HP LaserJet 4250n	237.26
P12-03802	SEHI PROCOMP COMPUTER PRODUCTS		HP color cartridge for color computer	485.42
P12-03803	WELLS FARGO #3317 (DISTRICT)		Student Awards for Dr. Street's Physio Classes	199.32
P12-03804	B & H PHOTO		DEPARTMENT PRINTER CARTRIDGES	271.53
P12-03805	WORLDPOINT ECC, INC.		BLS CARDS FOR CPR COURSE	253.16
P12-03806	MILLENNIUM BUSINESS SERVICES Marty Cohn		WINDOW ENVELOPES FOR FINANCIAL AID	528.73
P12-03807	ELECTRONIX EXPRESS		Supplies for Digital and Communication classes	1,681.15
P12-03808	QUALITY OFFICE FURNISHINGS		Monitor arms for office monitors	5,409.37
P12-03809	MC DOWELL-CRAIG OFFICE FURNITURE		FILE TOP	285.41
P12-03810	ELECTRONIX EXPRESS		Equipment for electronic component repair	312.09
P12-03811	McMAHAN BUSINESS INTERIORS		CHAIRS/SBS	2,488.01
P12-03812	LIGHT BULBS ETC.		Light Boxes, Lighting Lab & Display Windows	4,200.00
P12-03813	SEHI PROCOMP COMPUTER PRODUCTS		Toner Cartridge	460.72
P12-03814	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPad 2's for DSPS	2,425.08
P12-03815	DANIEL SMITH, INC.		FAMT Zinc Etching PLATE/PAPER	1,189.00
P12-03816	RIO GRANDE ALBUQUERQUE		ARTSupply Material SILVER/SOLDERWIRE	1,900.08
P12-03817	WELLS FARGO #3317		Book Purchase for Dr. Robert Bramucci/TLS	232.97
P12-03818	SARS SOFTWARE PRODUCTS, INC.		SARS - Add on Component for Texting	2,520.00
P12-03819	AARDVARK CLAY AND SUPPLIES		FAMT Supplies GROG/SAND/TOOLS	5,756.01
P12-03820	CARIE CRUZ		Monitor Foster/Kinship Wkshp	770.00
P12-03821	ORKIN EXTERMINATING, INC. ACURID		HIVES & BEE REMOVAL AT MARGUERITE ENTRANCE	400.00
P12-03822	SMART & FINAL IRIS CO.		TO PURCHASE ITEMS FOR BIOLOGY PROGRAM	200.00
P12-03823	SADDLEBACK GOLF CARS, INC.		CART PURCHASE FOR FACILITIES AND MAINTENANCE	8,345.19
P12-03824	COMPUTERLAND OF SILICON VALLEY		Reason 6 5-pack Licenses	1,307.61
P12-03825	ACS DIV.CHED EXAM INSTIT. IOWA STATE UNIVERSITY		EXAMS FOR CHEMISTRY STUDENTS	204.64
P12-03826	TROXELL COMMUNICATIONS, INC.		Mircophone Pop Filter	36.55

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Includes P12-03546 - P12-04068

PO Number	Vendor Name	Site	Description	Account Amount
P12-03827	BEST BUY GOV/ED		Samson Headphones	115.48
P12-03828	GAYLORD BROTHERS, INC.		TAPE LABEL DISPENSER IVC LIB	138.16
P12-03829	O'REILLY AUTO PARTS		FMO TRUCK BOX: EQUIPMENT	188.55
P12-03830	NATIONAL BUSINESS FURNITURE		Realspace-Basic Bookcase	1,020.00
P12-03831	PODIUMS ONLINE		FMO EQUIPMENT	472.36
P12-03832	SCIENCE KIT, INC.		EQUIPMENT FOR ECO., EVO., & ORGANISMAL BIOLOGY	251.17
P12-03833	CAL PRO SPORTS		GAME MANAGEMENT SWEATERS FOR IRVINE VALLEY COLLEGE	1,255.77
P12-03834	HOME DEPOT MISSION VIEJO STORE #614		Supplies for Electronics Dept.	125.00
P12-03835	GRAINGER PARTS OPERATIONS		RAPIDTECH NONINSTR SUPPL	305.36
P12-03836	UNITED INTERIORS		Lecterns	2,261.22
P12-03837	DIVERSIFIED BUSINESS SERVICES		#2 writing pencil	232.04
P12-03838	COASTLINE ROP		CORSAGES FOR SCHOLARSHIP	165.00
P12-03839	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Proximity Cards and Ink Ribbon	678.89
P12-03840	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		College Pennants	2,037.14
P12-03841	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		BIC Clic Stic Pens	585.30
P12-03842	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		PROMOTIONAL Magnetic Clips	252.00
P12-03843	FAWN TANRIVERDI		CalWORKs Students' School Supplies	628.00
P12-03844	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Swanky Tie Buddy Pens	482.55
P12-03845	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		BIC 4 Color Pens	899.86
P12-03846	SVM, LP ATTN: CHECK DEPT.		Gas Cards for Care Students	1,573.45
P12-03847	NATIONAL INSTRUMENTS		Supplies for Astronomy Dept	233.21
P12-03848	LAGUNA CLAY CO.		SAND, CLAY, PAILS: FAMT	2,754.09
P12-03849	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards: Becky L. Thomas	108.33
P12-03850	PB AMERICAS, INC.		ATEP DEMO LABOR COMPLIANCE	3,060.00
P12-03851	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards: Becky L. Thomas	54.17
P12-03852	DICK BLICK COMPANY		GRAPHICS SUPPLIES CASE/PRTFLO/ CART	255.26
P12-03853	FULL COMPASS SYSTEMS		Music Supplies CD, PRINTABLE HUBS	233.99
P12-03854	McLOGAN SUPPLY CO., INC.		Student Supplies GRAPHIC COMMUNICATIONS	656.95
P12-03855	THE BOOK VINE FOR CHILDREN		READING MATERIALS FOR SADDLEBACK CDC	764.63

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Includes P12-03546 - P12-04068

PO Number	Vendor Name	Site	Description	Account Amount
P12-03856	DIRECT SYSTEMS SUPPORT		Common Area Desktop Refresh (1 of 3)	8,858.13
P12-03857	DELL MARKETING		Common Area Desktop Refresh (3 of 3)	49,125.60
P12-03858	MC FADDEN-DALE INDUSTRIAL		VEHICLE PARTS	21.61
P12-03859	AARDVARK CLAY AND SUPPLIES		Slab Roller FAMT	2,680.65
P12-03860	BRADLEY'S PLASTIC BAG CO.		Dry Cleaning Plastic	384.48
P12-03861	TUSTIN AWARDS, INC.		Emeritus Teacher of The Year Plaque	14.26
P12-03862	DICK BLICK COMPANY		FAMT ART SUPPLIES/LINOLEUM	515.01
P12-03863	UNISOURCE WORLDWIDE		PAPER SC PUBLISHING	2,189.12
P12-03864	CREATION ENGINE		Software Purchase for TLS/IT	2,416.30
P12-03865	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for Anna Minniece	49.57
P12-03866	SIMS-ORANGE WELDING SUPPLY		Blanket Purchase Order for gas and supplies	500.00
P12-03867	ERIC STOELTING DBA THE TOOL MAN		Blanket Purchase Order for tools	1,000.00
P12-03868	DELL MARKETING		Storage Array for SIS Production	49,125.60
P12-03869	GRANICUS, INC.		Board mtg software/equip upgrades	38,268.00
P12-03870	ARMSTRONG TOOL & SUPPLY CO.		FAMT SUPPLIES NICKEL/SILVER SHEETS	387.73
P12-03871	WAXIE SANITARY SUPPLY		PAPER TOWELS	42.66
P12-03872	TUKATECH		Dept. Equip.	9,697.50
P12-03873	CDW-G COMPUTER CENTERS		RAPIDTECH NONINSTR SUPPL	215.45
P12-03874	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies	102.36
P12-03875	RICHARD THE THREAD EMPIRE TAPE COMPANY		PATTERN PAPER AND THREAD	302.26
P12-03876	PARALLAX, INC.		Equipment for ET classes	1,062.37
P12-03877	WELLS FARGO #3317 (DISTRICT)		Commencement Supplies 2012	189.92
P12-03878	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Spring 2012-Exercise Bands, Jar Opener & Tote Bag	2,482.28
P12-03879	EQUIPMENT MANUFACTURING CORP		Hot Tank Repair	50.48
P12-03880	LIBRARY ADVANTAGE		Purchase security book strips	280.15
P12-03881	FREESTYLE		SC Photo/PAPER/TRANS FILM	389.20
P12-03882	INSIGHT MEDIA		DVD's CONSUMER/FAMILY RESOURCES	304.85
P12-03883	FILMTOOLS, INC.	Bldg W/Com Arts	Lighting accessories for student use	156.84
P12-03884	DR. VINCENT TINTO		Honorarium and Expenses-Student Success Speaker	3,500.00
P12-03885	PBS VIDEO/SHOP PBS PBS EDUCATIONAL VIDEO		DVD Dept Resources	121.54
P12-03886	CALIFORNIA METAL-X		Silicon Bronze	2,801.50
P12-03887	DICK BLICK COMPANY		Design Student Supplies MARKERS/PADS/TEMPLATES	873.78
P12-03888	MAIN GRAPHICS		Scholarship Programs - 2012	864.32

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03889	XPEDX		Paper for Duplicating	302.16
P12-03890	MS ABRASIVE CLEANING EQUIPMENT		FAMT WALNUT SHELL BLAST	614.18
P12-03891	PARADIGM, INC.		Printing of IVC Fall 2011 Diplomas & Certificates	1,773.40
P12-03892	ELECTRONIX EXPRESS		Supplies for Electronics Dept.	56.60
P12-03893	MOUSER ELECTRONICS INC.		Supplies for Electronics Dept	148.37
P12-03894	ADVANTAGE MARKETING ADM GROUP INC.		Promotional Items - Job Fairs	6,171.45
P12-03895	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPads for iHired Project	30,626.86
P12-03896	A. M. LEONARD, INC.		* TO PURCHASE ITEMS FOR THE BEES GARDEN.	143.16
P12-03897	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		ARTSupplies IVC Child Development	1,433.10
P12-03898	EDWIN TIONGSON		Phi Rho Pi 2012	15,580.70
P12-03899	MILLENNIUM BUSINESS SERVICES Marty Cohn		Window Envelopes Financial Aid	587.45
P12-03900	LEGION WEST PAPER		FAMT ART SUPPLIES/PAPER	2,119.02
P12-03901	DHARMA TRADING CO.		DVD CONSUMER/FAMILY RESOURCES	146.61
P12-03902	WELLS FARGO #3317 (DISTRICT)		Sony Cyber-shot DSC-W620 Camera - Red	153.16
P12-03903	SADDLEBACK GOLF CARS, INC.		EZGO ST-Sport 2+2 Golf Cart	5,495.25
P12-03904	DICK BLICK COMPANY		Art Supplies-Lenny Scarola	4,033.06
P12-03905	NAVIGATORS PRINT & DESIGN INC		transcript/verification & gen A&R envelopes	2,280.00
P12-03906	SEW TRUE SUPPLY		Student Sewing Supplies	1,271.78
P12-03907	WAWAK		Student Sewing Supplies	1,313.77
P12-03908	SEW SASSY FABRICS		Swimwear Student Supplies	259.08
P12-03909	QUALITY OFFICE FURNISHINGS		PD FURNITURE PURCHASE	5,632.00
P12-03910	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS		IVC Child Dev. Cent. STICKERS/ TOYS	1,033.52
P12-03911	HORIZON		FIELD FMO SUPPLIES	3,581.61
P12-03912	DICK BLICK COMPANY		FAMT/ ILLUSTRATION BOARD	470.33
P12-03913	SAX ARTS & CRAFTS		FAMT Supplies CRAFT/PAPER	774.60
P12-03914	PEP BOYS		WASH CLEANER FAMT	1,145.59
P12-03915	INT'L SECURITY PRODUCTS		Printing of IVC security transcript paper	4,390.96
P12-03916	WELLS FARGO #3317	Bldg W/Com Arts	Public domain Films for Ch. 39	151.21
P12-03917	NATIONAL AQUARIUM WHOLESALE SUPPLY		BIOLOGY SUPPLIES	47.18
P12-03918	INSTRUMART		ITEM FOR ECO., EVO., & ORGANISMAL BIOLOGY	426.47
P12-03919	DELL MARKETING		Two 4000 Page Black Toner Dell Cartridges	105.57
P12-03920	MARK OPTICS, INC.		ETP Earnings for Mark Optics	390.00
P12-03921	SEHI PROCOMP COMPUTER PRODUCTS		EQUIPMENT/SUPPLIES ANTHROPOLOGY	1,827.31
P12-03922	JAMECO ELECTRONICS		Supplies for Electronics Dept.	124.74

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03923	SEHI PROCOMP COMPUTER PRODUCTS		TONER	461.48
P12-03924	SCHOENFELD HEADERS		Dyno Headers	652.11
P12-03925	TROXELL COMMUNICATIONS, INC.		Sound Equipment for CDC Observation Rooms	5,443.53
P12-03926	MAQUINSAL SEWING MACHINE CO.		NEEDLES AND BOBBINS	1,694.17
P12-03927	ERNEST PACKAGING SOLUTIONS		Fashion Design Student Supplie	397.16
P12-03928	WOLTERS KLUWER HEALTH		TEXTS IN PREP FOR NEW CLASS/HS	618.98
P12-03929	CDW-G COMPUTER CENTERS		Replacement monitors for IT	4,552.65
P12-03930	WELLS FARGO #3317 (DISTRICT)		Equipment and supplies iHired Project	2,205.63
P12-03931	ARS ENTERPRISES		PARTS FOR AUTOCLAVE PM SERVICE MAY 2012	1,486.73
P12-03932	CDW-G COMPUTER CENTERS		Software for PCI Compliance	6,620.52
P12-03933	AT & T DATACOM INC		Cisco Unity Infrastructure Upgrade	2,966.47
P12-03934	WELLS FARGO #3317 (DISTRICT)		ITEMS FOR THE BEES GARDEN	689.72
P12-03935	NANCY BRACKEN		Reimbursement for costume supplies	1,000.00
P12-03936	PEPPER, J.W. & SON, INC.		Choral Muisic	8,000.00
P12-03937	HOME DEPOT TUSTIN STORE # 603		Garden Supplies for Children's Instruction	300.00
P12-03938	THE BLIND FACTORY		Black out shades for Career Center's 3 windows	465.00
P12-03939	RGP PLANNING & DEVELOPMENT SERVICES		Planning Services for Avery Easement	4,785.00
P12-03940	DIRECT SYSTEMS SUPPORT		Production Isolation IBM Blades & Memory	16,619.36
P12-03941	HOME DEPOT MISSION VIEJO STORE #614		Blanket P.O. for student supplies	500.00
P12-03942	ACCUVANT INC.		Vulnerability Assessment for PCI Compliance	76,666.00
P12-03943	DELL MARKETING		Monitors for Scanning	2,582.56
P12-03944	RED HILL CORPORATION DBA SUPERGRIT ABRASIVES		Carbide Paper FAMT	347.25
P12-03945	DICK BLICK COMPANY		Light Boxes CONSUMER/FAMILY RESOURCES	662.99
P12-03946	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPad 3's for Administration	3,240.80
P12-03947	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		MacAir Purchase	2,085.58
P12-03948	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		Apple LED Monitor	1,030.55
P12-03949	ALTERNATIVE DELIVERY SOLUTIONS		CONSULTANT SERV. FOR DESIGN BUILD DEVELOPMT	121,000.00
P12-03950	RT CONTRACTOR CORP	IVC Life Sci	FOR BID 306 RECLAIMED WATRE SYSTEM AT LIFE SCI.	43,000.00
P12-03951	DATA FINANCIAL, INC.		Glory GFB-800 Currency Counter Machine	1,055.95
P12-03952	1ST JON INC.		Port-a-Potty for HTEC Event 4/28	302.40

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03953	DIVERSIFIED BUSINESS SERVICES		Sunglasses for Commencement.	2,923.81
P12-03954	MKH ELECTRONICS		Equipment calibration SHC Room 177	250.00
P12-03955	ALL ELECTRONICS CORP.		Supplies for Electronics	234.44
P12-03956	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		Supplies for geology	33.29
P12-03957	ORANGE CO. FARM SUPPLY		Student Supplies	1,004.47
P12-03958	W. W. GRAINGER		Glass Bead Supplies	362.65
P12-03959	RANSOM AND RANDOLPH		FAMT Supplies SILICA/BINDER	755.02
P12-03960	SIGN A RAMA		Signs SC Campus Police Department	157.32
P12-03961	DEPT. OF PESTICIDE REGULATION		LUIS SILVA QAC 2ND YEAR FEE	30.00
P12-03962	PINNACLE LANDSCAPE COMPANY		SURFACE DRAIN REPAIR AT B200 ANNEX	4,810.00
P12-03963	FAST TRAX BOBCAT SERVICES		EXCAVATE AREA FOR VALVE AND LINE LOCATION	1,100.00
P12-03964	MARGUERITE BEAL		Monitor Foster/Kinship Workshop	210.00
P12-03965	EDITH LOZANO		Trainer Foster/Kinship Wkshp	720.00
P12-03966	BRIAN K. SATTERFIELD		Trainer Foster/Kinship Wkshp	540.00
P12-03967	B. BLACK & SONS		TAILORING SUPPLIES	88.85
P12-03968	XEROX CORPORATION		Copier Purchase	3,243.88
P12-03969	HOPPER EQUIPMENT & SUPPLY		6 mm pilot tool set	1,930.69
P12-03970	HOPPER EQUIPMENT & SUPPLY		Honing machine stones	712.18
P12-03971	LABCENTER ELECTRONICS N.A.		Simulation software for ET200 series classes	137.92
P12-03972	CDW-G COMPUTER CENTERS		HARDRIVE FOR HS DEPT	374.97
P12-03973	FORESTRY SUPPLIERS, INC.		SUPPLIES FOR BEE GARDEN	111.67
P12-03974	BULLFROG FILMS		Electric vehicle DVD	324.86
P12-03975	CHEFS' TOYS		Industrial mixer, food processor, vacuum pack	9,147.01
P12-03976	LAERDAL MEDICAL CORP.		Supplies for EMT and PM students	666.35
P12-03977	FORESTRY SUPPLIERS, INC.		GEOGRAPHY EXCAVATION SUPPLIES	359.83
P12-03978	HILLCO		Hardware for Auto Tech	222.75
P12-03980	DELL MARKETING		TONER 4 PRINTER	385.70
P12-03981	DASS LLC		Photography Materials DASS/PACKS	176.01
P12-03982	BUTTON BOY INC.		Button parts-Graphics	444.84
P12-03983	DYNTEK SERVICES INC.		Common Area Desktop Refresh (2 of 3)	6,020.79
P12-03984	DELL MARKETING		SBS MONITORS	527.24
P12-03985	GLOW ZONE, INC.		Safety Photoluminescence for PAC	3,500.00
P12-03986	CCCWBCA C/O QUI NGUY		CCCBCA Membership/Badminton coach	100.00
P12-03987	HOME DEPOT MISSION VIEJO STORE #614		Blanket P.O. for Art Dep't. Supplies	1,000.00
P12-03988	LAGUNA GRAPHIC ARTS, INC.		2012 Fast Facts	312.48
P12-03989	DISPENSING SOLUTIONS, INC.		Rx meds	267.60

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PO Number	Vendor Name	Site	Description	Account Amount
P12-03990	THE EXPENDABLES RECYCLER	Bldg W/Com Arts	Gels and diffusion materials for lighting	478.13
P12-03991	SEHI PROCOMP COMPUTER PRODUCTS		Toner for HP Printers	1,016.51
P12-03992	RIO GRANDE ALBUQUERQUE		FAMT Wire & Tubing PREC/METALS	3,667.41
P12-03993	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for EOPS Staff	99.13
P12-03994	SAMY'S CAMERA		Office Camera	255.37
P12-03995	DIVERSIFIED LANDSCAPE MGT. INC.		GREAT LAWN PEDESTRIAN IMPROVEMENTS	4,806.80
P12-03996	HERFF JONES, INC. DIPLOMA SPECIALISTS		Purchase of 200 IVC Diploma Covers	1,713.24
P12-03997	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING		EMERGENCY HYDRO JET OF MAIN LINES	2,391.00
P12-03998	DIRECT PAINTING & DECORATING INC.		SSC BUILDING PAINTING	1,685.00
P12-03999	HAITBRINK ASPHALT PAVING, INC.		BGS BENCHES REPAIR	1,500.00
P12-04000	ORANGE COUNTY REGISTER		RES. 12-10 FOR ENGERGY SRVICE AGRMT.	670.00
P12-04001	ORANGE COUNTY REGISTER		AD FOR BID 296D TRASH SERV.	540.00
P12-04002	EAGLE COMMUNICATIONS		NEW RADIOS FOR FACILITIES STAFF	2,026.63
P12-04003	J. M. McCONKEY CO.		Student Supplies Horticulture	788.34
P12-04004	ORANGE CO. FARM SUPPLY		Supplies GREENHOUSE	235.46
P12-04005	GREAT WESTERN SANITARY SUPPLY		DISPENSER STOCK	328.16
P12-04006	POWER SYSTEMS		ITEMS FOR LIFE FITNESS CENTER	89.81
P12-04007	LASER SOURCE		Toner for network printer	206.88
P12-04008	SVM, LP ATTN: CHECK DEPT.		SUPPLIES FOR STUDENTS	378.96
P12-04009	THE GREAT COURSES		Audio CD Conflict Management	47.66
P12-04010	B & H PHOTO		Wireless Microphones for PAC	949.82
P12-04011	BRUCE RADLOFF MEDICAL DISCOUNT		SUPPLIES FOR EMT STUDENTS	2,269.06
P12-04012	G.J. AUTOMOTIVE EQUIPMENT CO.		Detergents for auto tech	277.07
P12-04013	TROXELL COMMUNICATIONS, INC.		46" LCD TV	1,539.40
P12-04014	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		Computer software for Lariat	430.97
P12-04015	UNISOURCE WORLDWIDE	SC WAREHOUSE	REPLENISH STORES PAPER	1,646.42
P12-04016	FACILITIES PLANNING & PROGRAM SERVICES, INC		DSA CLOSE OUT SERVICES	85,000.00
P12-04017	TOWN & COUNTRY GLASS		REPAIR PALEO LAB VANDALISM	526.00
P12-04018	SILPAK, INC.		Materials for OC STEM presentation	469.92
P12-04019	SWEETWATER		Samson Microphone kit-CO1U	276.84
P12-04020	STUDIO DEPOT EXPENDABLES	Bldg W/Com Arts	Expendables and replacement parts	416.56

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PO Number	Vendor Name	Site	Description	Account Amount
P12-04021	ART COM		Architecture Prints TAS	1,181.06
P12-04022	FILMTOOLS, INC.	Bldg W/Com Arts	Prime lens Gear Kit	280.38
P12-04023	WORLD PRECISION INSTRUMENTS		A PIPET FOR PREP ROOM BIOLOGY	163.78
P12-04024	BigSigns.com		Equipment - Soccer windscreens	7,983.37
P12-04025	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	1,334.70
P12-04026	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR NURSING	775.42
P12-04027	IRVINE PIPE & SUPPLY		PLUMBING STOCK	315.86
P12-04028	OPTP		Yoga and Pilates supplies	148.98
P12-04029	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Replacemenet slate for those lost or broken	269.89
P12-04030	CABLES TO GO DIVISION OF LASTAR, INC		PHYSICS SUPPLIES	290.40
P12-04031	PASCO SCIENTIFIC		PHYSICS EQUIPMENT	2,300.15
P12-04032	McKESSON GENERAL MEDICAL CORP		Medical supplies	411.98
P12-04033	FISHER SCIENTIFIC		CHEMISTRY INSTRUCTIONAL SUPPLY CHEMICALS	189.07
P12-04034	BETH JONES		Fashion Event Lecture series	200.00
P12-04035	GLEN SAMPLE SIGNS		VEHICLE SIGNS	21.53
P12-04036	J. F. McCAUGHIN CO.		FAMTSupplies WAX	1,400.33
P12-04037	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Flat 3-sided Table Cover SBGS	986.82
P12-04038	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		PROMOTIONAL PENS/SANITIZER/WRISTBANDS	1,489.46
P12-04039	FLOOR TECH GROUP		REPLACEMENT CARPET SSC 220/REPAIR LIBRARY	8,179.00
P12-04040	PROFORMA PRINT & MARKETING		Table Linen w/Logos for Job Fairs	316.54
P12-04041	DHARMA TRADING CO.		Melinda Smith-Summer 2012-Fee Based Materials	272.48
P12-04042	RIO GRANDE ALBUQUERQUE		Carol Sivets Summer 2012 Fee Based Supplies	387.70
P12-04043	WAXIE SANITARY SUPPLY		CUSTODIAL SUPPLIES	1,882.63
P12-04044	JOSTEN'S		Supplies for IVC Commencement	282.60
P12-04045	JOSTEN'S		Rental regalia for IVC teacher of the year	38.98
P12-04046	GLOBAL KNOWLEDGE ATTN: ANDY McDOWALL		VMware View Training	2,995.00
P12-04047	JOSTEN'S		Rental regalia for Commencement	255.05
P12-04048	WAXIE SANITARY SUPPLY		DISPENSER STOCK	297.39
P12-04049	TELLIGENT MEDIA	Bldg W/Com Arts	Consulted with students on video creation	780.00
P12-04050	CULINARY INSTITUTE OF AMERICA		DVD's Culinary Arts Resources	207.37
P12-04051	NIKOLAS AMBROSE		Fashion Event Lecture Series	200.00
P12-04052	JAMIE NOVICK		Fashion Event Lecture Series	200.00
P12-04053	KELLY MC COY		Fashion Event Lecture Series	400.00
P12-04054	JANA COKE		Fashion Event Lecture Series	200.00

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Includes P12-03546 - P12-04068

PO Number	Vendor Name	Site	Description	Account Amount
P12-04055	BROTHER INTERNATIONAL CORP.		TAPES	93.70
P12-04056	TUSTIN AWARDS, INC.		1x3 Name Badges EOPS	120.25
P12-04057	PAULINE JOHNSON, PAULINE'S PROFESSIONAL POTPOURRI		Plastic Bags for Outreach Materials	2,145.70
P12-04058	PAULINE JOHNSON, PAULINE'S PROFESSIONAL POTPOURRI		Recognition Medals	906.94
P12-04059	PENNY SKAFF		Reimbursement for Parent Night Orientation	150.00
P12-04060	BUILD. ELECTRONIC CONT., INC.		ATEP REPAIR WORK FOR FIRE LIFE SAFETY SYSTEM	750.00
P12-04061	EVERGREEN CARPET AND FLOORING		Carpeting for A&R Conference Room	632.00
P12-04062	SVM, LP ATTN: CHECK DEPT.		Gas Cards for EOPS Students	4,135.95
P12-04063	LEE ARMSTRONG CO., INC.		FA-114 FLOORING	2,500.00
P12-04064	RAIN BIRD SALES, INC.		SYSTEM NEEDS TO BE MOVED & RECONNECTED	2,681.25
P12-04065	DB MECHANICAL, INC.		SSC REHAB PROJECT AND CORRECTION OF PROJECT	4,782.00
P12-04066	LCS CONSTRUCTORS, INC.		CAMPUS WIDE FUME HOOD INSPECTION	3,600.00
P12-04067	LABOR LAW CENTER, INC.		LABOR LAW POSTERS	64.54
P12-04068	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC		NURSING ATI MATERIALS	608.77
			Total	519
				2,256,566.99

Fund Summary			
Fund	Description	PO Count	Amount
			.00
01	General Fund	477	889,663.81
12	Child Development Fund	11	11,995.65
40	Capital Outlay Fund	30	1,346,007.53
71	Retiree Benefit Fund	1	8,900.00
Total		519	2,256,566.99

PO Changes	
New PO Amount	Change Amount
Total PO Changes	

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Includes P13-00000 - P13-00038

PO Number	Vendor Name	Site	Description	Account Amount
P13-00001	FOUNDATION FOR CCC ATTN: STEVE TUCK, PURCHASING		ESRI SITE LIC RENEWAL	2,489.05
P13-00002	ALLDATA LLC		ALLDATA SUBCRIP RENEWAL	1,050.56
P13-00003	GOENGINEER, INC.		SOLIDWORKS SUBSCRIP RENEWAL	1,454.25
P13-00004	MUSIC THEATRE INTERNATIONAL		License for "Legally Blonde"	4,780.00
P13-00005	McKESSON GENERAL MEDICAL CORP		Seasonal flu shots	1,536.64
P13-00006	SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING (SCUP)		Membership Renewal	780.00
P13-00007	BROADWAY PLAY PUBLISHING		Royalty fee for student performance of "AutoBahn"	210.00
P13-00008	WELLS FARGO #4198		EASY DNS DOMAIN SUBSCRIP RENEWAL	89.00
P13-00009	USITT		USITT Membership renewal	270.00
P13-00010	SOLARWINDS.NET, INC.		SOLARWINDS MAINT RENEWAL	395.00
P13-00012	UC REGENTS UCLA CONFERENCE CENTER		Great Teachers Seminar	12,930.00
P13-00013	WELLS FARGO #4198		SSL CERTIFICATE-COMODO GROUP, INC.	177.90
P13-00014	COUNTY OF ORANGE AUDITOR-CONTROLLER		RANGE FEES	2,100.00
P13-00015	AIR		2012-2013 AIR Membership Dues	125.00
P13-00016	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		The Chronicle Subscription-Renewal Mar '12-13	75.00
P13-00017	COUNTY OF ORANGE AUDITOR-CONTROLLER		Surcharge on Parking Citations	70,000.00
P13-00018	PHOENIX GROUP INFORMATION SYS.		CITATION MANAGEMENT	20,000.00
P13-00019	N-OADN NATIONAL OFFICE		NOADN MEMBERSHIP RENEWAL	400.00
P13-00020	JOURNAL ON EXCELLENCE IN COLLEGE TEACHING		Journal on Excellence in College Teaching	359.00
P13-00021	SOCIETY FOR CONSERVATION BIOL. SUBSCRIPTION SERVICES		Subscription for Conservation Journal	29.00
P13-00022	HOME DEPOT MISSION VIEJO STORE #614		BLANKET PO FOR MISC. SUPPLIES	1,500.00
P13-00023	MARCIVE, INC.		Library Authority Service	1,350.00
P13-00024	PACIFIC PARKING SYSTEMS, INC.		MAINTENANCE ON PARKING PERMIT MACHINES	3,600.00
P13-00026	CLIA LABORATORY PROGRAM		CLIA Certificate Renewal (2 years)	200.00
P13-00027	VENTEK INTERNATIONAL		Hosted Server Monthly Fees	3,233.36
P13-00028	DRAMATISTS PLAY SERVICE, INC.		License for "Almost, Maine"	450.00
P13-00029	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION		Subscription Renewal-Title 5 Updates	290.00
P13-00030	PROCESS SOFTWARE CORPORATION		Process Software for MultiNet Maintenance	1,090.12
P13-00031	PRO TECHNOLOGY AUTOMATION, INC		Adobe Annual Premium Support	3,346.08
P13-00032	HEWLETT-PACKARD COMPANY		Campus Wide Software License Renewal	4,325.00
P13-00033	BBS TECHNOLOGIES, INC.		Idera SQL Dx Mgr Renewal	1,639.20

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Includes P13-00000 - P13-00038

PO Number	Vendor Name	Site	Description	Account Amount
P13-00034	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)		SOFTWARE FOR NURSING	371.74
P13-00035	DRAMATISTS PLAY SERVICE, INC.		Rights for "Women of Lockerbie"	825.00
P13-00036	GUEST ARTISTS		Labor for "One & Only"	23,000.00
P13-00037	GALL'S OF LONG BEACH		Uniforms in box	5,000.00
P13-00038	MAGNA PUBLICATIONS, INC.		Recruitment&Retention Subscription Renewal	257.00
			Total	36
				<u><u>169,727.90</u></u>

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	36	169,727.90

PO Changes		
	New PO Amount	Change Amount
Total PO Changes		

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-04005	NEWBEGINNINGS, INC.	International Student Summer Orientation	206.88
RQ12-04228	KEVIN O'CONNOR	Conference Reimbursement-2012 ACCCA	791.42
RQ12-04589	HEIDI M. OCHOA	CCCFA State Champ. Tourn 3/12-18	10,627.12
RQ12-04623	NEWBEGINNINGS, INC. CATERING DIVISION	Lunches for CAPM Bootcamp Training Class	329.48
RQ12-05027	JANE ROSENKRANS	CACCRAO Annual Conference 2012 ROSENKRANS	510.00
RQ12-05028	JOYCE SEMANIK	CACCRAO Annual Conference 2012 -Sacramento	825.00
RQ12-05062	ELIZABETH CIPRES	Reimbursement-ACCCA BOD Meeting	569.84
RQ12-05074	NEWBEGINNINGS, INC. CATERING DIVISION	SC & IVC Collaborative Informational Mtg	363.66
RQ12-05194	KATHLEEN WERLE	CONFERENCE - Kathy Werle	539.60
RQ12-05235	ENVIRONMENTAL NATURE CENTER	Fee for Field Trip facility	50.00
RQ12-05249	LISA DAVIS-ALLEN	CARLF Conference	1,896.84
RQ12-05260	WELLS FARGO #3317 (DISTRICT)	CablesPlus.com	248.89
RQ12-05274	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	Conference Attendance for Honors Students	660.00
RQ12-05285	BRANDYE D'LENA	TRAVEL FOR BRANDYE/SACRAMENTO ACBO TASK FORCE MTG.	517.00
RQ12-05305	WELLS FARGO #1598	One Stop 2012-Dominos Pizza	96.81
RQ12-05307	WELLS FARGO #1598	One Stop 2012-Dominos Pizza	129.08
RQ12-05308	WELLS FARGO #1598	One Stop 2012-Dominos Pizza	210.00
RQ12-05310	WELLS FARGO #1598	One Stop 2012-Dominos Pizza	210.00
RQ12-05314	JOHN CONLEY	ConfReimb-Nat'l Assoc of Geoscience Teachers	500.00
RQ12-05315	CAROL BANDER	ConfReimb-A Dramatic Approach to Literature in ESL	38.20
RQ12-05318	GEORGINA GUY	ConfReimb-EOPS/CARE	184.00
RQ12-05319	HEIDI M. OCHOA	Statewide Technical Assistance	
RQ12-05320	LUCAS OCHOA	ConfReimb-CCCFA State Championship Tournament	743.16
RQ12-05321	STEPHEN ROBERTSON	ConfReimb-CCCFA State Championship Tournament	250.00
RQ12-05322	ERIN KELLY	ConfReimb-CCCFA State Championship Tournament	88.00
RQ12-05323	VALERIA BARRAGAN	ConfReimb-American Psychology and Law Society	500.00
RQ12-05324	MARY SUSAN HOMMA	ConfReimb-CA Language Teachers Assoc	225.00
RQ12-05325	MARY SUSAN HOMMA	ConfReimb-Exploring the Language of Food	156.28
RQ12-05327	ALINDE HERRON	ConfReimb-Light, Layers, Transparency & Transformation	157.82
RQ12-05328	ALLISON PRATT	ConfReimb-Interior Design Educators Council	1,000.00
RQ12-05329	APRIL CUBBAGE-VEGA	ConfReimb-Labor & Employment Law Advanced Practices	500.00
RQ12-05330	GEORGINA GUY	ConfReimb-Pacific Sociological Association	648.21
RQ12-05331	ABIGAIL ASTLEY	ConfReimb-CA Psychological Association	745.00
RQ12-05333	CHRISTINA HINKLE	ConfReimb-CA Intersegmental Articulation Council	350.57
RQ12-05336	JAMES TIERNEY	ConfReimb-On Course National Conference	426.40
RQ12-05341	S & B FOODS	Conf Reimb-ASBBS 2012	491.26
RQ12-05342	TASHA FRANKIEM	Refreshments for 3/23/12 DAM Meeting	285.75
		Reimbursement for HEDW Conf 2012	1,120.00

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05345	NEWBEGINNINGS, INC. CATERING DIVISION	Cinema, Television, & Radio Open House	820.00
RQ12-05350	WELLS FARGO #3317 (DISTRICT)	CablesPlus.com	41.67
RQ12-05352	MARK ZANDONELLA	CONF FOR ZANDONELLA	1,679.04
RQ12-05357	WELLS FARGO #1598	Copier Repair for Facilities Dept.	210.00
RQ12-05358	DAVID E. ANDERSON, JR.	Conference reimbursement-ACCE	574.55
RQ12-05359	SHARON LOUIE	Reimbursement-ACCE Conference	92.78
RQ12-05363	GLENN ROQUEMORE	Travel for Glenn Roquemore CEO Conf Temecula	680.00
RQ12-05372	YOLANDA AGUIRRE C/O FULLERTON COLLEGE	Conference travel for Yolanda Aguirre 4/16-4/18	973.27
RQ12-05375	TIM SWISS	Reimbursement for McKinney sound equipment	572.63
RQ12-05377	JENNA MC CARTY	Reimbursement-SoCal Waste Mngt Forum, Spr Conf	107.20
RQ12-05379	KEVIN O'CONNOR	Conference Reimburse-04/2012-Consultation Council	54.00
RQ12-05381	KEVIN O'CONNOR	Conference Reimburse-03/2012-Consultation Council	54.00
RQ12-05385	KEVIN O'CONNOR	Conference Reimburse-05/2012-Consultation Council	54.00
RQ12-05386	LISA DAVIS-ALLEN	ACCCA Spring Retreat	630.60
RQ12-05387	GLENN ROQUEMORE	Travel for Glenn Roquemore Orlando, FL AACCC	3,135.00
RQ12-05388	LAURA BONSALE	Reimbursement-FASH 205 Student Supplies	15.06
RQ12-05389	ARLENE THOMAS	Reimbursement to Faculty-Inst Supplies	49.54
RQ12-05391	GUENTER REHM	Reimbursement-Dep't. Supplies	92.88
RQ12-05394	KALON MORRIS	REIMBURSEMENT FOR REFERENCE BOOKS	44.75
RQ12-05395	ALAN CHERRY	ALAN CHERRY CONFERENCE	70.00
RQ12-05396	CHRISTIAN HANSON	CHRISTIAN HANSON CONFERENCE	70.00
RQ12-05403	RUBEN FLORES	RUBEN FLORES CONFERENCE	70.00
RQ12-05405	WELLS FARGO #1598	URLs for Foundation - Vendor: GoDaddy.com	165.06
RQ12-05409	DR. CRAIG JUSTICE	CCCIO Spring 2012 Conference	1,378.60
RQ12-05411	TERESA FLUEGEMAN	Reimbursement - Tere Fluegeman - OCPRSA Sem	46.00
RQ12-05412	PETER BORELLA	REIMBURSEMENT FOR MAP SCAN AND DATA CD	70.47
RQ12-05415	DENICE INCIONG	AIR Conference-Denice Inciong	2,500.00
RQ12-05420	WILL GLEN	REIMBURSEMENTCONFERENCE FOR WILL GLEN	1,240.61
RQ12-05423	RICHARD GROSCOST	REIMBURSEMENTCONFERENCE FOR RICHARD GROSCOST	1,870.90
RQ12-05424	DANIEL SCOTT	Reimbursement-Banners	457.94
RQ12-05426	JUNE MC LAUGHLIN	Reimbursement-Banner Stands	122.94
RQ12-05430	CLAIRE CESAREO-SILVA	Reimb:Books forFacultyLearningCommunitiesCommittee	172.30
RQ12-05434	NEWBEGINNINGS, INC. CATERING DIVISION	TPP Advisory Committee Meeting	193.95
RQ12-05442	MIROSLAVA MANCHIK	PERKINS:Mandatory Advisory Committee Meeting-Acct.	200.00
RQ12-05445	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	TO PAY TEST PROCTORING SERVICES	100.00
RQ12-05451	APEC CORP. dba SPECIALTY EQUIP. CO.	FORD F350 PARTS AND SERVICE	855.45

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05454	EAGLE COMMUNICATIONS	RADIO BELT CLIPS FOR FACILITIES AND MAINTENANCE	58.57
RQ12-05460	WELLS FARGO #4198	SSL CERTIFICATE	177.90
RQ12-05462	DR. CRAIG JUSTICE	Reimbursement-MS Excel Book	75.73
RQ12-05464	RAJANPAL DHILLON	Reimbursement-shop related items	21.51
RQ12-05478	WELLS FARGO #1598	PRODUCE FOR BIOLOGY 94 LAB CLASS-RALPHS	15.67
RQ12-05481	S & B FOODS	BEVERAGES FOR BAARC & BP/AR WORKGROUP	66.16
RQ12-05483	S & B FOODS	LUNCH FOR DRAC MEETING	154.94
RQ12-05485	DAN WALSH	ASCCC Spring Plenary Session - Dan Walsh	975.00
RQ12-05486	ROBERT COSGROVE	ASCCC Spring Plenary Session - Bob Cosgrove	1,155.00
RQ12-05487	BRUCE GILMAN	ASCCC Spring Plenary Session - Bruce Gilman	785.00
RQ12-05490	WELLS FARGO #3465	BUILDING MATERIALS NEEDED-HOME DEPOT	280.18
RQ12-05493	THE RP GROUP	RP Group Conference TRAVEL	366.99
RQ12-05494	THE RP GROUP	RP Group Conference Registration TRAVEL	225.00
RQ12-05498	FAWN TANRIVERDI	CONF. REIMBURSEMENT-CALWORKS EXEC MEETING	384.99
RQ12-05502	KEVIN O'CONNOR	Reimburse for internet access PTK Club	560.63
RQ12-05508	STEPHEN ROCHFORD	Pre-Payment for S.Rochford to Spring Plenary	1,102.16
RQ12-05522	WELLS FARGO #3317 (DISTRICT)	Powerdesigns bundle download-Presentationpro.com	99.00
RQ12-05523	WELLS FARGO #1606	Geology Supplies-Ralphs	150.00
RQ12-05525	DEBRA L. FITZSIMONS	ATTEND THE 2012 CASBO CONF.	1,680.35
RQ12-05542	HUMANSCALE COMPANY	Monitor Arms - Tere & Natalie Computers	1,098.06
RQ12-05547	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	317.00
RQ12-05549	LASER SOURCE	Printer Repair	242.10
RQ12-05551	THE EMBROIDERY STORE	SHIRT WITH EMBROIDERY FOR IVC GOLF	55.49
RQ12-05554	MICHAEL LONG	Mike Long to Attend CCCAA Conference	2,080.00
RQ12-05555	DAVID D. GATEWOOD	Reimb. to D.Gatewood for OCBC Tickets	300.00
RQ12-05559	SO. ORANGE CO. COMM. COL DIST	Return to Title IV Funds	3,802.00
RQ12-05566	HONORS TRANSFER COUNCIL OF CA C/O MT SAN ANTONIO COLLEGE	Prepay for HTCC Conference Attendees Registration	1,710.00
RQ12-05573	SUMAYA MC CLEAVE	ConfReimb-CA MathematicsCouncilCmtyCollegesSouth	115.54
RQ12-05575	JUDY COX	ConfReimb-CA MathematicsCouncilCmtyCollegesSouth	90.00
RQ12-05576	AMY V. GRIMM	Conf Reimburse-College Art Association	1,398.64
RQ12-05577	MICHAEL BENNETT	ConfReimb-Evaluation&Treatment-ShoulderBiomechanics	470.82
RQ12-05579	JEFFREY HANNIBAL	ConfReim-A Look atAfricanAmericanMaleSuccess in CC	313.00
RQ12-05580	JAN VENTURA	ConfReim-Mindfulness-TherapeuticTool4Healing Trauma	1,000.00
RQ12-05581	WELLS FARGO #4198	PARKING POLE SLEEVES	150.00
RQ12-05582	DIANE WENZEL	ConfReimb-Aquatic Center Directors Meeting	500.00
RQ12-05583	JOYCE QUADE	ConfReimb-CUE (Computer-Using Educators)	1,000.00
RQ12-05584	THOMAS O'LEARY	ConfReimb-Assoc for Asian Studies	750.00
RQ12-05585	TED WILLIAMS	ConfReimb-TherapeuticExercise-OlderAdultPopulation	242.00
RQ12-05586	PHILLIS KUCHARSKI	ConfReimb-Update on Lung Cancer	1,000.00

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05588	JENNA MC CARTY	Reimbursement-Good Jobs, Green Jobs Conference, LA	631.00
RQ12-05590	DON BUSCHE	Conference for Don Busché	1,164.26
RQ12-05595	JIM GASTON	Reimb for Educause 2012 Conference	1,263.32
RQ12-05596	RED DIGITAL CAMERA COMPANY	Repair of Red One Digital Cinema Camera	550.00
RQ12-05600	TEDDI LORCH	2012 Employment Law Conference - Lorch	167.06
RQ12-05601	ESTER GRAHAM	2012 Employment Law Conference - Graham	179.00
RQ12-05609	CHRIS HOGSTEDT	Calibration of Audiometer	70.00
RQ12-05616	JIM GASTON	Reimb for Innovations 2012 Conference	1,965.31
RQ12-05632	SHARON LOUIE	Conference Reg. for Sharon Louie 5/21-5/22/12	334.06
RQ12-05634	WILLIAM HEWITT	Conference Reimbursement-FACCC	700.00
RQ12-05637	MICHAEL JAMES	CONFERENCE FOR MICHAEL JAMES	150.00
RQ12-05640	EMERSON ABBOTT	CONFERENCE FOR EMERSON ABBOTT	150.00
RQ12-05641	CARLA REISCH	Conference Reimbursement-ITC eLearning	537.90
RQ12-05642	BRIAN MCMAHON SADDLEBACK COLLEGE	CONFERENCE FOR BRIAN MCMAHON	150.00
RQ12-05645	4CS C/O NORMA TALLEY	4CS South Seminar	60.00
RQ12-05648	MIKI MIKOLAJCZAK	Reimbursement-Trans Celebration Refreshments	100.00
RQ12-05649	SHIMADZU SCIENTIFIC INSTRUMENT	Repair of Competitive Equipment GC-MS and HPLC	12,979.44
RQ12-05659	CA SCHOOL EMPLOYEES ASSN	CSEA President Conference reimbursement	1,463.32
RQ12-05672	WELLS FARGO #4198	Millinery Student Supplies-Hats by Leko	400.94
RQ12-05675	NEWBEGINNINGS, INC. CATERING DIVISION	CTE TRANSITIONS CAREER DAY	1,764.41
RQ12-05680	MARK KRUHMIN	Attend NAB convention	865.00
RQ12-05683	KEN PATTON	AMUG ANNUAL CONFERENCE	5,483.33
RQ12-05691	ANTHONY TENG	ConfReimb-ASCCC SLO&AssessmentMeeting-AnthonyTeng	83.99
RQ12-05707	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	SCANTRON FORMS FOR EMS STUDENTS	484.88
RQ12-05716	SHAWN NORMAN	Child Care Conf - San Jose	1,000.00
RQ12-05718	LUCIE DURAN-HERWEHE	Child Care Conf - San Jose - L. Duran Herwehe	1,000.00
RQ12-05726	ELLEN POLING	Vets Office Supplies Reimbursement	73.76
RQ12-05728	ELWIN KISHIMOTO	Repair of Glass Kilns-E.Kishimoto	80.00
RQ12-05733	NEWBEGINNINGS, INC. CATERING DIVISION	TPP Statewide Conference	193.95
RQ12-05742	NEWBEGINNINGS, INC. CATERING DIVISION	In-State Private & Out-of-State College Fair	318.83
RQ12-05748	GARY BARNAK	AMUG ANNUAL CONFERENCE	1,233.88
RQ12-05749	EDWARD TACKETT	AMUG ANNUAL CONFERENCE	595.00
RQ12-05751	BEN DOLAN	AMUG ANNUAL CONFERENCE	595.00
RQ12-05752	THOMAS L. SMITH	AMUG ANNUAL CONFERENCE	595.00
RQ12-05754	KARIMA FELDHUS	Reimbursement-Library Staff Field Trip	271.41
RQ12-05762	SYSTEMS SOURCE, INC.	CHAIR DIAGNOSIS AND REPAIRS-PURCH AND SC WHOUSE	140.00
RQ12-05768	FIVE STAR TROPHIES JEFFREY H. SEAL	BADGES FOR PM STUDENTS TO TAKE TO CLINICAL	538.75
RQ12-05770	NEWBEGINNINGS, INC. CATERING DIVISION	TPP Statewide Conference Lunch	193.73

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

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05776	BAKER & TAYLOR	Library books per Ana Maria Cobos	5,947.89
RQ12-05778	EDWIN TIONGSON	Phi Rho Pi 2012	15,580.70
RQ12-05782	JIM LOCKE C/O LIBRARY SERVICES	Conference fee reimbursement--James Locke	95.00
RQ12-05789	BARBARA A. BENAVIDES	Reimbursement-Transfer Celebration Supplies	154.75
RQ12-05798	WELLS FARGO #1598	LG 46" Screen - Vendor: CDW	911.86
RQ12-05818	DON BUSCHE	Reimbursement-ISA Work Group	309.60
RQ12-05825	REGENTS OF UNIV. OF CAL.	PROCEDURE FEES CADAVER FOR PARAMEDIC STUDENTS	1,715.00
RQ12-05829	LINDSAY FOX	Reimbursement-FASH 240 Student Supplies	25.77
RQ12-05837	EAGLE COMMUNICATIONS	RADIO REPAIRS	82.26
RQ12-05843	CLAIRE CESAREO-SILVA	Reimbursement for refreshments at FLC Workshop	247.34
RQ12-05856	WELLS FARGO #1606	* LOCKING DEVICES FOR TENNIS COURTS	44.70
RQ12-05859	NEWBEGINNINGS, INC. CATERING DIVISION	CTE Transitions Articulation Wkshops	646.50
RQ12-05888	LUCAS OCHOA	Reimbursement-Instructional Supplies	311.37
RQ12-05889	HEIDI M. OCHOA	Reimbursement-Instructional Supplies	47.93
RQ12-05892	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	REPAIRS TO CDC REFRIGERATOR/STOVE INSTALLATION	1,305.97
RQ12-05893	WELLS FARGO #3317 (DISTRICT)	DRI*Partition Wizard Enter	424.15
RQ12-05895	PENNY SKAFF	Reimbursement-HS Sr. Day Event	200.00
RQ12-05906	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	GENERAL SUPPLIES - REIMBURSEMENT	7.78
RQ12-05921	COACH AMERICA	Bus for EI Field Trip	1,325.65
RQ12-05922	ARLEEN ELSEROAD	A. Elseroad to attend CACCRAO	745.82
RQ12-05923	COACH AMERICA	Bus for Field Trip	1,131.30
RQ12-05924	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,751.00
RQ12-05926	SKYFIT TECH	Life Fitness Center equipment repair	486.90
RQ12-05931	ROOPA MATHUR	Reim. for seminar attendance	29.95
RQ12-05932	CAROL HILTON	Conference for Carol Hilton	1,292.00
RQ12-05934	DAVID V. ALDRICH	Reimbursement for Cabaret	320.73
RQ12-05935	KEVIN M. DALLA BETTA	Grants Management Class for Kevin Dalla Betta	658.00
RQ12-05937	WILL GLEN	Reimburse Will Glen DAYTIMER	16.84
RQ12-05939	FAWN TANRIVERDI	Conference Reimbursement for Fawn Tanriverdi	107.00
RQ12-05940	STEVE LEE	Conference Reimbursement-	107.00
RQ12-05941	PARISA SOLTANI	Conference Reimbursement for Parisa Soltani	107.00
RQ12-05950	S & B FOODS	Articulation Workshop	418.61
RQ12-05952	KATHLEEN WERLE	Reimbursement-Articulation Workshop Refreshments	125.00
RQ12-05953	KEVIN O'CONNOR	Conference reimbursement-ACCCA BOD Meeting	556.90
RQ12-05954	ANDREA MC GINLEY	Reimbursement-CASFAA Tax Return Workshop	203.23
RQ12-05960	MARTIN MC GROGAN	Conference Reimbursement-NSCAA Convention	1,327.00
RQ12-05961	KATHERINE SCHMEIDLER	Conference Reimbursement-ASCB	1,002.90
RQ12-05962	WELLS FARGO #3317 (DISTRICT)	Prezi.com	59.00
RQ12-05964	NORTH ORANGE CO.COM.COL.DIST. CHANCELLOR'S OFFICE	Return Grant Funds Previously Invoiced	1,696.06
RQ12-05967	CHRIS HOGSTEDT	Conference Reimbursement-HSACC	647.90
RQ12-05969	AGENTS OF INK	Hoodie Sweatshirts for IVC Dance Team	903.81
RQ12-05973	SHANNA MOORHOUSE	Conference costs for S. Moorhouse	120.88

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

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05978	SO. ORANGE CO. COMM. COL.DIST	Return to title IV Funds	8,932.00
RQ12-05979	WELLS FARGO #4198	Thumb drives-Office Max	100.00
RQ12-05980	S & B FOODS	Catering Svcs. for Photonics Event	452.55
RQ12-05981	FUSE COMPANY	PE 200 BROKEN FUSE	99.13
RQ12-05985	CHRISTINA SMITH	ConfReimb-InstructionalGuide forPreschoolLearning	77.66
RQ12-05987	STEVEN DILLEY	ConfReimb-National Ceramic Educators Conference	500.00
RQ12-05989	GILLIAN ASHTON	Conference costs for G. Ashton	120.88
RQ12-05993	RICHARD WHITE	ConfReimb-National Ceramic Educators Conference	1,000.00
RQ12-05994	OCEANA CALLUM	ConfReimb-Council on Writing	500.00
RQ12-05995	JANINE O'BUCHON	ConfReimb-Healthcare Educator Institute	346.03
RQ12-05996	MARK MC ELROY	ConfReimb-Football Presentation	939.11
RQ12-05997	MICHAEL LONG	ConfReimb-CA CommunityCollegeAthleticAssociation	1,000.00
RQ12-05999	JOE LIU	CACCRAO Conference Attendance for Joe Liu	266.60
RQ12-06000	DEIDRE CAVAZZI	ConfReimb-Popular Culture/American Culture Assoc	500.00
RQ12-06001	HORN IMPROVEMENT	Instrument Repair	235.47
RQ12-06002	CAROL BANDER	ConfReimb-CATESOL Annual	962.00
RQ12-06006	KEVIN KEATING	ConfReimb-CATESOL Annual	295.60
RQ12-06007	RONI LEBAUER	ConfReimb-CATESOL Annual	1,000.00
RQ12-06008	HEATHER STERN	ConfReimb-CATESOL Annual	500.00
RQ12-06009	TERRY WEDEL	ConfReimb-Broadcast Education Association	500.00
RQ12-06010	RUBEN GUZMAN	CACCRAO Conf attendance for R. Guzman	1,077.82
RQ12-06011	LISA INLOW	ConfReimb-ChefTec Road Show	500.00
RQ12-06012	CHRISTINA SMITH	ConfReimb-HigherEdColloquium for EarlyCare & Educ	639.43
RQ12-06013	BARBARA TAMIALIS	ConfReimb-HigherEdColloquium for EarlyCare & Educ	715.00
RQ12-06014	MEREDITH DORNER	ConfReimb-Society for Anthropology in CmtyColleges	500.00
RQ12-06015	AMIRA WEGENEK	ConfReimb-Western Psychological Association	1,000.00
RQ12-06017	KRIS LEPPHEN-CHRISTENSEN	ConfReimb-Western Psychological Association	1,000.00
RQ12-06018	KIM BRANCH-STEWART	ConfReimb-CA Assoc for Alcohol/Drug Educators	745.33
RQ12-06019	RICHARD GOODMAN	ConfReimb-CA Assoc for Alcohol/Drug Educators	500.00
RQ12-06020	RALPH MEZA	ConfReimb-CA Intersegmental Articulation Counsel	242.00
RQ12-06021	MAUREEN SMITH	ConfReimb-CA Geographical Society	795.00
RQ12-06022	ANETA DORHOUT	ConfReimb-On Course National Conference	345.00
RQ12-06023	JEDREK MULARSKI	ConfReimb-Latin American Studies Association	1,000.00
RQ12-06024	WELLS FARGO #1598	Catering Svcs. for Photonics Event	372.58
RQ12-06025	HENCELYN CHU	SUPPLIES FOR ALLIED HEALTH BOOT CAMP PROMOTION	145.51
RQ12-06026	MARIE DE LA PALME	Reimbursement	199.33
RQ12-06036	SO. ORANGE CO. COMM. COL.DIST	R2T4 PELL GRANT FUNDS SPRING 2012	3,904.00
RQ12-06037	SO. ORANGE CO. COMM. COL.DIST	R2T4 UNSUB LOAN	326.00
RQ12-06039	AMANDA HUNN	Fashion Event Lecture Series	200.00
RQ12-06040	BAKER & TAYLOR	Backordered DVDs per Ana Maria Cobos	196.39

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-06041	REMY C. VILLEN0	Fashion Event Lecture Series	200.00
RQ12-06042	MICHELLE RIELL	Fashion Event Lecture Series	200.00
RQ12-06043	JOSELYN KONING	Fashion Event Lecture Series	200.00
RQ12-06044	MISTY ORZECZOWSKI	Fashion Event Lecture Series	200.00
RQ12-06045	REBECA FRANCIS	Fashion Event Lecture Series	200.00
RQ12-06046	BARBARA COX	Reimbursement for books and equipment for YEP	1,800.00
RQ12-06049	CHRISTOPHER TARMAN	Travel for Chris Tarman	475.00
RQ12-06051	DR. ROBERT BRAMUCCI	RP Conference-R. Bramucci	212.50
RQ12-06052	EAGLE COMMUNICATIONS	RADIO REPAIR INVOICE 708387	114.62
RQ12-06055	WELLS FARGO #3317 (DISTRICT)	Balsamiq Studios LLC	79.00
RQ12-06057	WELLS FARGO #4198	GEOGRAPHY EQUIPMENT	1,028.12
RQ12-06058	MAUREEN SMITH	REIMBURSEMENT-GEOGRAPHY EQUIPMENT	26.91
RQ12-06060	JAY SIERZCHULA	Reimburse for CCCApply Workshop on 3/20/12	20.00
RQ12-06061	A-1 AWARDS	Student trustee appreciation plaque	101.04
RQ12-06062	TASHA TRANKIEM	Reimburse for CCCApply Workshop on 3/20/12	20.00
RQ12-06063	RAUL B. GUTIERREZ	Reimburse for CCCApply Workshop on 3/20/12	20.00
RQ12-06075	LARRY RADDEN	Interstate Oratory, MA 4/26-29 Forensics	2,676.86
RQ12-06077	COACH AMERICA	Bus for Emeritus Field Trip	385.00
RQ12-06094	WELLS FARGO #4198	GEOGRAPHY SUPPLIES-ACE HARDWARE	22.62
RQ12-06096	CAL PRO SPORTS	RESTOCKING FEE UNDER ARMOUR GAME DAY DIAMOND MOCKS	80.83
RQ12-06099	NEWBEGINNINGS, INC. CATERING DIVISION	Human Services Advisory Meeting	171.32
RQ12-06100	LEE HAGGERTY	MUN REIMBURSEMENT-ATTACHMENT	1,160.00
RQ12-06104	FARAHNAZ MEHRABI KOUSHKI	Reimbursement	12.16
RQ12-06106	DR. CRAIG JUSTICE	FRESNO CITY COLLEGE Conference	416.21
RQ12-06113	MARIE DE LA PALME	Reimbursement Dance Supplies	276.83
RQ12-06115	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	POOL DECK DSA PAYMENT	1,933.40
RQ12-06116	ELECTRIC MARINE	Boston Whaler Electrical Repairs	250.00
RQ12-06118	TRACY DALY	Annual Chamber Breakfast - Reimbursement	30.00
RQ12-06122	MIKE SAUTER	CCLC Conference FOR MIKE SAUTER 6/14 THRU 6/16	1,020.00
RQ12-06124	GLENN ROQUEMORE	Travel for Glenn Roquemore_Turstees Conf	1,040.00
RQ12-06125	WELLS FARGO #3317 (DISTRICT)	art class supplies for Linda Southwell	190.32
RQ12-06127	RED DIGITAL CAMERA COMPANY	Recording Media for Epic Camera	1,023.63
RQ12-06136	JIM GASTON	Reimb for CISOA 2012 Conference	231.27
RQ12-06142	BAKER & TAYLOR	backordered library books per Ana Maria Cobos	721.48
RQ12-06143	BELL'S INDUSTRIAL SERVICE	Emergency Equipment Repair	131.75
RQ12-06145	SADDLEBACK COLLEGE FOUNDATION	Reimbursement SC Foundation	100.00
RQ12-06147	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	2,364.00
RQ12-06152	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	212.00
RQ12-06159	GLENN ROQUEMORE	Business Breakfast w/ Mayor Kang	65.00
RQ12-06161	WELLS FARGO #1606	Postage for Embassy Billing-USPS	20.65
RQ12-06163	BOB URELL	Conf Reimb-Urell, Bob	150.00
RQ12-06165	ANTHONY B. LIN	Conf Reimb-Lin, Anthony	1,400.00
RQ12-06171	WELLS FARGO #1598	Stool for Dance Department	211.71
RQ12-06181	FRANCHISE TAX BOARD	Nonresident Withholding Payment	2,030.00

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Includes 03/08/2012 - 04/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-06182	MICHAEL JAMES	REIMBURSEMENT FOR MICHAEL JAMES FOR BOOK	126.52
RQ12-06183	MICHAEL JAMES	REIMBURSEMENT FOR MICHAEL JAMES FOR CHARGER	6.25
RQ12-06191	POWER FORD TUSTIN	SERVICE FOR ATEP TRUCK	602.78
RQ13-00037	RED DIGITAL CAMERA COMPANY	Repair of RED ONE digital cinema camera	550.00
RQ13-00074	DEBRA L. FITZSIMONS	Debra Fitzsimons to attend NACUBO in Washington DC	3,697.00
RQ13-00097	WELLS FARGO #3317 (DISTRICT)	art class supplies for Linda Southwell	190.32
		Total	282
			214,478.99

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	280	211,189.62
12	Child Development Fund	3	1,355.97
40	Capital Outlay Fund	1	1,933.40
		Total	284
			214,478.99

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ESCAPE ONLINE

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, there were 156 budget transfers processed. In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations summarized on EXHIBIT A is presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$12,130
2000	Classified Salaries		\$35,579
3000	Fringe Benefits		\$10,959
4000	Books and Supplies	\$61,200	
5000	Other Operating Expenses & Services		\$102,892
6000	Capital Outlay	\$84,503	
7000	Other Outgo	\$15,857	
Total Transfers		<u>\$161,560</u>	<u>\$161,560</u>

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$6,248
5000	Other Operating Expenses & Services		\$4,937
6000	Capital Outlay	\$11,185	
Total Transfers		<u>\$11,185</u>	<u>\$11,185</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$33,799
6000	Capital Outlay	\$33,799	
Total Transfers		<u>\$33,799</u>	<u>\$33,799</u>

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. 156896 through 157879 processed through the Orange County Department of Education, totaling \$4,809,134.41; and Checks No. 010353 through 010371, processed through Saddleback College Community Education, totaling \$35,258.71; and Checks No. 008982 through 008984, processed through Irvine Valley College Community Education, totaling \$1,595.00 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 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156896	03/08/2012	SHERRI J. BANES	1,064.67
156897	03/08/2012	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	442.00
156898	03/08/2012	HOLIDAY INN-OC AIRPORT	1,403.56
156899	03/08/2012	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	263.99
156900	03/08/2012	KEN PATTON	52.90 *
Cancelled on 03/08/2012. Cancel Register # AP03082012A			
156901	03/08/2012	PROAIR CONSTRUCTION SVCS. INC.	4,880.00
156902	03/08/2012	QUEST DIAGNOSTICS	1,313.99
156903	03/08/2012	R2A ARCHITECTURE	7,228.31
156904	03/08/2012	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
156905	03/08/2012	ROSE PRINTING SERVICES, INC.	30.00
		Unpaid Sales Tax	1.86
		Expensed Amount	31.86
156906	03/08/2012	S & B FOODS CATERING DIVISION	57.11
156907	03/08/2012	SADDLEBACK GOLF CARS, INC.	278.32
156908	03/08/2012	SAFeway INC/PAVILIONS	37.62
156909	03/08/2012	SAMY'S CAMERA	1,111.98
156910	03/08/2012	SEHI PROCOMP COMPUTER PRODUCTS	360.26
156911	03/08/2012	SHRED-IT CAMPO ENTERPRISES, INC.	84.00
156912	03/08/2012	SIERRA SOIL, INC.	1,311.32
156913	03/08/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	2,538.06
156914	03/08/2012	SPECTRUM CHEMICAL MFG. CORP.	138.94
156915	03/08/2012	SHELLY SUMINSKI	1,190.00
156916	03/08/2012	TECHNIC BUSINESS SOLUTIONS	230.00
156917	03/08/2012	TNR TECHNICAL, INC.	928.71
156918	03/08/2012	UNION ELECTRONIC DISTRIBUTORS	2,565.00
		Unpaid Sales Tax	198.79
		Expensed Amount	2,763.79
156919	03/08/2012	VOX DANCE THEATRE, INC.	1,000.00
156920	03/08/2012	VWR INTERNATIONAL, INC.	88.64
156921	03/08/2012	US FOODS	819.87
156922	03/08/2012	RPM CONSULTANT GROUP	3,887.24
156923	03/08/2012	4CS C/O NORMA TALLEY	10.00 *
Cancelled on 03/13/2012. Cancel Register # AP03132012F			
156924	03/08/2012	4CS C/O NORMA TALLEY	10.00 *
Cancelled on 03/13/2012. Cancel Register # AP03132012F			
156925	03/08/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	7,275.10
156926	03/08/2012	DAVID E. ANDERSON, JR.	35.96
156927	03/08/2012	HENCELYN CHU	327.60
156928	03/08/2012	ROCKY CIFONE	58.97
156929	03/08/2012	ELIZABETH CIPRES	309.94
156930	03/08/2012	MICHELLE CRANER	318.60
156931	03/08/2012	ARLEEN ELSEROAD	34.78
156932	03/08/2012	KARIMA FELDHUS	49.97
156933	03/08/2012	JENNIFER FOROUZESH	862.36
156934	03/08/2012	DR. CRAIG JUSTICE	512.57
156935	03/08/2012	MARIA KIERNAN	830.56
156936	03/08/2012	REBECCA KNAPP	300.53

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 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156937	03/08/2012	TEDDI LORCH	52.48
156938	03/08/2012	MAGNA PUBLICATIONS, INC.	349.00
156939	03/08/2012	KIM MC CORD	17.00
156940	03/08/2012	DIANE MC GROARTY	621.00
156941	03/08/2012	JUNE M. MILLOVICH	673.82
156942	03/08/2012	JALEH NAASZ	494.00
156943	03/08/2012	KEVIN O'CONNOR	54.00
156944	03/08/2012	ROGER OWENS	50.64
156945	03/08/2012	TAMERA RICE	302.60
156946	03/08/2012	CHRISTINA SMITH	158.95
156947	03/08/2012	FAWN TANRIVERDI	707.92
156948	03/08/2012	PAMELA TURNER	955.42
156949	03/09/2012	AT & T MOBILITY	59.41
156950	03/09/2012	AT&T	11.57
156951	03/09/2012	SAN DIEGO GAS & ELECTRIC	979.89
156952	03/09/2012	SOUTHERN CALIFORNIA EDISON CO.	1,840.01
156953	03/09/2012	SOUTHERN CALIFORNIA EDISON CO.	220.43
156954	03/09/2012	XEROX CORP.	7,044.60
156955	03/09/2012	XEROX CORPORATION	11,069.80
156956	03/12/2012	ADRIENNE GEFFEN	1,190.00
156957	03/12/2012	GOENGINEER, INC.	1,454.25
156958	03/12/2012	GREEN RIVER GOLF CLUB	240.00
156959	03/12/2012	GREGORY, MATTHEW E.	209.25
156960	03/12/2012	HAIR CALIFORNIA BEAUTY ACADEMY	22,798.13
156961	03/12/2012	KATHRYN E. MITCHELL	1,190.00
156962	03/12/2012	MUSIC THEATRE INTERNATIONAL	400.00
156963	03/12/2012	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	600.00
156964	03/12/2012	AT & T	70.49
156965	03/12/2012	AT & T	27.21
156966	03/12/2012	AT & T	35.42
156967	03/12/2012	AT&T	4.36
156968	03/12/2012	XEROX CORPORATION	38.11
156969	03/12/2012	DRAKE, EUGENE	14.99
156970	03/12/2012	FERMIN GOMEZ	62.38
156971	03/12/2012	ESTER GRAHAM	31.67
156972	03/12/2012	GEORGINA GUY	110.59
156973	03/12/2012	BRUCE HAGAN	22.20
156974	03/12/2012	LESLIE HUMPHREY	75.77
156975	03/12/2012	CORINNE JACKSON	14.99
156976	03/12/2012	BICHTUYEN JENSEN	14.99
156977	03/12/2012	CANDACE KINCAID	53.26
156978	03/12/2012	SILVER LEOWIDAJA	14.99
156979	03/12/2012	NICOLE LOFTUS	57.29
156980	03/12/2012	TEDDI LORCH	45.84
156981	03/12/2012	LORI MANGELS	119.88
156982	03/12/2012	ELLEN POLING	72.10
156983	03/12/2012	SANDRA POPE	14.99
156984	03/12/2012	WENDY RAYBURN	24.09
156985	03/12/2012	SOKHA SONG	44.96

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 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
156986	03/12/2012	TASHA TRANKIEM	14.99
156987	03/12/2012	PATRICK WEBSTER	101.51
156988	03/12/2012	BROOKE DAHER	71.82
156989	03/12/2012	ACCUITY	279.00
156990	03/12/2012	AIR SOURCE INDUSTRIES, INC.	112.01
156991	03/12/2012	AMERICAN GRIP, INC.	1,251.60
156992	03/12/2012	AUCA LOS ANGELES	195.98
156993	03/12/2012	ATHENA COLLEGE OF BEAUTY	42,581.00
156994	03/12/2012	B & H PHOTO	1,352.43
		Unpaid Sales Tax	104.81
		Expensed Amount	1,457.24
156995	03/12/2012	B & P SERVICES, INC.	651.28
156996	03/12/2012	BEST BUY CO., INC. MULTI-SERVICE CORPORATION	125.48
156997	03/12/2012	DENISE BLAIR	35.00
156998	03/12/2012	MARIA BLAIR	50.00
156999	03/12/2012	BLICK ART MATERIALS	719.91
157000	03/12/2012	THE BLIND FACTORY	325.00
157001	03/12/2012	BROADLINE DISTRIBUTING	87.56
157002	03/12/2012	BUTLER CHEMICALS, INC.	487.00
157003	03/12/2012	CALIFORNIA POWER PARTNERS, INC.	59,612.98
157004	03/12/2012	CAROLINA BIOLOGICAL SUPPLY	1,291.67
157005	03/12/2012	CDW GOVERNMENT, INC.	278.78
157006	03/12/2012	COLLEGE BRAIN TRUST	6,750.79
157007	03/12/2012	DIVERSIFIED BUSINESS SERVICES	2,060.88
157008	03/12/2012	EBERHARD EQUIPMENT	3,351.47
157009	03/12/2012	ENTERPRISE RENT-A-CAR	238.46
157010	03/12/2012	FEDERAL EXPRESS	60.81
157011	03/12/2012	FISHER SCIENTIFIC	1,005.26
157012	03/12/2012	SUSAN FORTE O'NEILL dba FORTE DESIGNS	1,000.00
157013	03/12/2012	SHERRI J. BANES	52.90
157014	03/12/2012	PASCO SCIENTIFIC	967.60
157015	03/12/2012	ROTH CARNEY APC	720.50
157016	03/12/2012	S & B FOODS CATERING DIVISION	96.98
157017	03/12/2012	SAFEWAY INC/PAVILIONS	210.17
157018	03/12/2012	FHEG - SADDLEBACK BOOKSTORE STORE 296 MA 2961121	3,098.66
157019	03/12/2012	SECURITAS SECURITY SVCS, USA	2,681.00
157020	03/12/2012	SHRED-IT CAMPO ENTERPRISES, INC.	20.00
157021	03/12/2012	SIEMENS INDUSTRY INC.	240.13
157022	03/12/2012	SIERRA SOIL, INC.	483.26
157023	03/12/2012	SIGN WAREHOUSE.COM	612.35
		Unpaid Sales Tax	46.50
		Expensed Amount	658.85
157024	03/12/2012	SO COAST A.Q.M.D.	6,733.16
157025	03/12/2012	SOCIETY FOR COLL & UNIV PLNG	780.00
157026	03/12/2012	SPECTRUM CHEMICAL MFG. CORP.	466.28
157027	03/12/2012	PATRIC TAYLOR	125.82
157028	03/12/2012	ARLENE THOMAS	49.54

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Checks Dated 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
157029	03/12/2012	THOMPSON ENAMEL, INC.	322.25
		Unpaid Sales Tax	23.57
		Expensed Amount	345.82
157030	03/12/2012	ARACELI TRUJILLO	50.00
157031	03/12/2012	TUFF SHED, INC.	8,760.00
157032	03/12/2012	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	704.00
157033	03/12/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	845.02
157034	03/12/2012	UNISOURCE WORLDWIDE INC.	1,133.61
157035	03/12/2012	VISTA PAINT CORPORATE OFFICE	169.15
157036	03/12/2012	ZARA DISTRIBUTION	113.04
157037	03/12/2012	ROCKVIEW FARMS	292.60
157038	03/12/2012	ACSIG/EDGE	127,726.44
157039	03/12/2012	ACSIG/EDGE	42,361.62
157040	03/12/2012	HYATT LEGAL	7,154.60
157041	03/12/2012	PACIFICARE BEHAVIORAL HEALTH	3,080.91
157042	03/12/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,950.23
157043	03/12/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,409.43
157044	03/12/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,178,727.00
157045	03/12/2012	UNUM LIFE INSURANCE COMPANY	1,358.40
157046	03/12/2012	UNUM LIFE INSURANCE COMPANY	3,217.60
157047	03/12/2012	ACSIG/EDGE	19,180.66
157048	03/12/2012	ACSIG/EDGE	5,212.39
157049	03/12/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	317,852.00
157050	03/12/2012	WELLS FARGO #2078	10,423.38
157051	03/13/2012	G & K SERVICES	243.48
157052	03/13/2012	G/M BUSINESS INTERIORS	519.70
157053	03/13/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	831.87
157054	03/13/2012	GLAXOSMITHKLINE PHARMACEUTICAL	1,615.00
157055	03/13/2012	GLB ENTERPRISES	173.52
		Unpaid Sales Tax	12.59
		Expensed Amount	186.11
157056	03/13/2012	GOVCONNECTION	668.48
157057	03/13/2012	GOVERNMENT c/o BIBBY SERVICES	9,630.00
157058	03/13/2012	GRACE TRAINING SUPPLY	16,978.55
		Unpaid Sales Tax	1,234.58
		Expensed Amount	18,213.13
157059	03/13/2012	W. W. GRAINGER	577.71
157060	03/13/2012	GRAPHIC CHEMICAL & INK CO.	235.02
		Unpaid Sales Tax	16.28
		Expensed Amount	251.30
157061	03/13/2012	GREEN THUMB INTERNATIONAL	65.91
157062	03/13/2012	KELLY GRIMES	360.00
157063	03/13/2012	RAUL B. GUTIERREZ	35.63
157064	03/13/2012	MELANIE HAERI	185.25
157065	03/13/2012	GEORGE T. HALL	1,887.16
157066	03/13/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	413.01
157067	03/13/2012	HIRSCH PIPE & SUPPLY	467.81
157068	03/13/2012	HITT MARKING DEVICES, INC.	55.23
157069	03/13/2012	CHRIS HOGSTEDT	93.58

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Check Number	Check Date	Pay to the Order of	Check Amount
157070	03/13/2012	HOME DEPOT	22.42
157071	03/13/2012	HORIZON	344.77
157072	03/13/2012	HYDRO-SCAPE PRODUCTS, INC.	572.83
157073	03/13/2012	IClicker	1,408.22
157074	03/13/2012	THE MAGELLAN GROUP DONALD L. RICKNER	11,350.00
157075	03/13/2012	THE MICROSCOPE STORE	508.95
		Unpaid Sales Tax	38.67
		Expensed Amount	547.62
157076	03/13/2012	MKH ELECTRONICS	155.00
157077	03/13/2012	NAFSA MEMBERSHIP	370.00
157078	03/13/2012	NEUDESIC, LLC	32,317.50
157079	03/13/2012	HALEY NGUYEN	117.73
157080	03/13/2012	OC REGISTER COMMERCIAL BILLING	815.29
157081	03/13/2012	CITY OF IRVINE	1,000.00
157082	03/13/2012	AARDVARK CLAY AND SUPPLIES	1,697.22
157083	03/13/2012	AGUINAGA GREEN, INC.	212.98
157084	03/13/2012	AIR SOURCE INDUSTRIES, INC.	113.94
157085	03/13/2012	LEE ARMSTRONG CO., INC.	1,750.00
157086	03/13/2012	ARROWHEAD DRINKING WATER	38.78
157087	03/13/2012	ARS ENTERPRISES	2,688.36
157088	03/13/2012	ART SUPPLY WAREHOUSE	241.44
157089	03/13/2012	BAKER & TAYLOR	754.39
157090	03/13/2012	MARGUERITE BEAL	140.00
157091	03/13/2012	BELL'S INDUSTRIAL SERVICE	321.00 *
	Cancelled on 03/13/2012	Cancel Register # AP03132012E	
157092	03/13/2012	BILL'S SWEEPING SERVICE, INC.	1,120.00
157093	03/13/2012	MIKE BROWN GRANDSTANDS	500.00
157094	03/13/2012	4 IMPRINT	1,619.95
		Unpaid Sales Tax	113.62
		Expensed Amount	1,733.57
157095	03/13/2012	MALIA HILL	391.96
157096	03/13/2012	iLABEQUIPMENT	2,094.75
		Unpaid Sales Tax	154.61
		Expensed Amount	2,249.36
157097	03/13/2012	INDUSTRIAL METAL SUPPLY CO.	318.67
157098	03/13/2012	INGARDIA BROTHERS PRODUCE, INC.	1,871.57
157099	03/13/2012	INTERSTATE BATTERIES OF CALIFORNIA COAST	113.40
157100	03/13/2012	IPEVO	148.70
157101	03/13/2012	IRVINE PIPE & SUPPLY	394.81
157102	03/13/2012	FHEG IVC BOOKSTORE No. 895 MA 759	8,850.41
157103	03/13/2012	JOHNSTONE SUPPLY	833.34
157104	03/13/2012	KEN'S SPORTING GOODS	188.49
157105	03/13/2012	MORITAKA KINA	360.00
157106	03/13/2012	KINETIC VIDEO	283.90
		Unpaid Sales Tax	20.92
		Expensed Amount	304.82
157107	03/13/2012	GRACE KOOK-ANDERSON	100.00
157108	03/13/2012	LAGUNA GRAPHIC ARTS, INC.	495.65
157109	03/13/2012	LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB	4,275.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157110	03/13/2012	LAMA BOOKS LEO A MEYER ASSOCIATED, INC.	296.23
157111	03/13/2012	SHARON LANDIS	480.00
157112	03/13/2012	LASER SOURCE	191.80
157113	03/13/2012	LAWNMOWERS ETC., LLC	201.80
157114	03/13/2012	LESLIE'S POOLMART, INC.	115.46
157115	03/13/2012	MICHAEL LEVINE, INC.	550.42
157116	03/13/2012	INSTITUTE FOR PROFESSIONAL DEVdba LOVE AND LOGIC, INC.	579.00
		Unpaid Sales Tax	39.06
		Expensed Amount	618.06
157117	03/13/2012	NEWBEGINNINGS, INC. CATERING DIVISION	3,359.97
157118	03/13/2012	ORKIN PEST CONTROL 711	2,584.00
157119	03/13/2012	POLLOCK, BLANK & MCGINNIS ASSODBA INTERFACE ASSOCIATES	7,969.19 *
	Reissued on 03/19/2012. Cancel Register # AP03192012D		
157120	03/14/2012	AMER. COUNCIL ON EDUCATION INCLUSIVE EXCELLENCE GROUP	875.00
157121	03/14/2012	DR. ROBERT BRAMUCCI	268.99
157122	03/14/2012	CACCRAO ALLISON CURTIS, DIR A & R	390.00
157123	03/14/2012	CALWORKS ASSOCIATION LILY HUNNEMEDER-BERGFELT, DIR.	295.00
157124	03/14/2012	CCUPCA (CALIFORNIA COLLEGE & UNIV POLICE CHIEFS ASSOC)	325.00
157125	03/14/2012	CCUPCA (CALIFORNIA COLLEGE & UNIV POLICE CHIEFS ASSOC)	450.00
157126	03/14/2012	CCUPCA (CALIFORNIA COLLEGE & UNIV POLICE CHIEFS ASSOC)	450.00
157127	03/14/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	580.00
157128	03/14/2012	DOUBLETREE HOTEL	286.24
157129	03/14/2012	EMBASSY SUITES LAKE TAHOE RESORT	567.88
157130	03/14/2012	EMBASSY SUITES LAKE TAHOE RESORT	567.88
157131	03/14/2012	EMBASSY SUITES LAKE TAHOE RESORT	425.91
157132	03/14/2012	DIANE PESTOLESI	882.36
157133	03/14/2012	SANDRA POPE	55.00
157134	03/14/2012	REFRIGERATION SUPPLIES DIST.	20.00
157135	03/14/2012	REFRIGERATION SUPPLIES DIST.	20.00
157136	03/14/2012	AMERICAN GEOTECHNICAL, INC.	51,402.30
157137	03/14/2012	CATALYST CONSULTING	8,775.00
157138	03/14/2012	CDW GOVERNMENT, INC.	433.29
157139	03/14/2012	DIVERSIFIED LANDSCAPE MGT. INC.	3,834.93
157140	03/14/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	331,467.85
157141	03/14/2012	ENAMIX, INC.	5,810.00
157142	03/14/2012	JOYCE INSPECTION & TESTING	26,568.00
157143	03/14/2012	NEUDESIC, LLC	56,321.00
157144	03/14/2012	NIMBLE CONSULTING	10,500.00
157145	03/14/2012	R2A ARCHITECTURE	676.36
157146	03/14/2012	AT & T	225.48
157147	03/14/2012	OFFICEMAX CONTRACT INC.	7,808.21
157148	03/14/2012	SOUTHERN CALIFORNIA GAS CO.	94.88
157149	03/14/2012	SOUTHERN CALIFORNIA GAS CO.	10,770.38

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Check Number	Check Date	Pay to the Order of	Check Amount
157150	03/14/2012	XEROX CORP.	672.08
157151	03/19/2012	CAPISTRANO SEASIDE INN	1,674.20
157152	03/19/2012	BMI GENERAL LICENSING	9,603.64
157153	03/19/2012	BUTLER CHEMICALS, INC.	743.94
157154	03/19/2012	ChemSW, Inc.	740.00
157155	03/19/2012	CARIE CRUZ	470.00
157156	03/19/2012	DirecTV	103.05
157157	03/19/2012	MICHELE DUGAN	180.00
157158	03/19/2012	THE EMBROIDERY STORE	562.30
157159	03/19/2012	THOMAS JOHN PRENDERGAST	54.99
157160	03/19/2012	RED DIGITAL CAMERA COMPANY	6,863.75
157161	03/19/2012	SO COAST A.Q.M.D.	416.41
157162	03/19/2012	TOTALLY CHOCOLATE	44.59
157163	03/20/2012	POLLOCK, BLANK & MCGINNIS ASSODBA INTERFACE ASSOCIATES	7,411.19
157164	03/20/2012	AAA ACCESS SMOG	50.00
157165	03/20/2012	AQUARIUM OF THE PACIFIC	234.00
157166	03/20/2012	BELL'S INDUSTRIAL SERVICE	321.37
157167	03/20/2012	BLACKLIGHT.COM	146.10
		Unpaid Sales Tax	10.06
		Expensed Amount	156.16
157168	03/20/2012	BLICK ART MATERIALS	128.98
157169	03/20/2012	CA FORENSIC PHLEBOTOMY INC.	112.50
157170	03/20/2012	CALIFORNIA POWER PARTNERS, INC.	2,445.00
157171	03/20/2012	CALUMET/LA	50.68
157172	03/20/2012	COACH AMERICA	3,766.13
157173	03/20/2012	CONSOLIDATED ELECTRICAL DIST.	389.91
157174	03/20/2012	CULLIGAN WATER CONDITIONING	54.27
157175	03/20/2012	DELL MARKETING L.P. C/O DELL USA L.P.	64.64
157176	03/20/2012	DISPLAYS 2GO	476.28
		Unpaid Sales Tax	31.35
		Expensed Amount	507.63
157177	03/20/2012	THE EMBROIDERY STORE	917.60
157178	03/20/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	355.00
157179	03/20/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	355.00
157180	03/20/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	355.00
157181	03/20/2012	AIR	320.00
157182	03/20/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	16,202.25
157183	03/20/2012	CAROL BANDER	38.20
157184	03/20/2012	ZINA BORATYNEC	143.98
157185	03/20/2012	CCLC/CCCAA CCCAA CONVENTION	280.00
157186	03/20/2012	COACH AMERICA	1,489.53
157187	03/20/2012	CRAIG CONNOR	10.00
157188	03/20/2012	GRISEL HEREDIA	10.00
157189	03/20/2012	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	660.00
157190	03/20/2012	INNOVATIVE EDUCATORS	2,140.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157191	03/20/2012	DR. CRAIG JUSTICE	518.85
157192	03/20/2012	SAN MATEO MARRIOTT SFO	324.78
157193	03/20/2012	WILLIAM MC GUIRE	500.00
157194	03/20/2012	LAWRENCE PEREZ	1,000.00
157195	03/20/2012	PROJECT MANAGEMENT TRAINING INSTITUTE	11,655.00
157196	03/20/2012	REFRIGERATION SUPPLIES DIST.	20.00
157197	03/20/2012	THE RP GROUP	225.00
157198	03/20/2012	THE RP GROUP	225.00
157199	03/20/2012	SHERATON FAIRPLEX HOTEL	141.99
157200	03/20/2012	JAMES TIERNEY	491.26
157201	03/20/2012	KATHLEEN WERLE	18.00
157202	03/20/2012	JUSTIN WILFORD	500.00
157203	03/21/2012	PACIFIC CLEANING SERVICES	2,685.00
157204	03/21/2012	PARKWAY LAWNMOWER SHOP	79.10
157205	03/21/2012	THE PATON GROUP	1,116.41
157206	03/21/2012	PENN CORPORATE RELOCATION SERVICES, INC.	250.00
157207	03/21/2012	PETE'S ROAD SERVICE	865.46
157208	03/21/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
157209	03/21/2012	POWERTRON BATTERY CO.	736.15
157210	03/21/2012	PYRO-COMM SYSTEMS	240.00
157211	03/21/2012	QUARK ENTERPRISES, INC.	5,145.62
157212	03/21/2012	QUEST DIAGNOSTICS	2,067.65
157213	03/21/2012	S & B FOODS CATERING DIVISION	241.36
157214	03/21/2012	S & B FOODS CATERING DIVISION	57.11
157215	03/21/2012	SAMY'S CAMERA	4,853.00
157216	03/21/2012	SCANTRON CORPORATION	94.14
157217	03/21/2012	GUISELLE SCOTT	630.00
157218	03/21/2012	SEHI PROCOMP COMPUTER PRODUCTS	4,012.01
157219	03/21/2012	SHRED-IT CAMPO ENTERPRISES, INC.	40.00
157220	03/21/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,636.15
157221	03/21/2012	SOLARWINDS	395.00
157222	03/21/2012	SPECTRUM CHEMICAL MFG. CORP.	345.55
157223	03/21/2012	ALICIA SPILLIAS	1,190.00
157224	03/21/2012	STANCIL CORPORATION	366.35
157225	03/21/2012	BLAKE STEPHENS	109.46
157226	03/21/2012	STEREO LITHOGRAPHY ASSOC. SALES CO.	398.51
157227	03/21/2012	ALENA STRICKLAND	630.00
157228	03/21/2012	TIM SWISS	572.63
157229	03/21/2012	TECHNIC BUSINESS SOLUTIONS	370.54
157230	03/21/2012	TOWN & COUNTRY GLASS	1,353.00
157231	03/21/2012	TRI-AD	697.00
157232	03/21/2012	TUTTLE-CLICK FORD	819.25
157233	03/21/2012	TWP. INC.	407.46
157234	03/21/2012	UNISOURCE WORLDWIDE INC.	3,065.50
157235	03/21/2012	USITT	270.00
157236	03/21/2012	VWR INTERNATIONAL, INC.	248.55
157237	03/21/2012	ZBATTERY.COM, INC.	459.79
			Unpaid Sales Tax 27.50
			Expensed Amount 487.29

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Check Number	Check Date	Pay to the Order of	Check Amount
157238	03/21/2012	SMART & FINAL IRIS CO.	688.03
157239	03/21/2012	MVEP MEDICAL GROUP	471.00
157240	03/22/2012	A-1 AWARDS & ENGRAVING ROBERT DAMAN	87.02
157241	03/22/2012	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	1,361.91
157242	03/22/2012	AIRGAS WEST	91.88
157243	03/22/2012	AK CONSTRUCTORS INC.	9,780.00
157244	03/22/2012	ALERT SERVICES, INC.	310.19
157245	03/22/2012	ALLDATA LLC	975.00
157246	03/22/2012	AMERICAN LIBRARY ASSOCIATION ACRL	1,300.00
157247	03/22/2012	AMTECH ELEVATOR SERVICES	409.45
157248	03/22/2012	ANNENBERG MEDIA	461.17
157249	03/22/2012	AUCA LOS ANGELES	59.70
157250	03/22/2012	ARS ENTERPRISES	787.50
157251	03/22/2012	ART SUPPLY WAREHOUSE	79.63
157252	03/22/2012	ASSET WORKS, INC.	656.50
157253	03/22/2012	IAN BEACH	18.25
157254	03/22/2012	PETER BORELLA	70.47
157255	03/22/2012	MIKE BROWN GRANDSTANDS	500.00
157256	03/22/2012	FOUNDATION FOR CCC ATTN: STEVE TUCK, PURCHASING	2,489.05
157257	03/22/2012	CALIFORNIA HAZARDOUS SERVICE	1,450.00
157258	03/22/2012	CAROLINA BIOLOGICAL SUPPLY	105.32
157259	03/22/2012	CINTAS DOCUMENT MANAGEMENT	159.50
157260	03/22/2012	COACH AMERICA	5,321.63
157261	03/22/2012	MIKE COLLINS	208.42
157262	03/22/2012	DB MECHANICAL, INC.	4,200.00
157263	03/22/2012	DELL MARKETING L.P. C/O DELL USA L.P.	949.42
157264	03/22/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	736.00
157265	03/22/2012	SPARKLETTS	87.29
157266	03/22/2012	SPARKLETTS	867.77
157267	03/22/2012	SPARKLETTS	1,028.96
157268	03/22/2012	EBERHARD EQUIPMENT	151.93
157269	03/22/2012	EDWARDS, ARNETTE	360.00
157270	03/22/2012	DONALD L. EISENTRAUT	1,950.00
157271	03/22/2012	YVETTE ESTRADA	50.00
157272	03/22/2012	EWING IRRIGATION PRODUCTS	189.31
157273	03/22/2012	EXPERIAN	77.00
157274	03/22/2012	FEDERAL EXPRESS	139.97
157275	03/22/2012	FISHER SCIENTIFIC	120.61
157276	03/22/2012	FRANCHISE TAX BOARD	50.00
157277	03/22/2012	FREEWAY AUTO SUPPLY	131.84
157278	03/22/2012	FULL COMPASS SYSTEMS	1,034.38
		Unpaid Sales Tax	71.98
		Expensed Amount	1,106.36
157279	03/22/2012	FUSIONSTORM	5,760.00
157280	03/22/2012	DAIRY DEPOT	77.71
157281	03/22/2012	JOHN DOMBRINK	100.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157282	03/22/2012	AT & T	63.27
157283	03/22/2012	AT&T	11.61
157284	03/22/2012	AT&T	5,696.52
157285	03/22/2012	AT&T	11.59
157286	03/22/2012	AT&T	11.51
157287	03/22/2012	SAN DIEGO GAS & ELECTRIC	44,339.35
157288	03/22/2012	SOUTHERN CALIFORNIA EDISON CO.	1,486.62
157289	03/22/2012	SOUTHERN CALIFORNIA EDISON CO.	7,343.63
157290	03/22/2012	SOUTHERN CALIFORNIA EDISON CO.	12,636.98
157291	03/22/2012	SOUTHERN CALIFORNIA EDISON CO.	85.49
157292	03/22/2012	VERIZON	140.75
157293	03/22/2012	AMERICAN GEOTECHNICAL, INC	3,371.50
157294	03/22/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	51,573.00
157295	03/22/2012	CRESCENT SOLUTIONS	7,650.00
157296	03/22/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	15,136.52
157297	03/22/2012	ENAMIX, INC.	5,425.00
157298	03/22/2012	HALL & FOREMAN, INC.	5,900.00
157299	03/22/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
157300	03/22/2012	i3 SOLUTIONS	3,600.00
157301	03/22/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	32,035.07
157302	03/22/2012	JOYCE INSPECTION & TESTING	14,112.00
157303	03/22/2012	KR WOLFE INC.	2,110.00
157304	03/22/2012	MC CARTHY BUILDING COMPANIES	61,714.00
157305	03/22/2012	MC KENNA LONG & ALDRIDGE, LLP	3,900.00
157306	03/22/2012	PARSONS BRINCKERHOFF, INC.	4,083.95
157307	03/22/2012	PENN CORPORATE RELOCATION SERVICES, INC.	250.00
157308	03/22/2012	PERCEPTIVE SOFTWARE	33,381.25
157309	03/22/2012	QUEST ENERGY GROUP, LLC	3,700.00
157310	03/22/2012	RED STONE, INC	984.00
157311	03/22/2012	RGP PLANNING & DEVELOPMENT SERVICES	58,871.98
157312	03/22/2012	RJM DESIGN GROUP, INC.	3,339.25
157313	03/23/2012	4CS C/O NORMA TALLEY	60.00
157314	03/23/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	355.00
157315	03/23/2012	DAVID E. ANDERSON, JR.	574.55
157316	03/23/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	129.00
157317	03/23/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	129.00
157318	03/23/2012	MICHAEL BENNETT	470.82
157319	03/23/2012	DR. ROBERT BRAMUCCI	27.42
157320	03/23/2012	CCCCIO C/O CLAIRE BIANCALANA	355.00
157321	03/23/2012	ELIZABETH CIPRES	569.84
157322	03/23/2012	ARLEEN ELSEROAD	653.00
157323	03/23/2012	DAVID D. GATEWOOD	25.44
157324	03/23/2012	AMY V. GRIMM	1,398.64
157325	03/23/2012	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ATONIO COLLEGE	1,710.00
157326	03/23/2012	HEIDI M. OCHOA	280.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157327	03/23/2012	PRZ SEMINARS	100.00
157328	03/23/2012	LARRY RADDEN	3,920.00
157329	03/23/2012	FAWN TANRIVERDI	384.99
157330	03/23/2012	WESTIN HOTEL SAN FRANCISCO AIRPORT	282.16
157331	03/23/2012	WESTIN HOTEL SAN FRANCISCO AIRPORT	282.13
157332	03/26/2012	AFFILIATED COMPUTER SERVICES	175.60
157333	03/26/2012	AHIMA	5,100.00
157334	03/26/2012	AIR	125.00
157335	03/26/2012	AIR LIQUIDE AMERICA SPECIALTY GASES LLC	352.33
157336	03/26/2012	ALLSTAR AWARDS	120.11
157337	03/26/2012	B & H PHOTO	1,314.90
		Unpaid Sales Tax	101.90
		Expensed Amount	1,416.80
157338	03/26/2012	BROADWAY PLAY PUBLISHING	210.00
157339	03/26/2012	CAREFUSION CORP.	230.00
157340	03/26/2012	DISCOUNT DANCE SUPPLY CO.	123.59
157341	03/26/2012	DUNE CRAFT	52.97
157342	03/26/2012	FREESTYLE	1,927.67
157343	03/26/2012	APPLIED MATERIALS TECHNOLOGIES, INC.	300.00
157344	03/27/2012	MOTOROLA c/o COMSERCO	9,575.89
157345	03/27/2012	G & K SERVICES	162.32
157346	03/27/2012	GALE SUPPLY COMPANY	4,875.69
157347	03/27/2012	GEMPLER'S	332.79
157348	03/27/2012	GOENGINEER, INC.	1,314.55
157349	03/27/2012	GRAINGER	11.56
157350	03/27/2012	W. W. GRAINGER	129.22
157351	03/27/2012	GREEN THUMB INTERNATIONAL	56.61
157352	03/27/2012	GREGORY, MATTHEW E.	438.75
157353	03/27/2012	KELLY GRIMES	360.00
157354	03/27/2012	MARLYS GRODT	2,050.00
157355	03/27/2012	DR. LORI ANN HAN	100.00
157356	03/27/2012	HERCULES PORTABLE POWER, INC.	3,281.04
157357	03/27/2012	MALIA HILL	506.87
157358	03/27/2012	MARIA E. HUTCHINSON CERVANTES	105.00
157359	03/27/2012	IEBC INST. FOR EVID. BASED CHANGE	10,000.00
157360	03/27/2012	LISA INLOW	35.00
157361	03/27/2012	IRVINE RANCH WATER DIST.	279.87
157362	03/27/2012	J.J. WINDSHIELDS	330.00
157363	03/27/2012	JAYNE JONES	6,666.00
157364	03/27/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	2,400.00
157365	03/27/2012	PIPS C/O KEENAN & ASSOCIATES	56,000.00
157366	03/27/2012	ERIN KIM	50.00
157367	03/27/2012	REBECCA KNAPP	252.00
157368	03/27/2012	MC KESSON MEDICAL SURGICAL	704.86
157369	03/27/2012	J.M. MC KINNEY COMPANY	819.06
157370	03/27/2012	MERCURY DOCUMENT IMAGING CO.	445.54
157371	03/27/2012	MUSIC THEATRE INTERNATIONAL	4,386.96
157372	03/27/2012	ON COURSE, INC	3,050.49
157373	03/27/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	316.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157374	03/27/2012	AT & T	26.94
157375	03/27/2012	AT&T	32.20
157376	03/27/2012	OFFICEMAX CONTRACT INC.	9,487.84
157377	03/27/2012	RICOH AMERICAS CORPORATION	65.56
157378	03/27/2012	SOUTHERN CALIFORNIA GAS CO.	2,736.28
157379	03/27/2012	SOUTHERN CALIFORNIA GAS CO.	2,256.06
157380	03/27/2012	SOUTHERN CALIFORNIA GAS CO.	48.52
157381	03/27/2012	VERIZON	333.39
157382	03/27/2012	XEROX CORPORATION	2,161.43
157383	03/27/2012	LISA CAVALLARO	33.27
157384	03/27/2012	DAVID D. GATEWOOD	300.00
157385	03/27/2012	WILL GLEN	315.00
157386	03/27/2012	BRUCE HAGAN	12.00
157387	03/27/2012	MARY T. JONES	625.00
157388	03/27/2012	DR. CRAIG JUSTICE	558.62
157389	03/27/2012	DAVIT S. KHACHATRYAN,	18.00
157390	03/27/2012	SHARON LOUIE	92.78
157391	03/27/2012	JERRY MC GRATH	1,119.88
157392	03/27/2012	NAB HOUSING OFFICE	432.00
157393	03/27/2012	HEIDI M. OCHOA	149.95
157394	03/27/2012	PARADISE BAKERY-MISSION VIEJO	151.13
157395	03/27/2012	KEN PATTON	988.15
157396	03/27/2012	PRZ SEMINARS	200.00
157397	03/27/2012	STEPHEN ROBERTSON	100.00
157398	03/27/2012	EDWIN TIONGSON	655.00
157399	03/27/2012	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	8,491.50
157400	03/27/2012	OC PHOTO BOOTH RENTAL	343.72
157401	03/27/2012	PARADIGM, INC.	133.20
157402	03/27/2012	PARKWAY LAWNMOWER SHOP	252.21
157403	03/27/2012	PASCO SCIENTIFIC	3,765.87
157404	03/27/2012	PEOPLE ADMIN, INC.	1,950.00
157405	03/27/2012	LILIANN PEREZ-STROUD	600.00
157406	03/27/2012	PERKIN-ELMER HEALTH SERVICES	20,213.99
157407	03/27/2012	PHOENIX BUSINESS MACHINES, INC	500.00
157408	03/27/2012	PHOENIX GROUP	3,553.07
157409	03/27/2012	ELLEN POLING	73.76
157410	03/27/2012	POWER FORD TUSTIN	291.53
157411	03/27/2012	PRIMEX WIRELESS, INC.	867.75
157412	03/27/2012	REI	1,028.90
157413	03/27/2012	RICHARD THE THREAD EMPIRE TAPE COMPANY	133.01
157414	03/27/2012	HM RECEIVABLES CO II LLC	547.59
157415	03/27/2012	ROSE PRINTING SERVICES, INC.	108.00
		Unpaid Sales Tax	7.44
		Expensed Amount	115.44
157416	03/27/2012	S & B FOODS CATERING DIVISION	154.94
157417	03/27/2012	S & B FOODS CATERING DIVISION	66.16
157418	03/27/2012	SABLE SYSTEMS INT'L INC.	830.00

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	18.21
		Expensed Amount	848.21
157419	03/27/2012	SAFEWAY INC/PAVILIONS	161.42
157420	03/27/2012	SCANTRON CORPORATION	2,393.60
157421	03/27/2012	JARED SCOTT	90.00
157422	03/27/2012	CHARLES C. STILL SECURE LIVE SCAN	15.00
157423	03/27/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	2,956.18
157424	03/27/2012	SO. COAST FIRE PROTECTION	125.00
157425	03/27/2012	SO. ORANGE CO. COMM. COL. DIST.	10,990.00
157426	03/27/2012	SOCIETY FOR CONSERVATION BIOL. SUBSCRIPTION SERVICES	29.00
157427	03/27/2012	FARNOOSH SORAYA	240.00
157428	03/27/2012	THERMO FISHER SCIENTIFIC (ASHEVILLE) LLC	25.76
157429	03/27/2012	SPERO FAMILY SERVICES APRIL THOMPSON	180.00
157430	03/27/2012	USA MOBILITY WIRELESS, INC.	66.25
157431	03/27/2012	LUIS MAURICIO VASQUEZ	875.00
157432	03/27/2012	VEOLIA ES TECHNICAL SOLUTIONS, LLC	187.25
157433	03/27/2012	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	6,882.52
157434	03/27/2012	WARD'S NATURAL SCIENCE	588.78
157435	03/27/2012	DANIEL WEHRENFENNIG	100.00
157436	03/27/2012	YALE CHASE MATERIALS HANDLING	614.44
157437	03/27/2012	TAO YANG	15.64
157438	03/27/2012	LYNN YOUNG	120.00
157439	03/27/2012	ANGELICA R. ZIKOOR	60.00
157440	03/28/2012	DAVID E. ANDERSON, JR.	35.74
157441	03/28/2012	FARIBA DAI	10.49
157442	03/28/2012	KARIMA FELDHUS	37.85
157443	03/28/2012	ANNE FITZGERALD	14.99
157444	03/28/2012	SUSAN KWAN	7.49
157445	03/28/2012	RACHEL MANDERS	29.31
157446	03/28/2012	MC GANN, KATHLEEN	46.86
157447	03/28/2012	MUCHIRAHONDO, DORIS	24.00
157448	03/28/2012	TIFFANY TRAN	107.57
157449	03/28/2012	ELIZABETH WEISS	47.87
157450	03/28/2012	SANDI SEMBIAZZA	48.40
157451	03/28/2012	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	1,695.02
157452	03/28/2012	ALL IN ONE POSTER COMPANY, INC	139.80
157453	03/28/2012	APPLE COMPUTER INC.	106.67
157454	03/28/2012	ARROWHEAD DRINKING WATER	19.31
157455	03/28/2012	BAKER & TAYLOR	81.84
157456	03/28/2012	C.T.I./VALUELINE	1,331.58
157457	03/28/2012	CAL PRO SPORTS	211.00
157458	03/28/2012	CAMPUS CONCERTS ATTN: PAT MAKI	2,500.00
157459	03/28/2012	CAPISTRANO-LAGUNA BEACH ROP	511.38
157460	03/28/2012	CAPT BUSINESS OFFICE	656.10
157461	03/28/2012	MAGDALENA CASIS (aka NENA CASIS)	60.00
157462	03/28/2012	CDW GOVERNMENT, INC.	101.12

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Check Number	Check Date	Pay to the Order of	Check Amount
157463	03/28/2012	CERTIFIED TRANSPORTATION SERVICES	5,947.20
157464	03/28/2012	CFS BINDING SUPPLIES	86.15
157465	03/28/2012	THE CHILDREN'S PROJECT	1,182.09
157466	03/28/2012	CINTAS DOCUMENT MANAGEMENT	23.50
157467	03/28/2012	CINTAS DOCUMENT MANAGEMENT	23.50
157468	03/28/2012	COACH AMERICA	1,852.05
157469	03/28/2012	MIKE COLLINS	174.96
157470	03/28/2012	JOHN DEERE LANDSCAPES, INC.	666.54
157471	03/28/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	32.00
157472	03/28/2012	RAJANPAL DHILLON	21.51
157473	03/28/2012	DISH NETWORK	54.79
157474	03/28/2012	EAGLE COMMUNICATIONS	3,639.00
157475	03/28/2012	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)	435.61
157476	03/28/2012	YVETTE ESTRADA	100.00
157477	03/28/2012	EXCELSIOR ELEVATOR CORPORATION	975.00
157478	03/28/2012	FABRIC LAND	688.52
157479	03/28/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	19,325.00
157480	03/28/2012	FEDERAL EXPRESS	68.52
157481	03/28/2012	FERGUSON ENTERPRISES INC #1350	43.27
157482	03/28/2012	FILMTOOLS, INC.	280.38
157483	03/28/2012	FISHER SCIENTIFIC	1,701.80
157484	03/28/2012	FONTIS SOLUTIONS	1,810.20
157485	03/28/2012	FORESTRY SUPPLIERS, INC.	301.69
		Unpaid Sales Tax	22.09
		Expensed Amount	323.78
157486	03/28/2012	FOSTER CARE AUXILIARY OF OC	120.00
157487	03/28/2012	THE EMBROIDERY STORE	55.49
157488	03/28/2012	ALBERTSONS PURCHASE ADVANTAGE CARD	139.48
157489	03/28/2012	BCH WATERWORKS	135.00
157490	03/28/2012	DAIRY DEPOT	125.49
157491	03/28/2012	EASY TURF, INC.	572.68
157492	03/28/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,697.29
157493	03/28/2012	THE IRVINE RANCH OUTDOOR EDUCATION CENTER	8,657.00
157494	03/29/2012	CATALYST CONSULTING	9,045.00
157495	03/29/2012	CRESCENT SOLUTIONS	8,568.00
157496	03/29/2012	CRESCENT STAFFING, INC.	13,832.00
157497	03/29/2012	NEUDESIC, LLC	48,999.00
157498	03/29/2012	NIMBLE CONSULTING	10,375.00
157499	03/29/2012	PUBLIC ECONOMICS, INC.	5,712.75
157500	03/29/2012	R2A ARCHITECTURE	207.00
157501	03/29/2012	RGP PLANNING & DEVELOPMENT SERVICES	12,522.60
157502	03/29/2012	XELLERATION	2,175.00
157503	03/30/2012	JUAN AVALOS	384.02
157504	03/30/2012	CCCCIO CLAIRE BIANCALANA, EXEC SECTY	396.00
157505	03/30/2012	CACCRAO ALLISON CURTIS, DIR A & R	195.00
157506	03/30/2012	CALIFORNIA COMMUNITY COLL. FORENSICS ASSOC.	959.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157507	03/30/2012	CROWNE PLAZA CONCORD HOTEL	4,068.12
157508	03/30/2012	LISA DAVIS-ALLEN	226.08
157509	03/30/2012	SHANNON FASELER	535.06
157510	03/30/2012	TERESA FLUEGEMAN	46.00
157511	03/30/2012	JIM GASTON	1,263.32
157512	03/30/2012	BRUCE GILMAN	55.39
157513	03/30/2012	WILLIAM HEWITT	700.00
157514	03/30/2012	SENIYE MARGARET HUANG	100.00
157515	03/30/2012	MARIA MAYENZET	417.39
157516	03/30/2012	DONNA PRIBYL	146.75
157517	03/30/2012	LARRY RADDEN	350.00
157518	03/30/2012	ANTHONY TENG	95.99
157519	03/30/2012	AIR SOURCE INDUSTRIES, INC.	75.09
157520	03/30/2012	LEE ARMSTRONG CO., INC.	18,920.00
157521	03/30/2012	ASSOCIATION OF PERFORMING ARTS PRESENTERS	300.00
157522	03/30/2012	B & H PHOTO	937.00
		Unpaid Sales Tax	72.62
		Expensed Amount	1,009.62
157523	03/30/2012	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	75.00
157524	03/30/2012	ANTEK HEALTHWARE, LLC	6,855.86
157525	04/02/2012	AT&T	545.91
157526	04/02/2012	AT&T	1,661.43
157527	04/02/2012	OFFICEMAX CONTRACT INC.	5,418.46
157528	04/02/2012	XEROX CORP.	1,488.58
157529	04/02/2012	XEROX CORPORATION	287.59
157530	04/03/2012	SCOTT A. COKELY	260.00
157531	04/03/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	375.87
157532	04/03/2012	GARTNER GROUP, INC.	30,200.00
157533	04/03/2012	GAYLORD BROTHERS, INC.	2,697.40
		Unpaid Sales Tax	171.00
		Expensed Amount	2,868.40
157534	04/03/2012	GOENGINEER, INC.	304.16
157535	04/03/2012	GOLF TEAM PRODUCTS	548.00
		Unpaid Sales Tax	40.30
		Expensed Amount	588.30
157536	04/03/2012	GOOD HANDS CLEANERS	235.00
157537	04/03/2012	JACQUELINE GOODE	480.00
157538	04/03/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	2,700.00
157539	04/03/2012	GOVCONNECTION	576.46
157540	04/03/2012	GOVERNMENT c/o BIBBY SERVICES	4,000.00
157541	04/03/2012	W. W. GRAINGER	618.10
157542	04/03/2012	GRANICUS, INC.	2,150.00
157543	04/03/2012	HAITBRINK ASPHALT PAVING, INC.	3,900.00
157544	04/03/2012	HALO BRANDED SOLUTIONS	538.75
157545	04/03/2012	HIGH SCHOOL MEDIA, LLC	408.00
157546	04/03/2012	HIGHER ONE INC.	1,262.40
157547	04/03/2012	HITT MARKING DEVICES, INC.	35.16
157548	04/03/2012	IKON OFFICE SOLUTIONS	1,277.20
157549	04/03/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	46.84

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157550	04/03/2012	INDIGO INSTRUMENTS	58.95
		Unpaid Sales Tax	3.80
		Expensed Amount	62.75
157551	04/03/2012	INFOBASE LEARNING	6,835.90
157552	04/03/2012	INSTITUTE FOR CAMPUS SAFETY	3,500.00
157553	04/03/2012	INTERSTATE ELECTRIC	594.03
157554	04/03/2012	IRVINE HIGH SCHOOL ATTN: CITADEL YEARBOOK	170.00
157555	04/03/2012	IRVINE RANCH WATER DIST.	7,314.85
157556	04/03/2012	FHEG IVC BOOKSTORE STORE 895 ma 64	6,094.32
157557	04/03/2012	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	100.00
157558	04/03/2012	SAMANTHA JEWEL	200.00
157559	04/03/2012	JSERRA CATHOLIC HIGH SCHOOL	7,300.00
157560	04/03/2012	K-LOG COMPANY	180.41
		Unpaid Sales Tax	13.98
		Expensed Amount	194.39
157561	04/03/2012	PIPS C/O KEENAN & ASSOCIATES	167,733.00
157562	04/03/2012	KELE INC.	533.66
		Unpaid Sales Tax	44.11
		Expensed Amount	577.77
157563	04/03/2012	KINA, MORITAKA	240.00
157564	04/03/2012	ELWIN KISHIMOTO	80.00
157565	04/03/2012	GARY I. KUSUNOKI	230.00
157566	04/03/2012	CHIEF, LOC CDS	300.00
157567	04/03/2012	UNITED INTERIORS	1,098.06
157568	04/03/2012	TODD WHEELER	120.00
157569	04/03/2012	A TO Z CIRCUIT BREAKERS	657.28
157570	04/03/2012	ADCLUB ADVERTISING SERVICE	13,087.67
157571	04/03/2012	ADVANTA ENERGY CORP	800.00
157572	04/03/2012	AVENTURA SAILING ASSOC.	840.00
157573	04/03/2012	BLICK ART MATERIALS	125.42
157574	04/03/2012	BROADCAST SUPPLY WORLDWIDE	5,160.12
		Unpaid Sales Tax	399.91
		Expensed Amount	5,560.03
157575	04/03/2012	BUDGET BLINDS	2,786.23
157576	04/03/2012	CALIFORNIA STAGE/LIGHTING, INC	853.38
157577	04/03/2012	CAMBRIDGE EDUCATIONAL INFOBASE LEARNING	97.54
157578	04/03/2012	CARVIN, INC.	704.42
157579	04/03/2012	CCCMGCA ATTN: TOM SHINE	150.00
157580	04/03/2012	CENTER FOR PHLEBOTOMY EDUCATION, INC.	293.93
		Unpaid Sales Tax	21.46
		Expensed Amount	315.39
157581	04/03/2012	CENTURION TECHNOLOGIES, INC.	1,202.40
157582	04/03/2012	CLARK SECURITY PRODUCTS INC.	203.65
157583	04/03/2012	CLIA LABORATORY PROGRAM	200.00
157584	04/03/2012	COACH AMERICA	1,867.83
157585	04/03/2012	COASTLINE ROP	165.00
157586	04/03/2012	COMPUTERLAND	128.22
157587	04/03/2012	CARIE CRUZ	70.00
157588	04/03/2012	DANA POINT YACHT MAINTENANCE	31.90

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Check Number	Check Date	Pay to the Order of	Check Amount
157589	04/03/2012	DE NAULT'S TRUE VALUE HARDWARE	264.24
157590	04/03/2012	CARL DEKKER	365.76
157591	04/03/2012	DEMCO INC.	604.36
157592	04/03/2012	DirecTV	108.07
157593	04/03/2012	DISCOUNT DANCE SUPPLY CO.	399.62
157594	04/03/2012	EBERHARD EQUIPMENT	71.17
157595	04/03/2012	EDUCATION FOR SUCCESSFUL PARENTING	690.00
157596	04/03/2012	FACTORY EXPRESS, INC.	343.40
		Unpaid Sales Tax	25.50
		Expensed Amount	368.90
157597	04/03/2012	FIVE STAR TROPHIES JEFFREY H. SEAL	538.75
157598	04/03/2012	FREEWAY AUTO SUPPLY	21.01
157599	04/03/2012	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	56,287.05
157600	04/04/2012	PARADIGM, INC.	1,773.40
157601	04/04/2012	J.W. PEPPER & SON, INC.	716.64
157602	04/04/2012	JIM PHANEUF	153.97
157603	04/04/2012	PODIUMS ONLINE	472.36
157604	04/04/2012	PORT SUPPLY	42.48
157605	04/04/2012	POSITIVE PROMOTIONS INC.	956.21
		Unpaid Sales Tax	64.40
		Expensed Amount	1,020.61
157606	04/04/2012	PRAXAIR	161.01
157607	04/04/2012	PROFESSIONAL PLASTICS	283.77
157608	04/04/2012	QUEZADA PRO LANDSCAPE, INC.	4,580.00
157609	04/04/2012	R2A ARCHITECTURE	65.16
157610	04/04/2012	RANCHO SANTIAGO COLLEGE	1,354.87
157611	04/04/2012	REFRIGERATION SUPPLIES DIST.	911.42
157612	04/04/2012	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
157613	04/04/2012	RINO PRODUCTS	887.85
157614	04/04/2012	FHEG - SADDLEBACK BOOKSTORE STORE #296 MA#2962612	484.88
157615	04/04/2012	SCANTRON CORPORATION	1,534.54
157616	04/04/2012	DANIEL SCOTT	457.94
157617	04/04/2012	JARED SCOTT	370.00
157618	04/04/2012	SHRED-IT CAMPO ENTERPRISES, INC.	140.00
157619	04/04/2012	SKYFIT TECH	475.00
157620	04/04/2012	DANIEL SMITH, INC.	611.63
		Unpaid Sales Tax	47.40
		Expensed Amount	659.03
157621	04/04/2012	SO COAST A.Q.M.D.	428.39
157622	04/04/2012	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	840.00
157623	04/04/2012	SPECTRUM CHEMICAL MFG. CORP.	257.80
157624	04/04/2012	SUNDIAL POWDER COATINGS	1,575.31
157625	04/04/2012	AMY SUPINGER dba SUPINGER STRATEGIES	1,750.00
157626	04/04/2012	SMS SYSTEMS MAINTENANCE SERVICES, INC.	2,616.00
157627	04/04/2012	SYSTEMS SOURCE, INC.	3,654.16
157628	04/04/2012	THERMO FISHER SCIENTIFIC (ASHEVILLE) LLC	19.80
157629	04/04/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	225.69

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Check Number	Check Date	Pay to the Order of	Check Amount
157630	04/04/2012	UNITED POWER & BATTERY	2,890.00
157631	04/04/2012	UCI UNIVERSITY CLUB, INC.	54.31
157632	04/04/2012	VWR INTERNATIONAL, INC.	143.05
157633	04/04/2012	WALTERS WHOLESALE ELECTRIC	4,854.45
157634	04/04/2012	WARD'S NATURAL SCIENCE	316.03
157635	04/04/2012	W A X I E	237.91
157636	04/04/2012	MICHAEL WOLF INTERIORS INC.	595.00
157637	04/04/2012	YALE CHASE MATERIALS HANDLING	3,052.65
157638	04/04/2012	SMART & FINAL IRIS CO.	1,239.37
157639	04/04/2012	US FOODS	1,060.96
157640	04/04/2012	MISSION HOSPITAL ACCOUNTS PAYABLE	653.74
157641	04/04/2012	SO. ORANGE CO. COMM. COL. DIST	2,624.20
157642	04/04/2012	IRVINE RANCH WATER DIST.	281.93
157643	04/04/2012	LOS ANGELES TIMES	168.00
157644	04/04/2012	LAGUNA CLAY CO.	2,575.23
157645	04/04/2012	LASER SOURCE	668.79
157646	04/04/2012	LAURA'S INT PLANTSCAPE SERV	200.00
157647	04/04/2012	LAWNMOWERS ETC., LLC	721.71
157648	04/04/2012	LIEBERT CASSIDY WHITMORE	92,200.75
157649	04/04/2012	LINKS SIGN LANGUAGE INTERPRETING SERVICES	2,016.00
157650	04/04/2012	LOOMIS, FARGO & COMPANY	652.86
157651	04/04/2012	LOS SERRANOS GOLF COURSE	1,600.00
157652	04/04/2012	RICHARD LUCAS	314.05
157653	04/04/2012	W.A. KRAPP, INC. dba MAGNATAG VISIBLE SYSTEMS	138.35
		Unpaid Sales Tax	10.00
		Expensed Amount	148.35
157654	04/04/2012	MAIN GRAPHICS	1,573.01
157655	04/04/2012	MIROSLAVA MANCHIK	191.74
157656	04/04/2012	MAQUINSAL SEWING MACHINE CO.	558.66
157657	04/04/2012	MARCIVE, INC.	1,702.11
157658	04/04/2012	MARK IV COMMUNICATIONS, INC	2,800.00
157659	04/04/2012	MARSHALL MATERIALS	869.42
157660	04/04/2012	BOB MARTIN CO.	429.65
157661	04/04/2012	MATCO TOOLS CREDIT DEPARTMENT	408.07
157662	04/04/2012	MC KESSON MEDICAL SURGICAL	1,259.60
157663	04/04/2012	McLOGAN SUPPLY COMPANY, INC.	704.36
157664	04/04/2012	MEDCO SUPPLY COMPANY	585.36
157665	04/04/2012	MEDIA EDUCATION FOUNDATION	296.42
		Unpaid Sales Tax	44.80
		Expensed Amount	341.22
157666	04/04/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	43.10
157667	04/04/2012	KALON MORRIS	44.75
157668	04/04/2012	MOULTON-NIGUEL WATER DIST.	17,404.62
157669	04/04/2012	NAIL GUN DEPOT	2,999.52
		Unpaid Sales Tax	231.51
		Expensed Amount	3,231.03
157670	04/04/2012	NEWPORT COMPUTER SOLUTIONS	457.94
157671	04/04/2012	N-OADN NATIONAL OFFICE	400.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157672	04/04/2012	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	1,305.97
157673	04/05/2012	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	290.00
157674	04/05/2012	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
157675	04/05/2012	PARKWAY LAWNMOWER SHOP	199.22
157676	04/05/2012	J.W. PEPPER & SON, INC.	1,485.18
157677	04/05/2012	PRESCOTT HARDWARE/SHEET METAL	494.81
157678	04/05/2012	PRO CHEMICAL & DYE	170.06
		Unpaid Sales Tax	11.88
		Expensed Amount	181.94
157679	04/05/2012	PRO TECHNOLOGY AUTOMATION, INC	3,346.08
157680	04/05/2012	PROCESS SOFTWARE LLC	1,090.12
157681	04/05/2012	REYNOLDS ADVANCED MATERIALS	2,582.67
157682	04/05/2012	RGP PLANNING & DEVELOPMENT SERVICES	4,785.00
157683	04/05/2012	S & B FOODS CATERING DIVISION	285.75
157684	04/05/2012	SAFEWAY INC/PAVILIONS	204.37
157685	04/05/2012	SCHOENFELD HEADERS	608.72
		Unpaid Sales Tax	43.39
		Expensed Amount	652.11
157686	04/05/2012	SEHI PROCOMP COMPUTER PRODUCTS	4,636.38
157687	04/05/2012	SEW SASSY FABRICS	259.08
157688	04/05/2012	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
157689	04/05/2012	THEATRE COMPANY	1,366.96
157690	04/05/2012	THORNTON PLASTICS	71.88
		Unpaid Sales Tax	4.81
		Expensed Amount	76.69
157691	04/05/2012	TNR TECHNICAL, INC.	69.09
157692	04/05/2012	TOMARK SPORTS, INC.	537.11
157693	04/05/2012	TRITECH RESEARCH, INC.	3,008.13
157694	04/05/2012	U.S. DATA TRUST CORPORATION	6,872.00
157695	04/05/2012	ULINE ATTN: ACCOUNTS RECEIVABLE	1,093.17
157696	04/05/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	117.76
157697	04/05/2012	VICTORY CUSTOM ATHLETIC	508.26
157698	04/05/2012	VISTA PAINT CORPORATE OFFICE	439.32
157699	04/05/2012	WALTERS WHOLESALE ELECTRIC	254.64
157700	04/05/2012	WARD'S NATURAL SCIENCE	2,661.32
157701	04/05/2012	WARE DISPOSAL CO., INC.	125.95
157702	04/05/2012	W A X I E	28.66
157703	04/05/2012	WESTMINSTER PRESS, INC.	1,446.01
157704	04/05/2012	MICHAEL E. WILSON	9,146.00
157705	04/05/2012	QUALITY HEALTH EDUCATORS LAUREEN STARKENBERG	950.00
157706	04/05/2012	RPM CONSULTANT GROUP	3,232.26
157707	04/05/2012	AAA ACCESS SMOG	50.00
157708	04/05/2012	ABC ICE HOUSE	202.58
157709	04/05/2012	AMSTERDAM PRINTING & LITHO	1,350.65
		Unpaid Sales Tax	96.48
		Expensed Amount	1,447.13
157710	04/05/2012	AUCA LOS ANGELES	59.70
157711	04/05/2012	ART SUPPLY WAREHOUSE	927.08

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Check Number	Check Date	Pay to the Order of	Check Amount
157712	04/05/2012	AVENTURA SAILING ASSOC.	105.00
157713	04/05/2012	B & H PHOTO	13,195.39
		Unpaid Sales Tax	1,022.65
		Expensed Amount	14,218.04
157714	04/05/2012	BAKER & TAYLOR	5,947.89
157715	04/05/2012	BLICK ART MATERIALS	350.29
157716	04/05/2012	LAURA BONSALE	15.06
157717	04/05/2012	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	40,747.51
157718	04/05/2012	BRADLEY'S PLASTIC BAG CO.	384.48
157719	04/05/2012	BRODART CO.	47.71
157720	04/05/2012	BUTLER CHEMICALS, INC.	349.66
157721	04/05/2012	CAREER AMERICA, LLC	8,000.00
157722	04/05/2012	CAROLINA BIOLOGICAL SUPPLY	40.57
157723	04/05/2012	CLAIRE CESAREO-SILVA	172.30
157724	04/05/2012	COUNCIL FOR RESOURCE DEVELOP.	285.00
157725	04/05/2012	CSU FULLERTON STUDENT FINANCIAL SVCS UH 180	3,000.00
157726	04/05/2012	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	15,662.00
157727	04/05/2012	WELLS FARGO #1598	3,656.33
157728	04/05/2012	WELLS FARGO #1606	1,687.54
157729	04/05/2012	WELLS FARGO #2078	2,918.60
157730	04/05/2012	WELLS FARGO #3317	10,658.53
		Unpaid Sales Tax	692.55
		Expensed Amount	11,351.08
157731	04/05/2012	AT & T MOBILITY	59.21
157732	04/05/2012	AT & T MOBILITY	12.79
157733	04/05/2012	AT & T	67.82
157734	04/05/2012	AT & T	345.25
157735	04/05/2012	AT & T	58.17
157736	04/05/2012	AT & T	58.17
157737	04/05/2012	AT & T	58.17
157738	04/05/2012	AT&T	11.53
157739	04/05/2012	SOUTHERN CALIFORNIA EDISON CO.	33,835.28
157740	04/05/2012	SOUTHERN CALIFORNIA EDISON CO.	186.13
157741	04/06/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	3,919.50
157742	04/06/2012	CRESCENT STAFFING, INC.	14,560.00
157743	04/06/2012	DIVERSIFIED LANDSCAPE MGT. INC.	164,546.00
157744	04/06/2012	ENAMIX, INC.	5,495.00
157745	04/06/2012	ENVIRON INTERNATIONAL CORP.	14,947.33
157746	04/06/2012	GKKWORKS	11,184.04
157747	04/06/2012	i3 SOLUTIONS	3,500.00
157748	04/06/2012	OC REGISTER COMMERCIAL BILLING	1,900.00
157749	04/06/2012	BOB PARRETT CONSTRUCTION	865.00
157750	04/06/2012	PERCEPTIVE SOFTWARE	5,737.50
157751	04/06/2012	RED STONE, INC	1,804.00
157752	04/06/2012	SO. COAST FIRE PROTECTION	500.00
157753	04/06/2012	XELLERATION	6,815.00

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Check Number	Check Date	Pay to the Order of	Check Amount
157754	04/06/2012	HAIR CALIFORNIA BEAUTY ACADEMY	23,581.25
157755	04/06/2012	JENNIFER MC GEE	100.00
157756	04/06/2012	JUNE MC LAUGHLIN	122.94
157757	04/06/2012	McLOGAN SUPPLY COMPANY, INC.	1,483.72
157758	04/06/2012	MICRO CENTER A/R	195.99
157759	04/06/2012	SALLIE MILLER	35.00
157760	04/06/2012	MISSION PRINTING COMPANY	921.80
157761	04/06/2012	MONOPRICE, INC.	262.81
157762	04/06/2012	MOORE MEDICAL, LLC	69.43
157763	04/06/2012	MOUSER ELECTRONICS	156.67
157764	04/06/2012	W. MYERS CO.	4,341.75
157765	04/06/2012	NAEYC RESOURCE SALES	216.70
		Unpaid Sales Tax	15.27
		Expensed Amount	231.97
157766	04/06/2012	NCDA	275.00
		Unpaid Sales Tax	19.38
		Expensed Amount	294.38
157767	04/06/2012	NEUDESIC, LLC	20,320.00
157768	04/06/2012	NEWBEGINNINGS, INC. CATERING DIVISION	1,683.68
157769	04/06/2012	NORTH STATE ENVIRONMENTAL	179.04
157770	04/06/2012	OC Treasurer-Tax Collector	19,412.00
157771	04/06/2012	ORANGE CO. FARM SUPPLY	250.98
157772	04/06/2012	OC REGISTER COMMERCIAL BILLING	3,231.06
157773	04/06/2012	OCE-IMAGISTICS	101.80
157774	04/06/2012	OCEANSIDE PHOTO & TELESCOPE	2,600.53
157775	04/06/2012	ORCHARD SUPPLY HARDWARE	303.24
157776	04/06/2012	ORKIN PEST CONTROL 711	825.00
157777	04/06/2012	POLLOCK, BLANK & MCGINNIS ASSODBA INTERFACE ASSOCIATES	6,796.07
157778	04/06/2012	ORKIN PEST CONTROL 711	93.60
157779	04/06/2012	ADDITIVE MANUFACTURING USERS GROUP, INC.	6,980.00
157780	04/06/2012	TOD A. BURNETT	16.00
157781	04/06/2012	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
157782	04/06/2012	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	100.00
157783	04/06/2012	CACCRAO ALLISON CURTIS, DIR A & R	195.00
157784	04/06/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	490.00
157785	04/06/2012	JOHN CONLEY	500.00
157786	04/06/2012	JODY COX	90.00
157787	04/06/2012	APRIL CUBBAGE-VEGA	648.21
157788	04/06/2012	GRANT MANAGEMENT USA	595.00
157789	04/06/2012	GEORGINA GUY	184.00
157790	04/06/2012	JERRY HANNULA	50.00
157791	04/06/2012	JEANNE HARRIS-CALDWELL	424.00
157792	04/06/2012	HILTON COSTA MESA	383.33
157793	04/06/2012	HILTON COSTA MESA	638.88
157794	04/06/2012	CHRIS HOGSTEDT	647.90
157795	04/06/2012	HOLIDAY INN CAPITOL PLAZA	380.82
157796	04/06/2012	SANDY JEFFRIES	308.55

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Check Number	Check Date	Pay to the Order of	Check Amount
157797	04/06/2012	ERIN KELLY	500.00
157798	04/06/2012	JIM LOCKE C/O LIBRARY SERVICES	95.00
157799	04/06/2012	NICOLE LOFTUS	266.50
157800	04/06/2012	TEDDI LORCH	38.06
157801	04/06/2012	ARDITH LYNCH	1,000.00
157802	04/06/2012	ANDREA MC GINLEY	203.23
157803	04/06/2012	MARTIN MC GROGAN	1,327.00
157804	04/06/2012	BRIDGET HOIDA MULHOLLAND	500.00
157805	04/06/2012	KEVIN O'CONNOR	556.90
157806	04/06/2012	RANDY W. PEEBLES	101.45
157807	04/06/2012	LILIA PETERSON	266.50
157808	04/06/2012	JOYCE QUADE	1,000.00
157809	04/06/2012	STEPHEN ROBERTSON	88.00
157810	04/06/2012	GLENN ROQUEMORE	278.51
157811	04/06/2012	THE RP GROUP	112.50
157812	04/06/2012	THE RP GROUP	225.00
157813	04/06/2012	KATHERINE SCHMEIDLER	1,002.90
157814	04/06/2012	SHERATON SAN DIEGO HOTEL & MARINA	380.49
157815	04/06/2012	UNIV. OF SAN DIEGO-SOLES LEADERSHIP STU-CCLA	650.00
157816	04/06/2012	AMY WHEELER	112.00
157817	04/09/2012	XEROX CORP.	6,723.26
157818	04/09/2012	XEROX CORPORATION	14,145.61
157819	04/09/2012	XEROX CORPORATION	39.78
157820	04/10/2012	3D RAPID PROTOTYPING INC.	553.43
157821	04/10/2012	APPLE COMPUTER INC.	4,500.54
157822	04/10/2012	BAKER & TAYLOR	2,972.38
157823	04/10/2012	BEST BUY BUSINESS ADVANTAGE ACCT	97.21
157824	04/10/2012	BLICK ART MATERIALS	1,531.68
157825	04/10/2012	CAROLINA BIOLOGICAL SUPPLY	269.32
157826	04/10/2012	CDW GOVERNMENT, INC.	287.92
157827	04/10/2012	COACH AMERICA	2,456.95
157828	04/10/2012	COMPUTROLS, INC.	19,800.00
157829	04/10/2012	COSMO'S ITALIAN KITCHEN	2,789.88
157830	04/10/2012	COX COMMUNICATIONS	2,882.33
157831	04/10/2012	CARIE CRUZ	105.00
157832	04/10/2012	DANA WHARF SPORTFISHING	2,400.00
157833	04/10/2012	DELL MARKETING L.P. C/O DELL USA L.P.	126.06
157834	04/10/2012	DEMCO INC.	60.93
157835	04/10/2012	DUNN-EDWARDS CORPORATION	1,690.91
157836	04/10/2012	EAGLE COMMUNICATIONS	196.88
157837	04/10/2012	EBERHARD EQUIPMENT	203.39
157838	04/10/2012	ENTERPRISE RENT-A-CAR	118.52
157839	04/10/2012	EQUIPMENT MANUFACTURING CORP	50.48
157840	04/10/2012	ESRI	1,077.50
157841	04/10/2012	EXCELSIOR ELEVATOR CORPORATION	975.00
157842	04/10/2012	EXCHANGE CLUB OF IRVINE % DAVID ANDERSON	1,000.00
157843	04/10/2012	EXPERIAN	77.00
157844	04/10/2012	FEDERAL EXPRESS	20.38
157845	04/10/2012	FERGUSON ENTERPRISES INC #1350	45.79

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157846	04/10/2012	FISHER SCIENTIFIC	1,789.69
157847	04/10/2012	LINDSAY FOX	25.77
157848	04/10/2012	FREESTYLE	389.20
157849	04/10/2012	FREEWAY AUTO SUPPLY	273.32
157850	04/10/2012	FUSE COMPANY	99.13
157851	04/10/2012	FHEG IVC BOOKSTORE STORE NO. 895 M.A 111	1,602.11
157852	04/10/2012	THE BOOK VINE FOR CHILDREN	716.35
		Unpaid Sales Tax	48.28
		Expensed Amount	764.63
157853	04/10/2012	DEWEY'S APPLIANCES	619.56
157854	04/10/2012	LAURA ABRAMS	62.24
157855	04/10/2012	DAVID E. ANDERSON, JR.	59.16
157856	04/10/2012	CHERYL CLAVEL	29.97
157857	04/10/2012	FARIBA DAI	24.31
157858	04/10/2012	DRAKE, EUGENE	14.99
157859	04/10/2012	JENNIFER GLEIZER	131.41
157860	04/10/2012	RAUL B. GUTIERREZ	20.65
157861	04/10/2012	GEORGINA GUY	46.55
157862	04/10/2012	BRUCE HAGAN	74.93
157863	04/10/2012	MICHAEL JAMES	14.24
157864	04/10/2012	BICHTUYEN JENSEN	14.99
157865	04/10/2012	DAVIT S. KHACHATRYAN,	131.98
157866	04/10/2012	TONI LAKOW	61.66
157867	04/10/2012	NICOLE LOFTUS	113.44
157868	04/10/2012	TEDDI LORCH	81.39
157869	04/10/2012	LORI MANGELS	119.88
157870	04/10/2012	ANITA MC DONALD	7.49
157871	04/10/2012	FRANCES MILLER	82.72
157872	04/10/2012	JOHN OZUROVICH	44.96
157873	04/10/2012	LA NELL PEEBLES	14.99
157874	04/10/2012	LOUIS SESSLER	14.99
157875	04/10/2012	JAY SIERZCHULA	34.84
157876	04/10/2012	SOKHA SONG	121.31
157877	04/10/2012	PATRICK WEBSTER	98.45
157878	04/10/2012	ELIZABETH WEISS	26.13
157879	04/10/2012	EARL PAGAL	15.54
Total Number of Checks			984
			4,817,497.50

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	4	393.90
Reissue	1	7,969.19
Net Issue		4,809,134.41

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	898	3,273,948.73
12	Child Development Fund	17	9,924.73
40	Capital Outlay Fund	53	1,177,185.97
68	Self-Insurance Fund	6	4,152.30

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

Checks Dated 03/08/2012 through 04/10/2012

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>
71	Retiree Benefit Fund	5	349,364.55
	Total Number of Checks	979	4,814,576.28
	Less Unpaid Sales Tax Liability		5,441.87
	Net (Check Amount)		4,809,134.41

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

ESCAPE ONLINE
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Checks Dated 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010353	03/09/2012	GOOD TIMES TRAVEL, INC.	4,784.00 *
	Reissued on 03/09/2012		
010354	03/09/2012	INSIGHT SYSTEMS GROUP, INC.	817.32 *
	Reissued on 03/09/2012		
010355	03/09/2012	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	318.18 *
	Reissued on 03/09/2012		
010356	03/09/2012	SIGNS PLUS MORE	181.02 *
	Reissued on 03/09/2012		
010357	03/09/2012	GOOD TIMES TRAVEL, INC.	4,784.00
010358	03/09/2012	INSIGHT SYSTEMS GROUP, INC.	817.32
010359	03/09/2012	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	318.18
010360	03/09/2012	SIGNS PLUS MORE	181.02
010361	03/09/2012	OFFICEMAX CONTRACT INC.	113.24
010362	03/19/2012	JESUIT RETREAT CENTER	95.00
010363	03/28/2012	ESTELLA GARRISON	350.60
010364	03/28/2012	POSTMASTER	17,529.72
010365	03/30/2012	OFFICEMAX CONTRACT INC.	255.74
010366	03/30/2012	XEROX CORPORATION	540.94
010367	04/05/2012	CONSTANT CONTACT	744.00
010368	04/05/2012	COHEN-NAGLESTAD ENTERPRISES LLC	471.50
010369	04/05/2012	KAYLAA FOX	1,300.95
010370	04/05/2012	INSIGHT SYSTEMS GROUP, INC.	1,080.98
010371	04/05/2012	NEW SCHOOL OF AMERICAN MUSIC ROBERT LAUGHLIN	575.00
Total Number of Checks			19
			35,258.71

Includes checks for only Bank Account SC-CMED

	Count	Amount
Reissue	4	6,100.52
Net Issue		29,158.19

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	15	29,158.19
Total Number of Checks		15	29,158.19
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			29,158.19

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.

Checks Dated 03/08/2012 through 04/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
008982	03/13/2012	DARLENE MAEDA	40.00
008983	03/23/2012	EDUCATION TO GO SERVICES	1,495.00
008984	03/23/2012	MYUNG PARK	60.00
Total Number of Checks			3
			1,595.00

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	3	1,595.00
Total Number of Checks		3	1,595.00
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			1,595.00

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.

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 30, 2012**SADDLEBACK COLLEGE**

Gift	Donated By:
Magazines	Kaiser Design Group 22565 Lakewood Circle Lake Forest, California 92630
Antique Vise	Ray E. Harbold 15015 South Mariposa Avenue Gardena, California 90247
Syringes & Alcohol Prep Pads	Ana Maria Cobos 24851 Winterwood Drive Lake Forest, California 92630
8 Hardback & 13 Paperback Books	Kathy Ward 15 Meridian Cove Canyon, California 92679

IRVINE VALLEY COLLEGE

Gift	Donated By:
Rug	Sonya Bangston 1811 Windsor Lane Santa Ana, California 92705

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: March/April 2012 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During March/April 2012, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Facilities Planning and Program Services Consultant Agreement-To provide facility issues and DSA close out services. SOCCCD	\$85,000.00
Stutz Artiano Shinoff & Holtz, APC Consultant Agreement – To provide legal services for design-build procurement SOCCCD	\$75,000.00
IEBC Memorandum of Understanding – To assist with defining processes and policies for effective running of two Professional Learning Councils. Saddleback College	\$43,500.00
College Health Services Program Agreement – To distribute to college students the on-line monthly magazine titled Student Health 101, support the online wellness outreach program, and to help administrators reach and engage more students on health and wellness topics that lead to student success. Saddleback College	\$39,500.00
Granicus, Inc. Service Agreement – To purchase software to facilitate streaming and distribution of live and archived digital media content for Board of Trustees meetings.SOCCCD	\$31,923.00

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

UCLA Conference Center Contract – To provide rooms and event planning for the Great Teacher’s Retreat. Saddleback College	\$12,000.00
Bergman & Dacey, Inc. Agreement for Professional Services -Amendment No. 1 – To increase compensation by \$10,000 for potential reimbursement program/future statewide bond services. The total revised contract amount is \$21,500.00. SOCCCD	\$10,000.00
Ross Co Promotions Agreement - For the purchase of FUND-Cards by students containing merchant coupons. Saddleback College	\$10,000.00
Roth Carney, APC Consultant Agreement- Amendment #1 – To add additional scope of work in investigation services and increase the contract amount by \$9,750.00. The total revised contract amount is \$50,000.00. SOCCCD	\$9,750.00
RGP Planning and Development Services Agreement Amendment #1 – Scope of services increased to include preparation and participation in a deposition increasing the agreement amount by \$7,500.00. The total revised contract amount is \$18,900. SOCCCD	\$7,500.00
Kratos HBE Service Agreement – To provide maintenance and support for District door security system. Previous Kratos agreement was voided and replaced with this agreement to correct company name. Funding: Maintenance - General Fund. SOCCCD	\$7,441.80
JSerra Catholic High School Facilities Contract – To provide use of soccer field for college use during September through November 2011. Saddleback College	\$7,300.00
Vital Link Consultant Agreement – To oversee, organize and coordinate the college Career Day for the Career Technical Education Transitions Grant. Saddleback College	\$7,000.00

CompuGroup Medical Contract – To provide the LabDAQ Student Simulator and students simulator licenses. Saddleback College	\$6,460.00
Vital Link Consultant Agreement – To develop, plan, design and manage the STEM outreach program for middle school and high school students to support the efforts of the Career Technical Education STEM initiative. Irvine Valley College	\$6,000.00
College Brain Trust Consultant Agreement – To make recommendation to the District's Board Policy and Administrative Regulations Committee and create an Irvine Valley College action plan to pursue the goal of developing a positive culture by mutual respect and collaboration. Irvine Valley College	\$5,146.00
Daniel J. Pothen Consultant Agreement- Contribute to and participate in the Health Information Technology program and course development. Saddleback College	\$4,000.00
Vital Link Education and Business Consortium Consultant Agreement – To facilitate the Regional Advisory Board meetings. Saddleback College	\$4,000.00
Big Top Rentals Agreement – For purchase of equipment for the Haas Technical Education Center event on April 26, 2012. ATEP	\$3,085.00
Kate Brooks Agreement Amendment #2 – To provide additional services for the Career Development Region Leads increasing the contract amount by \$3,000. Total revised contract amount is \$33,000. Irvine Valley College	\$3,000.00
Music Theatre International Production Contract – License for an amateur production of Spring Awakening. Saddleback College	\$2,838.88

Parsons Brinckerhoff, Inc. Consultant Agreement – For Labor Compliance Program at ATEP demolition Building 26 – Chapel.	\$2,760.00
RJM Design Group, Inc. Agreement Amendment #3 – To add design services for a pedestal for a board memorial plaque and increase the contract amount by \$2,295.00. The total revised contract for the landscape project amount is \$149,225.00. Irvine Valley College	\$2,295.00
Avalon Tent & Party Agreement – To provide rental equipment for college commencement event. Irvine Valley College	\$2,196.82
Emergency Planning Consulting Group Consultant Services Agreement – To look at existing emergency preparedness operations and provide a strategic action plan aligned with current industry best practices. Saddleback College	\$2,160.00
ESRI Master License Agreement – To purchase software, data, web services and documentation for the Educational Teaching Lab Pak License. Irvine Valley College	\$1,077.50
1 st Jon, Inc. Consultant Agreement – To provide rental services for the Haas Technical Education Center event at ATEP. ATEP	\$303.00
Knott's Berry Farm Corporate Partner Online Ordering Agreement – to make available to employees to purchase tickets online with a company discount. Saddleback College	\$0.00
Jocust Association Partnership Agreement – To provide student exchange program between the College and France dance departments. Program was board approved on December 5, 2011. Irvine Valley College	\$0.00

Paul Switzer Photography Consultant Agreement – To provide photography for students and college at commencement event. Saddleback College	\$0.00
Saddleback Family and Urgent Care – Mission Viejo Affiliation Agreement – To provide clinical training for students at Saddleback College	\$0.00
Saddleback Family and Urgent Care – Lake Forest Affiliation Agreement – To provide clinical training for students at Saddleback College.	\$0.00

RECOMMENDATION

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Energy Service Agreement
ACTION: Public Hearing

BACKGROUND

On March 26, 2012, the Board of Trustees approved Resolution No. 12-10 declaring its intention to enter into an energy service agreement with Computrols, Inc. and set a public hearing for April 30, 2012 regarding this agreement.

STATUS

The Board of Trustees will conduct a public hearing to determine (a) if the terms of the energy service agreement with Computrols, Inc. are in the best interest of the District and (b) if the cost of the proposed energy conservation measures will be less than the anticipated marginal cost to the District of electrical and other energy that would have been consumed by the District in the absence of the proposed energy conservation measures.

The District has received the proposed energy service agreement. The public has an opportunity to comment on proposed agreement.

This project will save an estimated 306,430 kWh per year and provide an estimated savings of \$42,900 per year with a one-time estimated rebate of \$73,500 from the CCC/IOU Program. Final savings will be determined after the measurement and verification of the new system performance is completed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees conduct a public hearing on the proposed agreement for energy service for Saddleback College.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Energy Management System Agreement
ACTION: Approval

BACKGROUND

On December 5, 2011, the Board of Trustees approved basic aid funding for Saddleback College Energy Management System Project-Phase I. On March 26, 2012, the Board adopted a resolution to enter into an Energy Services Agreement and hold a public hearing at this May Board meeting.

Government Code sections 4217.10, et seq., authorizes the Board of Trustees of a community college district to enter into negotiated agreements for the installation and/or financing of energy conservation measures.

From the Government Code: "Conservation measures" means equipment, maintenance, load management technique and equipment, or other measures to reduce energy use or make for a more efficient use of energy.

Computrol, Inc. proposed an energy conservation project (EXHIBIT A) including the installation, programming and commissioning of a new energy management system.

This project will save an estimated \$306,430 kWh per year and provide an estimated savings of \$42,900 per year with a one-time estimated rebate of \$73,500 from the CCC/IOU Program. Final savings will be determined after the measurement and verification of the new system performance is completed.

STATUS

The District has received the proposed energy service agreement (Exhibit A). The public has an opportunity to comment on these proposed agreements during the public hearing scheduled for this meeting, April 30, 2012.

The overall cost for the Computrol, Inc. agreement is \$1,400,000 and will be funded by basic aid funds and college schedule maintenance funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with Computrol, Inc. in the amount of \$1,400,000 for installation, programming, and commissioning of a new energy management system.

AGREEMENT – SADDLEBACK COLLEGE: ENERGY MANAGEMENT SYSTEM

THIS AGREEMENT, dated the 1st day of May, 2012, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and **COMPUTROLS, INC.**, 221 Bark Drive, Bldg. C-5, Harvey, LA 70058, 504/529-1413, (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 Saddleback College Energy Management System according to all the terms and conditions set forth in the Project Documents, including but not limited to Non-collusion Affidavit, Workers' Compensation Certificate, Drug-Free Workplace Certification, Change Orders, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, scope description-attached addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the Scope of Work description and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply, unless an act or omission by the DISTRICT actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. 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 Four Hundred Thousand and No/100 Dollars (\$1,400,000.00).

4. The work shall be commenced on or before the 19th of May 2012, the day after receiving the District's Notice to Proceed and shall be completed within 30 days for Phase I, 30 days for Phase II and 30 days for commissioning for a total (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 No/100 Dollars, \$1,000.00 for each calendar day of delay until work is completed and accepted. Time extensions maybe granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquid damages shall be imposed as set forth in Article 52 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 or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions, then this Agreement shall terminate or be suspended as set forth in General Conditions.

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

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

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

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In

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

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 17, 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
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000

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

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.

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

9. 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 substitutes 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 Louisiana, and that Bonnie L. Frey, whose title is Secretary Treasurer, 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

CONTRACTOR

By: _____
Signature

By: _____
Signature

Dr. Debra L. Fitzsimons

Print Name

Print Name

Vice Chancellor, Business Services

Title

Title

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

Recommended for Approval

By: _____

Print Name

Title

DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

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

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

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

Name of Contractor

Signature

Print Name

Title

Date

NONCOLLUSION DECLARATION

(Public Contract Code section 7106)

The undersigned declares:

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

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

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

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

WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700.

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

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

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

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

Name of the Contractor

By: _____
Signature

Print Name

Title

Date

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

CONTRACTOR'S CERTIFICATE REGARDING NON-ASBESTOS CONTAINING MATERIALS

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

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

Date

Name of Contractor

By: _____
Signature

Print Name

Title

CHANGE ORDER NO. _____

PROJECT: _____

TO: _____

You are hereby directed to comply with this Change Order.

DESCRIPTION OF CHANGE: _____

COST (This cost shall be deleted.):

Original contract price: \$ _____

Change Order amount: \$ _____

New contract price: \$ _____

TIME FOR COMPLETION:

Original completion date: _____

Time for completion of

Change Order: _____

New completion date: _____

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

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

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

CONTRACTOR

DISTRICT

By: _____

By: _____

Print Name

Print Name

Title

Title

Date

Date

PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENT:

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

_____;

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

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

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

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

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be

construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the DISTRICT and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 3110 and 3112 of the California Civil Code, and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

Any claims under this bond may be addressed to:

(Name and address of Surety)

(Name and address of agent or representative in California, if different from above)

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

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

CORPORATE SEAL, IF
APPLICABLE, AND NOTARIAL
ACKNOWLEDGEMENT OF
CONTRACTOR

Contractor/Principal

By: _____
Signature

Print Name and Title

SEAL AND NOTARIAL
ACKNOWLEDGEMENT OF
SURETY

Surety

By: _____
Signature

Print Name and Title

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

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

ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

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

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

(1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by DISTRICT pursuant to the Agreement entered into between the DISTRICT and Contractor for _____ in the amount of _____, dated _____ (hereinafter referred to as the "Agreement"). Alternatively, on written request of the Contractor, the DISTRICT shall make payments of the retention earnings directly to the Escrow Agent. When the Contractor deposits the securities as a substitute for retention earnings, the Escrow Agent shall notify the DISTRICT within ten (10) days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Agreement between the DISTRICT and Contractor. Securities shall be held in the name of DISTRICT, and shall designate the Contractor as the beneficial owner.

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

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

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

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

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

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

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

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

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

On behalf of DISTRICT:

On behalf of Contractor:

Title

Title

Name

Name

Signature

Signature

Address

Address

On behalf of Escrow Agent:

Title

Name

Signature

Address

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

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

DISTRICT

CONTRACTOR

Title

Title

Name

Name

Signature

Signature

Escrow Agent

Title

Name

Signature

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, H-1B Technical Skills Training Grant: Orange County Bridge to Engineering with the City of Santa Ana Workforce Investment Area

ACTION: **Approval**

BACKGROUND

In June 2011, Saddleback College was invited to be part of a larger Southern California consortia including Santa Ana Workforce Investment Board, Santa Ana College, UCI, CSUF, and others which submitted a grant application in response to a request for proposals on behalf of the Department of Labor, Employment and Training Administration for H-1B Technical Skills Training Grants, CFDA Number 17.268. The proposal supports the development and implementation of an Orange County Bridge to Engineering (B2E) program in which Saddleback College Division of Math, Science and Engineering will host the South Orange County educational component of the grant award. The program as designed supports a cohort-based learning community at Saddleback aimed at preparing students for engineering majors and seeks to increase the number of underrepresented minorities, women, and veterans in the field of engineering. Program participants will take classes together, receive academic counseling, tutoring, intensive math preparation, yearly stipend for books and supplies, and paid engineering internships. Students will explore careers in engineering and be prepared to transfer to an engineering program at California State University or University of California.

STATUS

In October 2011, the Department of Labor notified the City of Santa Ana Workforce Investment Board of its intent to award the B2E consortia. In turn, the City of Santa Ana began contract preparation activities with the consortia partners, and on April 4th 2012 notified Saddleback College of its' intent to award \$763,854 for the period December 1, 2011 through November 30th, 2015 to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, Saddleback will develop and implement summer math readiness workshops, accelerated college level cohort based Mathematics course, dedicated tutoring in Math and Science courses, dedicated academic and transfer counseling. Tenured Math & Science faculty will guide program development and implementation, part-time faculty will be hired to teach cohort courses and division administrative support will be utilized to assist in program implementation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$763,854 from the City of Santa Ana for the H-1B Technical Skills Training Grant: Orange County Bridge to Engineering.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE

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

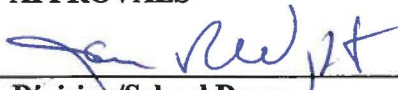
1. PROJECT TITLE: Bridge to Engineering
2. PROJECT DIRECTOR: Jim Zoval and Frank Gonzalez
3. PROJECT ADMINISTRATOR: James Wright
4. GRANTOR AGENCY: City of Santa Ana
5. FUNDING SOURCE: Department of Labor, H-1B Technical Skills Training Grant
6. STARTING AND ENDING DATES OF THE PROJECT: December 1, 2011-November 30, 2015.
7. EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):

Saddleback College will address the goals of the Department of Labor, H-1B Technical Skills Training grant through the development and implementation of the Bridge to Engineering (B2E) program. The B2E program will be housed within the Division of Math, Science and Engineering and will support a cohort-based learning community at Saddleback College targeted toward preparing students for engineering majors and to increase the number of underrepresented minorities, women, and veterans in the field of engineering. Program participants will take classes together, receive academic counseling, tutoring, intensive math preparation, yearly stipend for books and supplies, and paid engineering internships. Students will explore careers in engineering and be prepared to transfer to an engineering program at California State University or University of California. The Division will complete program development, and begin offering classes by fall 2012.

8. SUMMARY BUDGET


Grant Award	In Kind Matching	Indirect Costs	Project Total
\$763,854		\$56,582	\$763,854

9. APPROVALS



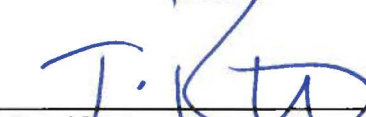
Division/School Dean

Chancellor



Vice President of Instruction

Vice Chancellor of Learning Services



President



Director of Fiscal Services

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ 510,531		
2000 Classified Salaries	\$ 60,000		
3000 Benefits	\$ 77,394		
4000 Supplies	\$ 37,343		
5000 Contracted Services and Other Expenses	\$ 20,405		
6000 Capital Outlay	\$1,600		
Other Charges <i>(e.g.: Indirect Costs)</i>	\$ 56,582		
TOTALS	\$ 763,854		

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Clerical support	[]	[]	[]	[X]
2. Faculty	[X]	[X]	[X]	[X]
3. Tutors (NBU)	[]	[X]	[X]	[X]

PARTNERSHIPS (if applicable)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Four

ACTION: Approval

BACKGROUND

This statewide leadership grant offered by California Community Colleges Chancellor's Office (CCCCO) is for a fourth year of funding. Known as "Career Development Work-Based Learning Linkages to Professional Organizations," this grant requires a college-based home where the host understands the value of serving a statewide need for developing relationships between national, state, and regional professional associations and career technical education faculty, students, and programs. Intended outcomes include increased engagement of association members in developing academic programs, internships, and placement opportunities for community colleges. Irvine Valley College was offered this grant because of its growing reputation in providing career technical education leadership in Southern California, and specifically the Orange County/Los Angeles region.

STATUS

We are currently hosting this grant in its third year of funding and will continue with the fiduciary responsibilities by serving as fiscal agent in this fourth year project. Irvine Valley College has completed the necessary paperwork required by the CCCCCO. The Grant Application Abstract is presented in Exhibit A. The multi-year granting period is from February 1, 2012 through February 28, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this fourth year award of \$500,419.00 from the CCCCCO for the "Career Development Work-Based Learning Linkages to Professional Organizations" grant, RFA No. 11-034-001.

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

1. **PROJECT TITLE:** Career Development Work-Based Learning Linkages to Professional Organizations (Funding Year 4)
2. **PROJECT DIRECTOR:** Susan Coleman (Principal) & David D. Gatewood (Associate)
3. **PROJECT ADMINISTRATOR:** David D. Gatewood
4. **GRANTOR AGENCY:** State Chancellor's Office
5. **FUNDING SOURCE:** SB70
6. **STARTING AND ENDING DATES OF THE PROJECT:** February 1, 2012 – February 28, 2014
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Professional Associations are an untapped resource for Career Technical Education students and faculty statewide for connecting with business and industry related to work-based learning experiences, scholarships, and ultimately student employment. This a fourth award will build on the work of the first three awards.

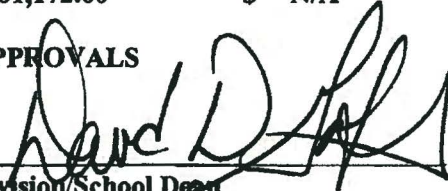
Grant objectives:

- Create a professional association resources database
- Develop opportunities for faculty, counselors, career professionals, and students to increase industry knowledge and experience through professional associations
- Implement *CACareerCafe.com* website's work-based learning activities, tools, and resources supporting educational, career, and personal development goals
- Continue to establish and train a network of intermediaries in each region of the State to deliver career development and work-based learning activities, tools, and resources to community colleges
- Work alongside CCCCCO to integrate career modules into CA Career Cafe


8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$481,172.00	\$ N/A	\$19,247.00	\$500,419.00

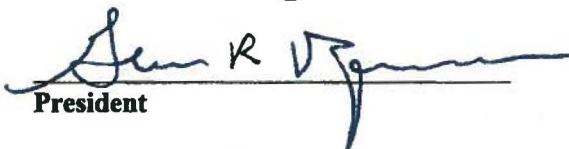
9. **APPROVALS**



Division/School Dean



Vice President of Instruction



President

Vice Chancellor, Technology & Lrng Serv

Chancellor

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>2,000.00</u>	\$ _____	_____
2000 Classified Salaries	\$ <u>90,000.00</u>	\$ _____	_____
3000 Benefits	\$ <u>35,000.00</u>	\$ _____	_____
4000 Supplies	\$ <u>3,000.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>342,172.00</u>	\$ _____	_____
6000 Capital Outlay	\$ <u>9,000.00</u>	\$ _____	_____
7000 Other Charges <i>(e.g.: Indirect Costs)</i>	\$ <u>19,247.00</u>	\$ _____	_____
TOTALS	\$ <u>500,419.00</u>	\$ _____	_____

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Student Help/Work Study	[]	[X]	[]	[X]
2. Administrator	[]	[X]	[]	[X]
3. Classified Manager	[X]	[]	[]	[X]

PARTNERSHIPS (if applicable)

Partnership Name/Location

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

Partnership Name/Location

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

**THIS FORM MAY BE REPLICATED
BUT UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>South Orange County CCD</u>	
	College: <u>Irvine Valley Community College</u>	

Grant Agreement		BOG-CCCCO USE ONLY	
CTE Pathways Initiative		Grant Agreement No.: 11 - 034 - 001	
Career Development Work-based Learning Linkages to Professional Organizations		Funding Fiscal Year	
RFA # 11 - 034	<u>2011-12</u>	Total Amount Encumbered: \$	<u>500,419</u>

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/11 and II, Rev. 4/09), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered". Each funding period is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may effect the provisions, terms, or funding of this agreement in any manner

The term of this grant shall be from February 1, 2012 to February 28, 2014. The Final Report must be submitted within 30 days of the grant end date.

This grant is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Susan Coleman	Total Grant Funds Requested: \$ <u>500,419</u>
	Total Match Funds, (if applicable): _____

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing: Dr. Debra L. Fitzsimons, Vice Chancellor Business Svcs.	District Address: 28000 Marguerite Pkwy Mission Viejo, CA 92692
--	--

STATE OF CALIFORNIA

Project Monitor: Cynthia McFarland	Agency Address: 1102 Q Street, 4th Floor Sacramento, CA 95811
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Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 675 - 0001	3235 - 751 - 40435	2x4	2009	2011-12	\$ 500,419
-	-	-	-	-	-
Total Amount Encumbered : \$					500,419

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Executive Vice Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Steve Bruckman, Executive Vice Chancellor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4011.6: Employment Procedures for Chancellor, BP-4210: Employee Outstanding Service Awards, BP-5616: Attendance, BP-4080: Personal Necessity Leave for Administrators and Classified Management Personnel, BP-4000.3: Workplace Violence, BP-4077.1: Change of Assignment-Classified Managers

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 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 (Exhibits A – D) were presented to the Chancellor's Council on March 15, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the March 26, 2012 board meeting.

The proposed policies (Exhibits E – F) were presented to the Chancellor's Council on January 12, 2012 and April 19, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the January 23, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval and study the board policies, as shown in Exhibit A through F.

BOARD POLICY

4011.6

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

EMPLOYMENT PROCEDURES FOR CHANCELLOR

SECTION I: GENERAL PROVISIONS

1. **Preface:** The hiring of a highly qualified Chancellor is essential to the mission of the South Orange County Community College District. Therefore, the governing board, with input through this process from administration, faculty and staff, has the responsibility to select a highly qualified Chancellor.

The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. **Scope:** This policy applies to the recruitment and hiring process for Chancellor.
3. **Equal Employment Opportunity Policy and Statement:** The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.
4. **Definitions:**
 - **Board:** The Board of Trustees of the South Orange County Community College District.
 - **Board Designee:** The Board of Trustees may elect to appoint an alternate designee to oversee the hiring process.
 - **Chair:** Chair of the Hiring Committee.
 - **Chancellor:** The Chancellor of the South Orange County Community College District. The policy also refers to Chancellor during the process, meaning the current, interim or acting Chancellor.
 - **Committee:** The Hiring Committee, also known as the Search Committee.
 - **District:** The South Orange County Community College District.
 - **EEO:** Equal Employment Opportunity.

Adopted: 7-24-06

Reviewed:

- HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.
 - OHR: Office of Human Resources.
 - SOCCCD: The South Orange County Community College District.
 - Vice Chancellor: Vice Chancellor, Human Resources, or designee
5. Confidentiality and Conflict of Interest Statements: The South Orange County Community College District Confidentiality and Conflict of Interest Statements apply to this process.
6. Compliance: This policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision of this policy that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor and substituted until such time as the Board may adopt a formal amendment to this policy.
7. Oversight: Normally, the current, acting or interim Chancellor will provide oversight of the hiring process. However, the Board may appoint an alternate designee, as appropriate, to insure avoidance of any conflict of interest. The Chancellor or Board designee, with the assistance of the OHR, oversees the implementation of the hiring process and the activities of the hiring committees as they exercise their duties, specifically to ensure that actions of hiring committees are consistent with both the written stipulations and the intentions of this policy.

It is the responsibility of the Chancellor or Board designee, to ensure the integrity of the hiring process established by this policy. If, in the judgment of the Chancellor or Board designee, the integrity of the process described herein has been substantially violated or abused, the Chancellor or Board designee, may order that the process be suspended, pending determination of an appropriate action in consultation with the Office of the Human Resources and the Board President.

8. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the OHR. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor, or designee via the HR Specialist.

If in the judgment of the HR Specialist, the Chair, the Chancellor or Board designee, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the hiring process shall be suspended pending resolution of the problem. The Chancellor or Board designee, in consultation with OHR, shall attempt to resolve any problem or difference of interpretation of this policy.

Adopted: 7-24-06

Reviewed:

9. Exceptions: The Chancellor or Board designee, in consultation with the OHR, may reduce or extend the time period for any step established in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the Chancellor or Board designee will notify the OHR in writing, stating the unusual circumstances necessitating the extension or exception.

SECTION II: RECRUITMENT

1. When the need for hiring a new Chancellor is determined and recommended by the Board of Trustees, and upon the Board's approval, a Request to Announce Form is completed and submitted to the Office of Human Resources.
2. The Board of Trustees may consider employment of a professional consultant to assist with the Chancellor search process.
3. Job Announcement Content: The job announcement will determine the screening criteria for review of applicant files. Care must be taken to ensure accurate and job-related criteria. It shall contain:
 - a. Opening and closing dates
 - b. Summary of duties and responsibilities
 - c. Minimum qualifications
 - d. Desirable qualifications
 - e. Application requirements and procedures
 - f. Special testing, if applicable
 - g. Submission of materials, if required
 - h. EEO Statement
4. All openings will be advertised through the Office of Human Resources.
5. As a position is opened, it will be announced by the Office of Human Resources with sufficient lead-time to advertise the position. This should normally be a minimum of ten weeks or 50 working days, unless otherwise requested by the Chancellor.
6. Applications, resumes, and other required materials are accepted only by the Office of Human Resources.
7. Announcement brochures will be distributed to appropriate professional sources.

SECTION III: APPLICATION PROCESS

1. Submission: Applications, resumes, and other required materials are accepted only by the OHR via the District's online employment site.

Adopted: 7-24-06

Reviewed:

2. Application Period: Applications may be submitted for a set period of time or “until filled.” In the case where a position is “open until filled,” screening may not begin until at least 30 working days after advertising has appeared in some public forum. In the case where a position is “open until filled,” applications submitted less than two working days prior to the beginning of the screening process may be excluded from consideration.
3. Search Extension: The recruitment period will be extended when the applicant pool has fewer than five minimally qualified applications, unless the OHR, the Chancellor or Board designee and Board President agree to forward the pool.

SECTION IV: SEARCH COMMITTEE

The Chancellor or Board designee will appoint the Search Committee according to the following criteria:

The Search Committee shall consist of no more than eleven and no less than seven voting members. A majority of the appointees to the Search Committee will be administrators and managers.

- a. The Chancellor or Board designee will select six administrators and managers. The Chancellor or Board designee also will appoint the Search Committee Chair
 - b. Each Academic Senate will select one faculty member
 - c. The South Orange County Community College District Faculty Association will select one faculty member
 - d. The California School Employees Association Chapter 586 (“CSEA”) will select one classified employee
 - e. The Police Officers Association (“POA”) will select one of its members
1. Terminate Process: The Chancellor or Board designee may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process.
 2. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative.
 3. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement. All HR forms must be completed in ink.

Adopted: 7-24-06

Reviewed:

4. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and to the interview components. Neither the screening nor the interview may be weighted less than 30 percent each.
5. Duration: At the Orientation, the Committee will determine the length of the interview.
6. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and the District hiring policy.
7. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any exercise, presentation, or other requirement. The list of questions and requirements will be provided to OHR at least five business days prior to the first scheduled interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes will be made in consultation with the Chair or designated discipline expert. The Chair or designee will be provided with the OHR-approved list of questions and other requirements if applicable one (1) business day before the interview.

8. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related Committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the Chancellor or Board designee after consultation with the Chair and the OHR. The scores or ratings of a Committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.
9. Minimum Membership: In the event that the Committee membership falls below the required minimum number of members, the Chancellor or Board designee, after discussion with the OHR, shall determine whether to restart the hiring process, appoint a replacement Committee member, or continue the hiring process with fewer than the minimum number of committee members.

Adopted: 7-24-06

Reviewed:

SECTION V: SCREENING PROCESS

1. Determination of Application Completeness: The OHR will screen all applicants for minimum qualifications as specified in the official announcement for that position before submission to the Committee, thereby determining applicants who will be paper screened and eligible for interviewing. The Search Committee Chair has the option to be involved in the minimum qualification screening process.
2. Review of Application: The review of application and resumes is done online on the District's employment site on an individual basis by each committee member.
3. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period has elapsed. At the Orientation meeting, the Committee in consultation with the HR Specialist shall specify the time(s) and location(s) when application materials shall be available. During the screening process, Committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidates must be kept in the Committee member's evaluation file, which will be maintained by the OHR.
4. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR.
5. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.
6. Interview Scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five business days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.
7. Travel Reimbursement: Reimbursement claims for over 300 miles must be submitted no later than 30 days after the interview. Any reimbursement claim is limited to standard District reimbursement guidelines and shall not exceed \$1500.

SECTION VI: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.

Adopted: 7-24-06

Reviewed:

2. Site: The Chair will inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist will make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.
4. Search Committee Names: Each candidate will be provided with a list of the names and titles of the Search Committee just prior to the interview.
5. Review of Interview Questions: Candidates will have the opportunity to review the interview questions 15 minutes in advance of their interview. All questions must be job-related. Answers to core questions should reveal attitudes towards the job, appropriateness of education and experience, competency in the field, extent of responsibility and philosophical orientation with respect to the functions involved.
6. Writing Sample: The candidate will be asked to provide a writing sample in response to a question provided to the candidate by the Search Committee before the interview.
7. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment, such as salary, benefits, or policy, must be referred to the OHR.
8. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job-related criteria.
9. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The OHR will verify and compile final scores for all candidates.
10. Selection of Finalists: After the conclusion of interviews, the Chair and the HR Specialist shall assemble a ranked list of candidates and their final scores. Using this

Adopted: 7-24-06

Reviewed:

list, the Committee will determine the lowest score to qualify as a preliminary finalist for a second level interview. The committee shall provide job related reason why a candidate interviewed is not forwarded to the second level for final interviews.

The committee shall forward at least three (3) finalists for second level interview.

SECTION VII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to the submission of the recommended candidates to the Chancellor for second-level interviews.
2. Required Professional References: Each applicant will be asked to provide at least three references, preferably from the following categories:
 - Current supervisor(s);
 - Previous supervisor (from the past five years);
 - Colleague/co-worker who can address professional competency and appropriate practical skills;
 - Other professional references

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional references from the candidate.

3. Reference Contacts: The Vice Chancellor, in conjunction with the Chair, will conduct the reference checks and record the information on the appropriate OHR form. The HR Specialist will verify all data on the application.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications.

SECTION VIII: SECOND-LEVEL INTERVIEW

1. Finalists: The Board of Trustees shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates including job related reason(s) for not forwarding candidates interviewed.

2. Second-level Interview: The Board of Trustees will interview the finalists for the position. The Board may invite the Chancellor or Board designee to participate in the interview process.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview.
4. Content: The Board may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor or designee must review any questions, exercises or other requirements prior to the interview to ensure compliance with district policies and State and Federal laws and regulations.
5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the Board shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
6. Additional Interviews: After completing this initial round of second level interviews, the Board of Trustees has the authority to interview additional candidates from the first level interview pool in the order of the next highest Search Committee rankings.
7. Consultation: The Board may consult with the Chair of the committee after the second-level interviews and before any offer of employment is made.
8. Termination of Search: After the completion of all second level interviews, the Board of Trustees may decide to stop the process, at which point the position would be reopened.
9. Board Reference Checks: Following candidate interviews, the Board of Trustees may make further job-related reference checks. The Board may conduct site visits.
10. Recommendation for Appointment: Upon selection of the finalist by the Board of Trustees, the Chancellor or Board designee will submit the recommendation to the Office of Human Resources for the offer of employment and presentation to the Board for final approval.
11. Travel Reimbursement: Reimbursement claims for over 300 miles must be submitted no later than 30 days after the interview. Any reimbursement claim is limited to standard District reimbursement guidelines and shall not exceed \$1500.

BOARD POLICY

4210

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

EMPLOYEE OUTSTANDING SERVICE AWARDS

The Board of Trustees recognizes the significant contributions which employees make to the South Orange County Community College District.

The colleges and district services will develop their own appropriate processes for selection of outstanding service awards that will be defined and made available.

~~Procedures for selecting recipients for outstanding service awards shall include recommendations from a representative committee, which will review nominations and make recommendations to the Chancellor and the Board of Trustees.~~

~~Further, the Board of Trustees will consider recommendations for monetary awards as well as other forms of recognition. Such recommendations shall be made by the committee along with the nominations to the chancellor and the Board of Trustees.~~

Adopted: 6-01-92
Technical Update: 4-26-99
Reviewed: 10-13-10

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5616
STUDENTS

ATTENDANCE

~~Students are expected to attend classes regularly. Failure to attend classes may be taken into consideration by instructors in assigning grades.~~

~~Students who fail to attend the first meeting of any class for which they have officially enrolled may be dropped by the instructor unless prior arrangement has been made with the instructor.~~

~~Students who officially enroll in a class and never attend will be dropped by the instructor no later than the end of the tenth instructional day of the semester.~~

~~Instructors may drop a student from a class when he/she is absent for a total of six cumulative instructional hours.~~

~~In no case, where the instructor has an option to drop a student, should the student presume he/she has been dropped unless the instructor drop has been officially verified by the Office of Admissions and Records (Calif. Ed. Code, Section 70902).~~

I. STUDENT ATTENDANCE

Students are expected to attend classes regularly. Failure to attend classes may result in the instructor dropping the student from class or may be taken into consideration in assigning the grade.

II. ATTENDANCE ACCOUNTING

The South Orange County Community College District shall comply with all attendance accounting requirements as mandated by Title 5 requirements and Student Attendance Accounting Manual.

Reference:

Title 5, Section 58000 et. Seq.

BOARD POLICY

4080

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

PERSONAL NECESSITY LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Accumulated sick leave may be used by an employee in cases of personal necessity; however, a personal necessity leave ~~can not~~ exceed ~~six~~seven (67) days in any single fiscal year. Events or conditions considered as personal necessity are outlined in the administrative regulation. ~~shall include the following reasons:~~

- ~~1. Death of a member of the immediate family. The immediate family includes the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or a former spouse of the employee, registered domestic partner, or any relative living in the immediate household of the employee. This leave would be in addition to normal bereavement leave.~~
- ~~2. An accident involving a person or property, or the person or property of a member of the immediate family. The accident shall be of such an emergency nature that the immediate presence of the employee is required during the work day.~~
- ~~3. Appearance in court as a litigant or as a witness under an official order.~~
- ~~4. Serious or critical illness of a member of the immediate family. The illness should be such that it requires the services of a physician, and of such an emergency nature that the immediate presence of the employee is required during the work day.~~
- ~~5. Compelling personal importance. Additional proof may be required to substantiate a personal necessity leave claimed under this reason.~~

~~The employee shall request approval of such a leave on the appropriate form. If the employee wished such leave charged against accumulated sick leave, it must be requested in writing by completing the appropriate box on the Absence Verification Form.~~

~~Additional proof may be required to substantiate any employee's claim for a leave of personal necessity.~~

~~Pursuant to Labor Code, Section 233, an employee may use the amount of sick leave he or she earns in six months to care for a parent, spouse, registered domestic partner, or child with an illness. All conditions and restrictions placed by the District upon the use by an employee of sick leave also shall apply to the use by an employee of sick leave for purposes of this~~

PERSONAL NECESSITY LEAVE FOR ADMINISTRATORS
AND CLASSIFIED MANAGEMENT PERSONNEL

~~paragraph. The number of sick leave days available for purposes of this paragraph are in addition to the days which may be used for purposes of personal necessity leave.~~

References:

*California Education Code, Sections 87781.5, 87784, 88194, and 88207
Labor Code, Section 233, 230.7, 230.8, 230.(g)*

Adopted: 6-04-69
Revised: 2-22-72
Revised: 1-10-77
Revised: 4-10-89
Revised: 4-26-99
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 7-6-11
No Recommended Change to Policy

BOARD POLICY

4000.3

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

WORKPLACE VIOLENCE

The District is committed to an environment that is free from workplace violence. The safety and security of District employees, students, and visitors is of the highest priority to the District and is essential to carrying out the mission of the District. Unlawful violence or a credible threat of violence from any individual, that can reasonably be construed to be carried out or to have been carried out in the workplace, as these terms are defined in Code of Civil Procedures, ~~Section 527.8~~, is prohibited.

An employee against whom violence or a threat of violence has been directed in the workplace shall notify the Vice Chancellor of Human Resources or designee immediately. The Vice Chancellor of Human Resources shall ensure a thorough investigation is conducted and that appropriate action is taken should the allegation be substantiated. The Vice Chancellor shall consider whether to seek a temporary restraining order and injunction on behalf of the employee who has suffered the unlawful violence or credible threat of violence and, if appropriate, other District employees.

Retaliation against individuals for reporting violations of this policy is prohibited.

The Chancellor shall develop Administrative Regulations to establish a workplace violence prevention program.

- References:
- 1) Federal Occupational Safety and Health Act 29 United States Code, Section 654 (a)(1)
 - 2) California Labor Code, Sections 6400, et seq. Occupational Safety and Health; 8 Cal. Code Reg., Section 3203
 - 3) California Civil Code, Section 51.7, Freedom from Violence or Intimidation
 - 4) California Code of Civil Procedure, Section 527.8, Workplace Violence Safety Act

Adopted: 3-20-95

Revised: 4-26-99

Revised: 8-29-05

BOARD POLICY

4077.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL/HUMAN RESOURCES

CHANGE OF ASSIGNMENT-CLASSIFIED MANAGERS

The appropriate administrators and/or managers are authorized to change the assignment of an employee for up to five ~~one~~ (15) days without initiating a change of salary.

Requests for a change of an employee's assignment in excess of five ~~one~~ (15) days will be directed to the Chancellor's designee, who will submit a recommendation to the Chancellor concerning any proposed change in an employee's assignment.

When a classified management employee is temporarily assigned to a higher classification for more than five (5) work days within a 15 calendar day period, the employee's salary will be adjusted upward for the entire period of work in the higher classification at a rate that reasonably reflects the duties to be performed outside of the employee's regular classification.

Adopted: 8-24-82
Revised: 4-10-89
Revised: 4-26-99
Revised: 1-31-05

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-5608: Tuition Refunds, BP-5605: Residence Determination, BP-4050: Employee Use of District Motor Vehicles

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

Three 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 19, 2012 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A through C.

BOARD POLICY

5608

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

TUITION REFUNDS

A. A request for nonresident tuition refunds may be requested and granted under the following conditions outlined in the Administrative Regulation 5608. (Title 5, Calif. Code of Regulations, Section 54070):

1. For all program changes made during the first two weeks of instruction of a regular scheduled 18 weeks semester of instruction, or the ten percent point of a short term course, less than 18 weeks (100% refunded).

~~a. The college may retain an amount not to exceed ten dollars (\$10) once each semester for each refund request.~~

~~2. Tuition fees collected in error (100% refunded).~~

~~3. Tuition fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid (100% refunded).~~

B. Refunds for enrollment fees may be requested and granted under the following conditions (Title 5, Calif. Code of Regulations, Section 58508):

~~1. For all program changes made during the first two weeks of instruction of a regular scheduled 18 weeks semester of instruction, or the ten percent point of a short term course, less than 18 weeks (100% refunded).~~

~~a. The college may retain an amount not to exceed ten dollars (\$10) once each semester for each refund request.~~

~~2. Any student who is a member of an active or reserve United States military service, and who has withdrawn from courses due to military orders, may request a tuition refund only for courses receiving an MW grade. Refer to BP-5300, Grading Policy under Military Withdrawal (100% Refunded).~~

~~3. Enrollment fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid (100% refunded).~~

~~4. Enrollment fees are refundable where the student fails to meet a prerequisite (100% refunded).~~

Reference:

Title 5, California Code of Regulations, Section 54070, 58508

Revised: 5-03-82 Revised: 4-26-99
Revised: 5-15-89 Revised: 8-30-04
Revised: 4-08-91 Revised: 1-31-05

BOARD POLICY

5605

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

RESIDENCE DETERMINATION

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact administrative regulations~~procedures~~ to assure that residence determinations are made in accordance with California Education Code Calif. Ed. Code, and Title 5, California Calif. Code of Regulations, and Student Attendance Accounting Manual.

Reference:

*California Education Code, Section 68040 and 76140
Title 5, California Code of Regulations, Section 54000, et seq.*

BOARD POLICY

4050

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

EMPLOYEE USE OF DISTRICT MOTOR VEHICLES

~~The Chancellor shall establish Administrative Regulations regulating the use of District motor vehicles by District employees in conducting District business.~~

DELETE – REMOVE FROM BOARD POLICY MANUAL

Adopted: 4-13-70
Revised: 4-10-89
Revised: 4-26-99
Revised: 5-24-04
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 7-6-11 No Recommended Change to Policy
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A and Exhibit B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. BREI, TODD, is to be employed as Physics Instructor, Pos #4455, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Bradley Hughes, who resigned. (See Exhibit B, Attachment 1)
- b. DANIELS, STEVIE, is to be employed as English as a Second Language Instructor, Pos #1774, Division of Liberal Arts and Learning Resources, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Kathleen Smith, who retired. (See Exhibit B, Attachment 2)
- c. DIXON, DAVID, is to be employed as Physics Instructor, Pos #1029, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Robert Parsons, who retired. (See Exhibit B, Attachment 3)
- d. WELHAN, LYDIA, is to be employed as Librarian (Technical Services), Pos #1721, Division of Online Education and Learning Resources, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Tom Weisrock, who retired. (See Exhibit B, Attachment 4)

2. 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>
Quinn, Nicole	MA/Anthropology	Anthropology/SC	II/1	05/21/12
Wadley, Jonathan	PhD/Political Science	Political Science/SC	V/1	08/20/12

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Amiel, David	PhD/Oceanography	Marine Science/IVC	V/I	04/05/12
Bhattacharyya, Deba	PhD/Geology	Geology/IVC	V/I	03/27/12
Briano, Teresa	MS/Nursing	Nursing/SC	II/I	04/05/12

A. NEW PERSONNEL APPOINTMENTS - Continued

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Hughes, Roxanne	B.S. Nursing	Nursing/SC	I/I	4/5/12

Equivalency is based on coursework completed towards a Master's Degree, graduate level coursework in Social Psychology at University of Cincinnati in Cincinnati Ohio, and extensive clinical experience in psychiatric/mental health nursing. Ms. Hughes also has extensive experience teaching staff to work in psychiatric or chemical dependency settings (physicians, nurses, social workers, and psychologists). For the past 15 years the positions Ms. Hughes has held (primarily as nurse manager of psychiatric units) have required her to spend greater than 50% of her time teaching and training medical professionals in the areas of psychiatry, addiction medicine, eating disorders, geropsychiatry, pain management, general acute care, and long term care of psychiatric patients. She has presented on a variety of psychiatric topics including "Addiction Medicine and the Treatment of Alcoholism and Sedative Hypnotic Dependence and Withdrawal" throughout the state.

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 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Davis-Allen, Lisa	Facilitator, Dist. Ed/InstrTech/IVC	3,442.00	01/09/12-05/18/12
Dhillon, Rajanpal	SCRTTC Course Instruction/SC	1,200.00	02/21/12-02/22/12
Meyer, Clifford	SCRTTC Course Development/SC	800.00	02/21/12-02/22/12

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 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Avetisian, Deanna L.	BSI Project, Math Tutor/SC	1,000.00	01/09/12-05/18/12
Bagwell, Janet	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
Bander, Carol	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
Benson, Kyla	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Byron, Meredith	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Chu, Hencelyn	Facilitator Lab Field Svcs/SC	2,964.00	12/01/11-02/29/12
Cox, Barbara	CTE Articulation HS Prgm/SC	100.00	04/11/11-04/30/12
Craner, Michelle	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Deeter, Darrell	CTE Profes. Dev./Extern. Prgm/SC	300.00	04/21/12-04/22/12
Dhillon, Rajanpall	CTE Profes. Dev./Extern. Prgm/SC	300.00	04/21/12-04/22/12
Elston, Lisa	Wkshop/Fashion a la Mode/SC	100.00	03/30/12-03/30/12
Evancoe, Eugene	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Even, Ryan	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Farnsworth, Robert	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Feori, Meegan	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Fox, Lindsay	Wkshop/Fashion a la Mode/SC	300.00	03/29/12-03/30/12
Fox, Lindsay	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Gabdrakhmanova, F.	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Gilman, Bruce	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
Hagen, Gerald	Music Perform./Jazz Concert/SC	100.00	02/04/12-02/04/12
Herron, Alinde	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Hewitt, Suzanne	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Hill, Malia	Plan Wkshop/Fashion a la Mode/SC	3,000.00	03/30/12-03/30/12
Hughes, Luther	Music Perform./Jazz Concert/SC	185.00	01/23/12-02/04/12
Johnson, Paul	Music Perform./Jazz Events/SC	285.00	01/01/12-02/08/12
Konishi, Hiro	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Lam, Chin	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
LeBauer, Roni	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
Manchik, Victor	CTE Transition Prgm Dev./SC	2,500.00	01/01/12-05/11/12
McFann, Kent	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
McGroarty, Diane	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Meyer, Cliff	CTE Profes. Dev./Extern. Prgm/SC	300.00	04/21/12-04/22/12
Meyer, Cliff	TechPrep HS Articulation Prgm/SC	100.00	04/11/12-04/30/12
Meyers, Charlie	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Nowland, Judith D.	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12
Pinter, Gerald	Music Perform./Jazz Concert/SC	285.00	05/04/12-05/04/12
Polizzi, Vincent	CTE Profes. Dev./Extern. Prgm/SC	300.00	04/21/12-04/22/12
Quade, Joyce	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Renault, Irene	BSI Project, English 300/SC	86.05	01/09/12-05/18/12
Rosenn, Tristen	Music Perform./Jazz Events/SC	100.00	02/04/12-02/04/12
Sotelo, Sharyn	BSI Project, Math Tutor Ctr/SC	1,000.00	01/09/12-05/18/12
Stephens, Blake	CTE Curriculum Dev./SC	2,000.00	01/22/12-05/31/12
Stephens, Blake	TechPrep HS Articulation Prgm/SC	100.00	04/11/12-04/30/12

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND – Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2011/2012 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Stevenson, Glen	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Stout, Ron	Music Perform./Jazz Events/SC	235.00	01/23/12-02/08/12
Tamialis, Barbara	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Taylor, Karen	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Teng, Anthony	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
Welc, Martin	CTE Articulation HS Prgm/SC	100.00	04/11/12-04/30/12
West, Tracy	Wkshop/Fashion a la Mode/SC	200.00	03/30/12-03/30/12

ATTACHMENT 1

NAME: TODD BREI

POSITION: PHYSICS INSTRUCTOR
Saddleback College
Full Time, Tenure Track

EDUCATION:

M.A. Education (*Emphasis in Computer Concepts and Applications*)
California State University San Marcos
San Marcos, CA
2011

Single Subject Physical Sciences
Teaching Credential University of California Irvine
Irvine, CA
1995

B.A. Physics
University of California Santa Barbara
Goleta, CA
1993

EXPERIENCE:

Mr. Brei has been a part-time instructor in the Physics Department at Saddleback College since August 2007 and has taught a variety of physics lecture and laboratory courses at Saddleback, ranging from conceptual level to calculus-based physics. Since 1995, Mr. Brei has also been a full-time high school physics teacher at Mission Viejo High School, a 3-time national blue ribbon school and 4-time California distinguished school. As a high school physics instructor, Mr. Brei has taught many levels of physics including: AP Physics (trigonometry & calculus-based), International Baccalaureate Physics (standard & higher level), and College Prep Physics. He has served as the lead physics teacher at MVHS, in charge of developing the curriculum for all levels of physics instruction. As part of his master's degree work in education at CSUSM, Mr. Brei completed the coursework for a California supplementary authorization in computer concepts and applications. He received independent-study graduate units for his work as a technical advisor for CSUSM's iQUEST project (<http://www.csusm.edu/iquest/>), and he completed his master's thesis in web-based physics instruction. Outside of the classroom, Mr. Brei has pursued his passion for mentoring young adults, as a coach in a variety of sports including basketball, tennis, and surfing.

DISTINCTIONS/HONORS/AWARDS:

- Graduated with Honors: B.A. in Physics, UCSB 1993
- UCSD Certificate of Recognition: Outstanding Teacher Recognition Program, 2004/2005 and 2006/2007
- MIT Award of Excellence: Most Influential Teacher Recognition Program, 2008
- Honorary Member: National Youth Leadership forum on Medicine, Nominating Committee, 2010/2011

ATTACHMENT 2

NAME: STEVIE DANIELS

POSITION: ENGLISH AS A SECOND LANGUAGE INSTRUCTOR
Saddleback College
Full Time, Tenure Track

EDUCATION:

M.A. Linguistics/ESL Option
California State University, Fresno
Fresno, CA

B.S. Criminology/Law Enforcement Option
California State University, Fresno
Fresno, CA

EXPERIENCE:

Ms. Daniels has been an instructor with Fresno City College for seventeen years teaching a wide array of ESL, VESL, and Linguistics courses in both the face-to-face and online venues. Her specialty is developing vocational and academic ESL courses that co-articulate with other disciplines across campus. From 2000-2009, Stevie served as the Coordinator of Academic Computing where she directed the development of Fresno City College's use of computers in instruction. As Coordinator, Ms. Daniels helped to move the campus' online course offerings from zero to over eighty fully online classes. Ms. Daniels has taught faculty development workshops focusing on how to leverage technology using open source, web 2.0, social media, creative commons, and analytics to help facilitate teaching and learning. Ms. Daniels has presented numerous sessions on integrating technology into the college curriculum at conferences such as CATESOL, TechEd, the Monterey Summer Technology Institute, @One, and the Universal Design for Learning.

HONORS/AWARDS:

- Served on the State of California's Steering Committee for the entry level testing requirements for Peace Officers Standards and Training
- Awarded Teacher of the Year, 1996
- Selected as Saddleback's new ESL instructor (a huge honor for Stevie)

ACCOMPLISHMENTS:

- Author of the workbook *A Non-native Speaker's Guide to the PELLET-B*
- Co-creator of the Online Teaching and Training Program for online instructors
- Co-creator of the Teaching and Learning Center Lab for faculty, staff, and administrators

ATTACHMENT 3

NAME: DAVID CHARLES DIXON

POSITION: PHYSICS INSTRUCTOR
Saddleback College
Full Time, Tenure Track

EDUCATION:

Ph.D. Physics
University of California
Berkeley, CA

B.S. Physics
Truman State University
Kirksville, MO

EXPERIENCE:

Dr. Dixon has been a Lecturer in the Physics Department at California Polytechnic State University since September 2006 and has taught a wide variety of physics and astronomy courses, including classes in the Honors program. Previously, Dr. Dixon was a Temporary Assistant Professor of Physics at Marquette University from 2000 to 2004. He has published papers and presented talks at conferences in the field of mesoscopic electronic transport in two-dimensional electron gases and single-electron transistors, and recently gave a departmental colloquium talk about the pedagogical possibilities of pseudoscience.

HONORS AND AWARDS:

- Outstanding Graduate Student Instructor, UC-Berkeley (1993)
- National Science Foundation Fellowship (1991)
- Outstanding Physics Senior, Truman State University (1991)

ATTACHMENT 4

NAME: LYDIA WELHAN

POSITION: LIBRARIAN (TECHNICAL SERVICES)
Saddleback College
Full Time, Tenure Track

EDUCATION:

M.L.S. Library Science
Indiana University
Bloomington, IN
2009

M.M. Piano Performance
University of Maryland
College Park, MD
2007

B.A.; B.M. Music History; Piano Performance
University of Idaho
2004

EXPERIENCE:

Ms. Welhan has served as the Technical Services Librarian at Missouri Southern State University for over two years, where she is responsible for managing the daily functions of all cataloging and processing done in the library. She performs original and copy cataloging in a shared-catalog environment using OCLC Connexion and Innovative Interfaces Inc.'s Millennium ILS, following MARC, AACR2, LCSH, AND LCRI national standards. Ms. Welhan serves as Government Documents Coordinator and oversees all cataloging of government documents in print, microform, and digital formats. She serves as library representative in the southwest Academic Network (SWAN) cluster of the state-wide consortium MOBIUS. Ms. Welhan recently launched an electronic theses program and navigated the installation of the Summon discovery interface and Ebrary Academic Complete eBook Collection. She also serves as faculty advisor for the Student Library Organization.

DISTINCTIONS/HONORS/AWARDS:

- LITA/LSSI Minority Scholarship in Library and Information Technology, 2007
- Indiana University Student Employee of the Year nominee, 2007
- Dean's List, University of Idaho, 2000 – 2004

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. BRUBAKER, REBECCA is to be employed as Testing Center Specialist (Categorical funded), Pos. #4358, Extended Education, School of Academic Programs, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective May 1, 2012. This is a replacement position for Julie Courson.
 - b. CALVO, GEORGE is to be employed as Night Custodial Supervisor, Pos. #4467, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Classified Management Salary Range 4, Step 1, 40 hours per week, 12 months per year, effective May 14, 2012. This position was approved by the Board of Trustee on November 16, 2011.
 - c. KELLY, KAREN is to be employed as Senior Laboratory Technician, Mathematics, Sciences and Engineering, Pos. #3860, Biology, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 40 hours per week, 12 months per year, effective May 25, 2012. This is a replacement position for Julie Anderson, who retired.
 - d. MAROTTA, RINA is to be employed as Clerical Assistant, Pos. #4479, Extended Education, School of Academic Programs, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 20 hours per week, 10 months per year, effective April 16, 2012. This position was approved by the Board of Trustees on November 16, 2011.
 - e. ARENDTS, ERIKA is to be employed as Clerical Assistant, Pos. #4480, Extended Education, School of Academic Programs, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 20 hours per week, 10 months per year, effective May 1, 2012. This position was approved by the Board of Trustees on November 16, 2011.
3. 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>
Anzlovar, Barbara	Administrative Assistant/SC	121/1	02/28/12
Lee, Adriana	Veterans Office Assistant/SC	115/1	03/01/12

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Aguilar, Catherine	Project Specialist/SC	10.50	05/15/12-06/30/12
Campo, Enrique	Project Specialist/IVC	16.00	04/04/12-06/30/12
Chornomud, Ivette	Project Specialist/Atep/IVC	20.00	01/02/12-06/30/12

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Gregory, Matthew	TMD Aide/IVC	20.00	03/21/12-06/30/12
Ibarra, Marleth	Project Specialist/SC	10.50	02/27/12-06/30/12
Kristjanson, Johann	Project Specialist/SC	16.00	03/26/12-06/30/12
Krueger, Paul	Project Specialist/SC	13.00	03/13/12-06/30/12
Lerman, Carol	Spec. Proj. Coord./IVC	35.00	03/19/12-06/30/12
Malec, Christopher	Coaching Aide/SC	15.00	03/27/12-06/30/12
McGown, Christian	TMD Aide/SC	8.50	03/26/12-06/30/12
Mitchell, JoAnn	Clerk, Short-Term/SC	15.00	03/01/12-06/30/12
Mobedshahi, Noushin	TMD Aide/SC	8.50	03/12/12-06/30/12
Noriega-Goodwin, N.	Project Specialist/SC	16.00	03/21/12-06/30/12
Rodriguez, Marta	Project Specialist/SC	9.50	05/29/12-06/30/12
Snyder, Deborah	Clerk, Short-Term/SC	15.00	03/01/12-06/30/12
Tomlinson, Norris	Project Specialist/SC	16.00	03/26/12-06/30/12

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 **2011/2012** academic year.

<u>Name</u>	<u>Start/End Date</u>
Fatwan, Aristo	03/13/12-06/30/12
Martin, Daniel	03/08/12-06/30/12
Shirazi, Dorsa	04/02/12-06/30/12

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 **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Ahmadi-Taresh, Tina	Tutor/IVC	10.00/hr	02/15/12-06/30/12
Blanco, Kirsten	Tutor/SC	12.00/hr	02/15/12-06/30/12
Brown, Colleen	Cert. Test Proctor/IVC	12.00/hr	03/20/12-06/30/12
Gilmore, Richard	Clinical Skills Spec./SC	30.00/hr	03/28/12-06/30/12
Guest, Noah	Cert. Test Proctor/IVC	10.50/hr	03/25/12-06/30/12
Hanacek, Amy	Cert. Test Proctor/IVC	12.00/hr	03/19/12-06/30/12
Johnson, Belma	Comm. Ed./SC	2500.00/cs	03/21/12-06/30/12
Lin, Eric	Tutor/SC	10.00/hr	03/13/12-06/30/12
Longo, Amber	Tutor/SC	10.00/hr	03/08/12-06/30/12
McElroy, Erin	Model/SC	22.00/hr	04/05/12-06/30/12
Parker, Maxwell	Clinical Skills Spec./SC	30.00/hr	03/23/12-06/30/12
Reshetnyak, Vladislav	Tutor/IVC	10.00/hr	03/30/12-06/30/12
Rubin, Kathryn	Comm. Ed./SC	2500.00/cs	03/29/12-06/30/12
Shirazi, Dorsa	Tutor/IVC	10.00/hr	04/02/12-06/30/12
Unger, Jason	Tutor/SC	12.00/hr	03/14/12-06/30/12

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. DIRECTOR OF FISCAL SERVICES, Pos. #3014, Classified Management Salary Range 8, College Fiscal Services, Office of the College President, Saddleback College seeks authorization to eliminate this full-time 40 hours per week, 12 months per year position from its staff complement, effective May 1, 2012. This reorganization was presented by Saddleback College as Management Reorganization and approved by the Board of Trustees on October 25, 2010. (Position approved: August 30, 2004)

C. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION

1. VICE PRESIDENT OF COLLEGE ADMINISTRATIVE SERVICES, Administrator/Manager Salary Range 24, College Fiscal Services, Office of the College President, Saddleback College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective May 1, 2012. This reorganization was presented by Saddleback College as Management Reorganization and approved by the Board of Trustees on October 25, 2010. (Exhibit B, Attachment 1)

D. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- a. HILTON, CAROL, ID #2075, Director of Fiscal Services, Pos. #3014, Classified Management Salary Range 08, Step 10, 40 hours per week, 12 months per year, is to be reclassified to Vice President of College Administrative Services, Administrator/Manager Salary Range 24, Step 3, 40 hours per week, 12 months per year, Office of the College President, Saddleback College, effective May 1, 2012. This item is contingent upon approval by the Board of Trustees of items B1 and C1 of this agenda.
- b. NASSAR, JAN, ID #2286, Senior Health Office Assistant, Pos. #2821, Classified Bargaining Unit Salary Range 124, Step 6, 33 hours per week, 12 months per year, Student Health Center, Office of Student Development, Irvine Valley College, has been given a temporary change of hours to 20 hours per week for the summer session, effective May 21, 2012 to August 19, 2012.

E. OUT OF CLASS ASSIGNMENTS

1. ¹LAKOW-ORAM, GINA, ID #10094, 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, has been given a temporary change in assignment to Administrative Assistant, Pos. #3270, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, Purchasing, Office of Administrative and Business Services, District, effective April 18, 2012. This is a temporary reassignment for Samuel Hamblen, who has been temporarily reassigned.

¹ 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.

E. OUT OF CLASS ASSIGNMENTS

2. RAMIREZ, ESTEBAN, ID #5758, Custodian, Pos. #1268, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Maintenance Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Building Maintenance Worker, Pos. #3625, Classified Bargaining Unit Salary Range 124, Step 2, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective April 5, 2012. This is a temporary reassignment for Benjamin Smith, who is on leave.
3. SESSLER, LOUIS, ID #15061, Facilities and Energy Project Manager, Pos. #3056, Classified Management Salary Range 6, Step 8, 40 hours per week, 12 months per year, Facilities, Maintenance and Operations, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Acting Assistant Director of Facilities, Pos. #3997, Classified Management Salary Range 7, Step 7, 40 hours per week, Facilities, Maintenance and Operations, Office of Physical Plant, Saddleback College, effective April 1, 2012. This is a temporary reassignment for Michael James, who has been temporarily reassigned.
4. TRUONG, PHEOLIN, ID #16899, Financial Aid Specialist, Pos. #4468, a temporary assignment, Classified Bargaining Unit Salary Range 125, Step 3, 40 hours per week, Financial Aid, Office of Student Development, Saddleback College, has ended on January 31, 2012, and returned to permanent assignment as Financial Aid Specialist, Pos. #3650, Classified Bargaining Unit Salary Range 125, Step 3, 25 hours per week, 12 months per year, effective February 1, 2012.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. FADAIEFARD, MOHAMMAD, ID #10644, Network System Technician I, Pos. #4357, Classified Bargaining Unit Salary Range 132, Step 3, 40 hours per week, 12 months per year, Office of Technology Services, Irvine Valley College, resignation effective April 2, 2012. Payment is authorized for any compensated time off. (Probationary Start date: June 1, 2011)
2. MARZILLI, SANDRA, ID #4168, Director of Emeritus Institute Program, Pos. #3038, Classified Management Salary Range 7, Step 10, 40 hours per week, 12 months per year, Emeritus Institute, Office of Instruction, Saddleback College, resignation effective June 30, 2012 and retirement effective July 1, 2012. Payment is authorized for any compensated time off. (Permanent Start date: November 1, 2000)

G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2011/2012 Academic year.

Advanced Technology and Applied Science, Saddleback College

Baxter, Ashley	Cabral, Josh	Cincotta, Kristine
Conlon, Kevin	Cuomo, Gabbie	Diddee, Rohan
Dye, Elijah	Field, Kristen	Fitzsimons, Lauren
Flores, Elizabeth	Furlong, Sofia	Gammell, Paige
Hansen, John	Hansen, Zachariah	Jessee, Caitlynn
Johnson, Zcharity	Johnston, Patrick	Kalagian, Wayne

G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2011/2012 Academic year.

Advanced Technology and Applied Science, Saddleback College

Kellogg, Brady	McCoy, Curtis	McMahan, Michael
Natalizia, Paul	Navarro, Tiffany	Nguy, Mary
Phillips, Gabrielle	Sweda, McKenna	Whittemore, Katie

Community Education, Saddleback College

Dickinson, Gregory	Hirsch, Rudy	Marshall, Clarisa
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Fine Arts and Media Technology, Saddleback College

Berkson, Brianna	Berkson, Nancy	Fong, Karen
Lee, Alexandra	Lee, Cyndi	

Fine Arts, Irvine Valley College

DacLucian, Ian	Kapchinske, Lisa
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Kinesiology, Health and Athletics, Irvine Valley College

Adams, John	Capaiy, Jessica	Dobson, Candice
Hartman, Victoria	Minor Linda Glee	Santamaria, Nicole
Solorio, Miguel	Whitfield, Allison	

Learning Assistance Prog., Online Education and Learning Resources, Saddleback College

Kerckhoff, Samuel	Teschendorf-Doge, Susan
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Liberal Arts and Learning Resources, Saddleback College

VazquezParamio, Sylvia

Library Science, Irvine Valley College

De Dios, Ivan	Tran, Rochelle
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Public Information and Marketing, Irvine Valley College

Christensen, Cole	Houshmand, Orchid
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Social and Behavioral Sciences, Saddleback College

Bustos, Joe	Conley, John	Farnsworth, Robert
Gonzalez, Denyee	Smith, E. Russell	

ATTACHMENT 1

South Orange County Community College District

VICE PRESIDENT FOR COLLEGE ADMINISTRATIVE SERVICES - ID # - Administrator/Manager Salary Range 24

DEFINITION

To plan, organize, coordinate, direct and control the College's administrative support programs, operations, activities and staff, including Fiscal Services (including budget, accounting and contracts), Facilities, Police, Contracted Services, Technology Services, Student Payments Office, Veterans Office, Research, Planning and Grants, and Duplicating Services, ensuring that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; provide leadership for college and district planning; ensure timely and accurate submission of College financial reports, including the adopted budget; provide fiscal oversight of the College Foundation; provide leadership in the planning, development, continuous evaluation, and improvement of assigned programs and services; serve as a member of the College's Executive Staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the College President.

Exercises functional and technical supervision over the Director of Facilities, Director of Technology Services, Director of Research, Planning and Accreditation, and other assigned personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provides leadership in the planning, development, continued evaluation, and improvement for areas of responsibility.

Works in collaboration with the President, Vice President for Instruction, the Vice President for Student Services, and other executive staff to integrate instruction, support services and operational services for student success.

Serves as a member of the College President's executive team to help achieve the goals and objectives of the College and to make recommendations to the President regarding plans, policies and procedures of College operations and budget.

Provides institutional leadership in the promotion of collegial consultation process through active participation in College and District-wide committees.

Plan, coordinate and direct the development of the annual College restricted and unrestricted budgets, including local income, grants, contracts and categorical funds.

Provides oversight of Foundation fiscal operations.

South Orange County Community College District
Page 2 - Vice President for Administrative Services

EXAMPLES OF DUTIES

Train, guide, supervise and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work, interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary actions; motivate and develop staff and resolve conflicts.

Plan, develop, organize, coordinate, direct and evaluate the fiscal programs, services, operations and activities of the College involving, facilities, technology, student financial services, student veteran's services and College-wide budget and accounting.

Forecast short-range and long-range College revenues and expenditures; prepare multi-year financial projections and financial analysis for the College President, Board of Trustees, or District management.

Perform accounting and budgeting work according to Title 5, Section 59011 of the California Code of Regulations for submission to the District Fiscal department; ensure the timely and accurate maintenance of budget for the College and may include its ancillary organizations such as Associated Student Government (ASG) and Foundation; prepare journal entries for college for submittal and approval to District accounting department.

Compile and analyze data related to area of assignment; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Coordinate College fiscal affairs with District departments and personnel; work cooperatively with District offices and personnel on behalf of the College to develop, implement and maintain appropriate criteria, methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Provide technical expertise, information and guidance to the College President regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Prepare, administer, and monitor annual budgets for area of assignment; prepare recommendations, plans and justification for integration into College plans and budget allocation; co-chair College Strategic Planning and Budget Committee; authorize expenditures according to District policies and applicable regulations, as appropriate.

Provide technical expertise and guidance regarding areas of responsibility; research and resolve problems; ensure compliance with established procedures and improve operational functions.

Provide assistance to College management and staff in the development, preparation, maintenance and reporting of fiscal records, including accounting and budget records.

Communicate with other District or College fiscal services personnel, administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities, as appropriate.

Provide college-wide leadership for budget and planning; with the Director of Planning, Research and Grants, co-chair the Planning and Budget Steering Committee and work together to develop the strategic plan and budget integration; develop college facility, technology, police, contracted services, equipment and staffing plans; provide leadership in district/college planning by serving on the Educational and Facilities Master Plan committee; and provide leadership for the accreditation process.

South Orange County Community College District
Page 3 - Vice President for Administrative Services

EXAMPLES OF DUTIES

Represent the College on State committees and task forces and on District and College committees, such as the District Resource Allocation Committee (DRAC); chair assigned college committees; serve on other committees, task forces and other work groups; provide technical expertise concerning the operations of the College.

Represent the College on the Retirement Board of Authority to provide guidance for the accounting treatment of 'other post-employment benefits'; assist in District compliance with Government Accounting Standards

Ensure the timely and accurate preparation and submittal of a variety of statistical and narrative reports, proposals, recommendations and other materials, as needed or requested, including budget reports.

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Make oral presentations and conduct workshops to provide specialized information regarding the fiscal services of the College; assure the dissemination of information related to new or revised automated systems, requirements or regulations affecting fiscal operations/services.

Serve as on duty evening administrator when assigned.

Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a closely related field. Master's degree preferred.

Experience:

Five years of increasingly responsible leadership experience in the development, organization, and management of administrative support services including fiscal services for a large public educational organization, including at least four years in a supervisory capacity.

LICENSES AND OTHER CERTIFICATION:

Valid California driver's license.

South Orange County Community College District
Page 4 - Vice President for Administrative Services

QUALIFICATIONS

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.
Computer systems and software applications related to area of assignment, including capabilities and limitations.
District and College organization, operations and objectives.
Interpersonal skills including tact, patience and diplomacy.
Methods and techniques used in financial research and revenue forecasting.
Modern office practices, procedures, methods, and equipment.
Modern principles, practices, methods and techniques of directing administrative support functions such as Facilities, Technology, Student Payments Office, Veterans Office and Duplicating Services.
Modern principles, practices, methods and techniques of finance administration involving accounting and budget development and administration.
Oral and written communication skills.
Organizational and management practices as applied to analysis and evaluation of assigned fiscal programs, policies and operational needs.
Principles and practices of mathematics, statistics and financial analysis.
Principles and practices of training, supervision and performance evaluation.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Assist in developing policies and procedures for areas of assignment.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Coordinate the development and administration of a community college budget.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
Evaluate the financial stability of the College and prepare complex statistical and financial statements, reports and analyses.
Forecast current and future revenues and expenditures affecting the College's financial condition.
Interpret and analyze financial and budget data and draw logical conclusions.
Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.
Learn the College and District organization, operations and policies.
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.
Plan and organize work.
Plan, develop, organize, coordinate, direct, monitor, control and evaluate assigned functions and services.
Prepare and administer budgets for assigned program areas.
Prepare complex and comprehensive financial summaries, statements, reports and analyses.
Prepare oral and written reports and recommendations.

South Orange County Community College District
Page 5 - Vice President for Administrative Services

QUALIFICATIONS

Ability to:

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to determine and achieve College goals.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates: April 19, 2012

TO: Board of Trustees
FROM: Gary 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 David DiLeo, Social and Behavioral Sciences, as the 2013 Full-Time Professor of the Year and Ken Lee, Advanced Technology and Applied Science, as the Part-Time Professor of the Year.

Irvine Valley College is proud to announce Marie de la Palme, Fine Arts, as the 2013 Full-Time Professor of the Year; Joseph Gerges, Fine Arts, as the Part-Time Professor of the Year; and Rebecca Rigali 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 from Irvine Valley College.

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

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>
4/2/12 7:00pm	HS 145	Amira A. Wegenek	Psi Beta & Psychology Club	Suzanne Koch Ecleenrode	Problems with Gambling
4/3/12 6:00pm	BGS 356	Amira A. Wegenek	Psi Beta & Psychology Club	Veronica Scarpelli	Suicide Statistics & Suicide Prevention
4/3/12 6:45pm	BGS 356	Amira A. Wegenek	Psi Beta & Psychology Club	Nancy Woldridge	Personal Story – Why it's so Important
4/3/12 7:30pm	BGS 356	Amira A. Wegenek	Psi Beta & Psychology Club	Jonah Mowry	Things That Lead to Suicide and Your Role
4/11/12 10:00am	FA 210	Larry Jones	Art 134	Melinda Alexander	Stone Setting
4/11/12 4:30pm	ATAS 216	Lem Chin	Arch. 136	Catherine Herbst	Woodbury University Architecture Program
4/12/12 5:00pm	SM 313	Ray Zimmerman	Awareness Event	Habib Hosseini	Education Under Fire
4/12/12 5:00pm	SM 313	Ray Zimmerman	Awareness Event	Shaida Masoumi	Education Under Fire
4/12/12 5:00pm	SM 313	Ray Zimmerman	Awareness Event	Justin Baldoni	Education Under Fire
4/18/12 7:30pm	ATAS 216	Lem Chin	Arch. 122	Karl Carmeron	N.S.A. Architecture Program
4/18/12 10:30am	SM104	Katherine Meyer-Canales	Astro 20	Sandy Eulitt	Exoplanets and Life in Other Solar Systems
4/23/12 1:00pm	FA 210	Larry Jones	Art 133	Cheryl Lommatch	Torch Enameling
4/23/12 3:00pm	BGS 254	Morgan Barrows	Environmental Awareness Club	James DeMonaco	Buildings and the Impact on the Environment
4/24/12 4:00pm	BGS 356	Morgan Barrows	Environmental Awareness Club	Sam Allevato	Building Sustainable Parklands in the 21 st Century

4/25/12 5:30pm	HS 128	Margaret Huang	N165 – Lifecycle 1	Linda Loera	Medicare
4/26/12 12:00pm	BGS 144	Morgan Barrows	Environmental Awareness Club	Jeff Hamilton	Is the Fear of Nuclear Energy as a Power Source Justified

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
4/25/12 5:45pm	BSTIC 116	Irene Reynolds	Civil Litigation I	Nicholas Atchison, Esq.	Litigation Process of Intellectual Property Law and the Paralegal's Role – Federal Court Process
4/27/12 7am-1pm	BSTIC 116	Dean Keith Shackelford	IVC Athletic Counselors Event	Keith Fulthorp	Presentation: Individual Solution Strategies: solution-focused counseling techniques
4/30/12 5:45pm	BSTIC 116	Irene Reynolds	Civil Litigation I	Monica Johnson, Esq.	Litigation Process in a Law Firm & In-House and the Paralegal's Role – California State Court Process

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District returned to Basic Aid status in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of 3/26/12 Total Basic Aid Estimated Receipts of \$433.1M less Total Approved Projects in the amount of \$380.7M leaves a \$52.4M balance for uncommitted Basic Aid Funds.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

EXHIBIT B shows the proposed new format of actual and estimated expenditures for Basic Aid Funds categorized by: Closed Projects, Construction Projects, IT Projects, and Other Allocations. If approved, the exhibit will replace the current Exhibit A.

Once a year, the detail of all Closed Projects will be displayed for review, the remainder of the year the Total of Closed Projects will be displayed as in proposed new format EXHIBIT C.

Also once a year, the actual and estimated expenditures for Basic Aid Funds categorized by: Closed Projects, Construction Projects, IT Projects, and Other Allocations, and will be sorted and subtotaled by location as in proposed new format EXHIBIT D.

Changes for the Basic Aid allocation for March, 2012, included the reduction of \$13M from the Saddleback College Library Renovation project for temporary Basic Aid funds no longer needed as state reimbursements have been received.

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

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
College Scheduled Maintenance Projects	5,000,000	381,124	900,200	431,327	161,938	1,428,062	1,184,918		512,432
2005/06 Allocation for Salary Schedule Restructure	4,245,000		4,245,000		-	-	-		-
2005/06 College Instructional Equipment Needs	1,392,000		438,461	41,503	378,311	473,955	55,237.32		4,532
Technology Needs for IVC, SC & District	19,304,095	2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	923,579	431,902
Campus Appearance Improvement IVC & SC	1,000,000					378,837	215,312	144,365	261,486
ATEP Operating Budget*	10,963,521	266,981	706,587	1,119,887	1,841,834	2,273,645	2,390,930	1,798,762	564,895
ATEP Staffing, Equipment, Program Development	891,611				-	20,689	171,285	346,066	353,571
ATEP Renovation	7,964,191	1,000,339	1,035,239	3,838,068	1,318,978	103,660	450,213	153,872	63,821
ATEP Building Demolition	7,000,000				-	61,693	12,192	1,439,404	5,486,711
ATEP Hangar & Chapel Utilities	-				-	-	-	-	-
ATEP Site Development	340,436								340,436
ATEP Site Development Negotiations	4,265,883			12,066	887,067	1,080,568	592,509	618,846	1,074,828
ATEP Development	3,750,000				565,425	1,041,250	750,807	735,035	657,483
ATEP Parking Lot Renovation	176,413					-	176,205	208	-
ATEP First Building Phase 3A	12,500,000								12,500,000
College/District Contributions for Debt Retirement - COPS	4,380,701	2,894,983	1,485,718	-	-	-	-	-	-
Debt Retirement Contribution	34,400,000	26,000,000	4,200,000	4,200,000	-	-	-	-	-
IVC Business & Technology Innovation Center	10,182,000		25,860	981,852	5,563,594	2,292,938	23,716	-	1,294,039
IVC Design and Install Entrance from Barranca	2,850,000		9,950	-	-	-	41,576	45,644	2,752,829
IVC Fine Arts Building	7,352,000				61,163	115	-	-	7,290,722
IVC Floor Repairs	58,340	57,458	882	-	-	-	-	-	-
IVC Life Sciences Project	17,410,000				-	81,776	793,360	448,231	16,086,633
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759	1,500	222,418	1,183,432	69,409	-	-	-	-
IVC Maintenance and Police Facility	4,553,656	90,046	1,575,308	1,412,747	1,475,172	383	-	-	-
IVC Modular Building	370,000	370,000			-	-	-	-	-
IVC Landscaping (PAC & BSTIC)	1,796,000					-	105,493	146,485	1,544,022
IVC Performing Arts Center	17,006,209	681,476	4,235,617	10,727,931	1,137,271	38,469	185,445		-
IVC Science Equip & TV Studio	500,000	500,000			-	-	-	-	-
Sports Facilities	1,238,600	896,000			-	-	-	-	342,600
IVC Replace Main Water Valves	275,000						6,035	76,957	192,008
IVC Replace Natural Gas Piping A&B Quads	230,000						3,088	41,368	185,544
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000						-	215,836	184,164
IVC SSC HVAC System	800,000						1,346	19,668	778,986
IVC Utility Service Project	416,000		125,332	220,576	315	-	-	-	69,778
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123		35,700	413,103	29,853	5,466	-	-	-
IVC Modular Bldg Replacement (CEC)	197,402			197,402	-	-	-	-	-
IVC Science Lab Addition & Remodel	6,980,000			276,823	86,014	2,373,462	2,024,161	412,531	1,807,009
IVC A-300 Bldg Remodel	1,902,389			49,177	94,785	1,529,452	228,508	467	-
IVC A-400 Bldg Remodel	1,000,000								1,000,000
IVC Early College Program	60,000				19,626	40,374	-	-	0
Retiree Benefits	38,017,938	5,874,987	3,361,039	4,681,912	10,500,000	500,000	2,500,000	8,000,000	2,600,000
SC - Energy Management System	657,400								657,400
SC M/S/E Bldg, Soil, & Slab Repairs	128,710	57,748		9,684	61,163	115	-	-	-
SC M/S/E Plaza Repairs	69,288				-	69,288	-	-	-
SC M/S/E Renovation	39,000				-	39,000	-	-	-
SC Building Repairs - TAS Building	1,956,000	26,775	97,135	28,465	-	1,048	-	13,800	1,788,776
SC Building Repairs - Library Remodel	7,141,000	77,892	-	-	-	-	511,511	745,863	5,805,733
SC Demolition of Lower Campus Buildings	1,719,000	981,290	737,255	-	-	-	-	-	455
SC Demolition and Upper Quad Remodel	1,000,000								1,000,000
SC Village Remodel	4,130,000				244,229	2,014,945	1,311,975	124,943	433,909
SC Village Expansion	3,942,000					463,110	2,942,595	474,450	61,844
SC Golf Driving Range Net Replacement	300,000		1,800	43,400	46,600	5,000	5,000	4,950	193,250
SC Health Science/District Office Building	15,251,655	15,043,551	189,994	5,096	13,014	-	-	-	0.460

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
SC Hire Consultant for Parking/Traffic Study	24,250	24,250	-	-	-	-	-	-	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	1,335,000	-	-	-	-	-	-	-
SC BGS Mold Abatement and Air Quality Improvements	8,724,200	-	682,740	3,735,624	4,277,090	28,746	-	-	-
SC Sciences Building (M/S/E annex)	47,656,346	-	-	29,595	-	-	-	258,563	47,368,187
SC Science Equip & TV Studio	500,000	500,000	-	-	-	-	-	-	-
SC Science/Applied Science Bldg	14,850	14,850	-	-	-	-	-	-	-
SC Sports Facilities	817,310	805,320	11,990	-	-	-	-	-	-
SC Bridge Replacement	1,700,000	-	-	-	-	-	2,693	97,266	1,600,041
SC M/S/E Bldg Ventilation System Upgrade	-	-	-	-	-	-	-	-	-
SC Pool Deck Replacement	1,500,000	-	-	-	-	-	23	1,276,844	223,133
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000	-	-	-	-	-	166,833	851,935	481,232
SC Temporary Classroom Facilities	7,269,285	714	3,729,338	3,341,007	105,308	450	300	-	92,168
SC McKinney Theater Restroom remodel	2,542,000	-	-	162,708	105,248	2,023,613	72,862	121	177,448
SC Loop Road	3,442,000	-	-	-	-	-	5,740	212,701	3,223,559
SOCCCD: Replace HR & Bdgt Dev Systems	897,740	-	208,797	672,943	16,000	-	-	-	0
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260	-	-	3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725
SOCCCD: Districtwide Telephone System	4,499,498	3,764,183	627,911	107,404	-	-	-	-	0
SOCCCD: Fiscal and HR Systems Repl.	27,500	-	27,500	-	-	-	-	-	-
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010	-	370,010	-	-	-	-	321,010	43,990
SOCCCD: HR Recruitment Work Plan	85,911	85,911	-	-	0	-	-	-	-
SOCCCD: Legislative Advocacy Services - Basic Aid	285,000	39,702	24,298	24,000	14,000	34,354	13,140	-	135,506
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830	-	184,690	85,327	59,813	-	-	-	-
SOCCCD: Document Management Solution	659,202	-	-	-	-	-	-	-	659,202
SOCCCD: IT Projects SC/IVC/A/TEP Instruct & Student Svc	8,744,770	-	-	-	-	-	2,906,089	2,665,868	3,172,813
SOCCCD: Legal Defense for Invocation Complaint	1,208,817	-	-	-	-	-	-	-	1,208,817
SOCCCD: Additional 1% Contingency	1,278,101	-	-	-	-	-	-	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	1,398,988	453,867	-	-	-	527,830	-	417,291	-
Totals	380,742,187	64,620,942	33,077,552	44,726,959	38,085,375	26,963,776	22,177,680	24,565,424	126,524,479

	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
Commitments	141,294,076	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	41,176,493	(9,951,045)
Cumulative Commitments	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187
Receipts	114,528,126	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	64,620,942	97,698,494	142,425,453	180,510,828	207,474,605	229,652,285	254,217,708	380,742,187
Cash Balances	49,907,184	63,728,835	71,897,893	84,505,391	108,720,979	125,565,320	139,737,860	52,417,303

Change from March 2012 Report:	Approved Amount							2012 and Forward
SC Library Renovation - moved temporary funds to uncommitted Basic Aid funds	(13,000,000)							(13,000,000)
Total Change	(13,000,000)							(13,000,000)

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of March 26, 2012 Board Meeting**

	1999-07	2007-08	2008-09	2009-10	2010-11	Total
Actual Basic Aid Receipts	\$214,323,346	\$50,692,873	\$51,179,365	\$39,022,021	\$38,737,963	\$393,955,568
Estimated Basic Aid Receipts 2011/12						\$39,203,922
					Total Receipts	\$433,159,490
					Total Approved Projects	\$380,742,187
					Uncommitted Basic Aid Funds	\$52,417,303

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
Retiree Benefit Liability Contribution	\$38,017,938					\$38,017,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC, ATEP & District		\$136,477	\$5,297,000	\$5,203,275	\$8,667,343	\$19,304,095
ATEP First Building Phase 3A		\$12,500,000				\$12,500,000
ATEP Operating Budget		\$10,963,521				\$10,963,521
ATEP Staffing, Equipment, Program Development		\$891,611				\$891,611
ATEP Renovation/Temp Bldgs		\$7,964,191				\$7,964,191
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$0				\$0
ATEP Site Development		\$340,436				\$340,436
ATEP Site Development Negotiations		\$4,265,883				\$4,265,883
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$176,413				\$176,413
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$1,238,600	\$817,310	\$2,055,910
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$7,352,000		\$7,352,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$1,902,389		\$1,902,389
IVC A-400 Building Remodel				\$1,000,000		\$1,000,000

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of March 26, 2012 Board Meeting**

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Early College Program				\$60,000		\$60,000
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC Energy Management System					\$657,400	\$657,400
SC M/S/E Bldg, Soil, & Slab Repairs					\$128,710	\$128,710
SC M/S/E Plaza Repair					\$69,288	\$69,288
SC M/S/E Renovation					\$39,000	\$39,000
SC M/S/E Bldg Ventilation System					\$0	\$0
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$7,141,000	\$7,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$24,250	\$24,250
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC Sciences Building					\$47,656,346	\$47,656,346
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$285,000					\$285,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Document Management Solution	\$659,202					\$659,202
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$8,744,770			\$8,744,770
SOCCCD Legal Defense for Invocation Complaint	\$1,208,817					\$1,208,817
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,398,988					\$1,398,988
Total Approved Projects	\$82,812,384	\$47,988,532	\$36,623,357	\$88,368,012	\$124,949,902	\$380,742,187

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>	
CLOSED PROJECTS								
2005/06 Allocation for Salary Schedule Restructure (2005)	4,245,000	4,245,000	-	-	-	-	-	
College/District Contributions for Debt Retirement - COPS (2003)	4,380,701	4,380,701	-	-	-	-	-	
ATEP Hangar & Chapel Utilities (2007)	-	\$1M approved 2007, transferred to ATEP First Bldg Phase 3A 2011						-
ATEP Parking Lot Renovation (2009)	176,413	-	-	-	176,205	208	-	
IVC Early College Program (2007)	60,000	-	19,626	40,374	-	-	-	
IVC Floor Repairs (2003)	58,340	58,340	-	-	-	-	-	
IVC Lot Expansion and Phase 1 of Lot 6 (2003)	1,476,759	1,407,350	69,409	-	-	-	-	
IVC Maintenance and Police Facility (2005)	4,553,656	3,078,101	1,475,172	383	-	-	-	
IVC Modular Building (2003)	370,000	370,000	-	-	-	-	-	
IVC Performing Arts Center (2001)	17,006,209	15,645,024	1,137,271	38,469	185,445	-	-	
IVC Science Equip & TV Studio (2000)	500,000	500,000	-	-	-	-	-	
IVC Sports Facilities (2000)	896,000	896,000	-	-	-	-	-	
IVC Remove/Relocate IVC Maint., Police, Whse., & A-500 Bldgs (2006)	484,123	448,804	29,853	5,466	-	-	-	
IVC Modular Bldg Replacement (CEC) (2006)	197,402	197,402	-	-	-	-	-	
IVC A-300 Bldg Remodel (2007)	1,902,389	49,177	94,785	1,529,452	228,508	467	-	
SC Hire Consultant for Parking/Traffic Study (2005)	24,250	24,250	-	-	-	-	-	
SC McKinney Theater Lighting and Sound Systems Upgrade (2004)	1,335,000	1,335,000	-	-	-	-	-	
SC M/S/E Bldg Ventilation System Upgrade (2010)	-	\$5M approved 2010, transferred to SC Sciences bldg 2011						-
SC BGS Mold Abatement and Air Quality Improvements (2005)	8,724,200	4,418,364	4,277,090	28,746	-	-	-	
SC Science Equip & TV Studio (2000)	500,000	500,000	-	-	-	-	-	
SC Science/Applied Science Bldg (2005)	14,850	14,850	-	-	-	-	-	
SC Sports Facilities (2000)	817,310	817,310	-	-	-	-	-	
Distr Svc/SC Health Science/District Office Building (2002)	15,251,655	15,238,641	13,014	-	-	-	-	
SOCCCD Debt Retirement Contribution (2001)	34,400,000	34,400,000	-	-	-	-	-	
SOCCCD Fiscal and HR Systems Repl. (2005)	27,500	27,500	-	-	-	-	-	
SOCCCD HR Recruitment Work Plan (2005)	85,911	85,911	-	-	-	-	-	
SOCCCD Enrollment Mgmt/Mktg, Outreach & Recruit Strategy (2005)	329,830	270,017	59,813	-	-	-	-	
SOCCCD Districtwide Telephone System (2004)	4,499,498	4,499,498	-	-	-	-	-	
SOCCCD Replace HR & Bdgt Dev Systems (2006)	897,740	881,740	16,000	-	-	-	-	
SOCCCD Technology Needs 2004/05 (2005)	3,548,415	3,541,799	6,616	-	-	-	-	
SOCCCD Technology Needs 2005/06 (2006)	3,324,203	3,296,326	27,877	-	-	-	-	
SOCCCD Technology Needs 2006/07 (2007)	4,395,000	2,316,478	1,944,360	104,504	29,658	-	-	
CLOSED PROJECTS TOTAL	114,482,353	102,943,583	9,170,887	1,747,393	619,815	675	-	
CAPITAL PROJECTS								
Campus Appearance Improvement IVC & SC (2009)	1,000,000	-	-	378,837	215,312	144,365	261,486	
ATEP Building Demolition (2007)	7,000,000	-	-	61,693	12,192	1,439,404	5,486,711	
ATEP Development (2008)	3,750,000	-	565,425	1,041,250	750,807	735,035	657,483	
ATEP First Building Phase 3A (2011)	12,500,000	-	-	-	-	-	12,500,000	
ATEP Operating Budget* (2006)	10,963,521	2,093,455	1,841,834	2,273,645	2,390,930	1,798,762	564,895	
ATEP Renovation (2002)	7,964,191	5,873,647	1,318,978	103,660	450,213	153,872	63,821	
ATEP Site Development (2012)	340,436	-	-	-	-	-	340,436	
ATEP Site Development Negotiations (2008)	4,265,883	12,066	887,067	1,080,568	592,509	618,846	1,074,828	
ATEP Staffing, Equipment, Program Development (2007)	891,611	-	-	20,689	171,285	346,066	353,571	
IVC A-400 Bldg Remodel (2011)	1,000,000	-	-	-	-	-	1,000,000	

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
IVC Business & Technology Innovation Center (2002)	10,182,000	1,007,713	5,563,594	2,292,938	23,716	-	1,294,039
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	-	41,576	45,644	2,752,829
IVC Fine Arts Building (2008)	7,352,000		61,163	115	-	-	7,290,722
IVC Landscaping PAC & BSTIC (2009)	1,796,000				105,493	146,485	1,544,022
IVC Life Sciences Project (2004)	17,410,000		-	81,776	793,360	448,231	16,086,633
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000					215,836	184,164
IVC Replace Main Water Valves (2010)	275,000				6,035	76,957	192,008
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000				3,088	41,368	185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	276,823	86,014	2,373,462	2,024,161	412,531	1,807,009
IVC SSC HVAC System (2010)	800,000				1,346	19,668	778,986
IVC Utility Service Project (2006)	416,000	345,907	315	-	-	-	69,778
SC Bridge Replacement (2010)	1,700,000				2,693	97,266	1,600,041
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	-	511,511	745,863	5,805,733
SC Building Repairs - TAS Building (2003)	1,956,000	152,376	-	1,048	-	13,800	1,788,776
SC Demolition and Upper Quad Remodel (2008)	1,000,000						1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-	-	-	455
SC Golf Driving Range Net Replacement (2005)	300,000	45,200	46,600	5,000	5,000	4,950	193,250
SC Loop Road (2008)	3,442,000				5,740	212,701	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	67,432	61,163	115	-	-	-
SC M/S/E Plaza Repairs (2008)	69,288			69,288	-	-	-
SC M/S/E Renovation (2009)	39,000			39,000	-	-	-
SC McKinney Theater Restroom remodel (2007)	2,542,000	162,708	105,248	2,023,613	72,862	121	177,448
SC Pool Deck Replacement (2010)	1,500,000				23	1,276,844	223,133
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000				166,833	851,935	481,232
SC Sciences Building (M/S/E annex) (2003)	47,656,346	29,595	-	-	-	258,563	47,368,187
SC Temporary Classroom Facilities (2005)	7,269,285	7,071,059	105,308	450	300	-	92,168
SC Village Expansion (2009)	3,942,000			463,110	2,942,595	474,450	61,844
SC Village Remodel (2007)	4,130,000		244,229	2,014,945	1,311,975	124,943	433,909
CAPITAL PROJECTS TOTAL	184,401,271	18,944,368	10,886,937	14,325,202	12,601,556	10,704,505	116,938,703

SCHEDULED MAINTENANCE							
2004/05 College Scheduled Maintenance Projects (2005)	1,000,000	887,586	77,733	7,765	2,630	-	24,285
2005/06 College Scheduled Maintenance Projects (2006)	4,000,000	825,065	84,205	1,420,296	1,182,288	250,144	238,002
IVC Sports Facilities (2012)	342,600						342,600
SC Energy Management System (2012)	657,400						657,400
SCHEDULED MAINTENANCE PROJECTS TOTAL	6,000,000	1,712,651	161,938	1,428,061	1,184,918	250,144	1,262,288

IT PROJECTS							
SOCCCD Document Management Solution (2011)	659,202						659,202
SOCCCD IT Projects SC/IVC/A/TEP Instruct & Student Svc (2010)	8,744,770				2,906,089	2,665,868	3,172,813
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725
SOCCCD Technology Needs 2007/08 (2008)	8,036,477		1,668,384	3,815,348	1,197,263	923,579	431,903
IT PROJECTS TOTAL	31,542,709	3,515,073	6,973,302	7,926,981	5,203,013	3,593,697	4,330,643

OTHER ALLOCATIONS							
2005/06 College Instructional Equipment Needs (2005)	1,392,000	479,964	378,311	473,955	55,238	-	4,532
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	285,000	88,000	14,000	34,354	13,140		135,506
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817						1,208,817
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	-	321,010	43,990

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
SOCCCD Trustee Election/General Election Expense (2004 - present)	1,398,988	453,867	-	527,830	-	417,291	-
SOCCCD Additional 1% Contingency (2009)	1,278,101			-	-	1,278,101	-
SOCCCD Retiree Benefits (2001 - present)	38,017,938	13,917,938	10,500,000	500,000	2,500,000	8,000,000	2,600,000
OTHER ALLOCATIONS TOTAL	44,315,854	15,309,779	10,892,311	1,536,139	2,568,378	10,016,402	3,992,844
BASIC AID PROJECT TOTALS	380,742,187	142,425,454	38,085,375	26,963,776	22,177,681	24,565,424	126,524,478

	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
Commitments	186,905,060	70,908,593	54,256,170	37,446,916	41,176,493	(9,951,045)
Cumulative Commitments	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187
Receipts	214,323,346	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	142,425,454	180,510,828	207,474,605	229,652,285	254,217,709	380,742,187
Uncommitted Basic Aid Funds	71,897,892	84,505,391	108,720,979	125,565,320	139,737,859	52,417,303

<i>Change from March 2012 Report:</i>	<i>Approved Amount</i>					<i>2012 and Forward</i>
<i>SC Library Renovation - moved temporary funds to uncommitted Basic Aid funds</i>	<i>(13,000,000)</i>					<i>(13,000,000)</i>
Total Change	(13,000,000)					(13,000,000)

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	114,482,353	102,943,583	9,170,887	1,747,393	619,815	675	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000			378,837	215,312	144,365	261,486
ATEP Building Demolition (2007)	7,000,000		-	61,693	12,192	1,439,404	5,486,711
ATEP Development (2008)	3,750,000		565,425	1,041,250	750,807	735,035	657,483
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	10,963,521	2,093,455	1,841,834	2,273,645	2,390,930	1,798,762	564,895
ATEP Renovation (2002)	7,964,191	5,873,647	1,318,978	103,660	450,213	153,872	63,821
ATEP Site Development (2012)	340,436						340,436
ATEP Site Development Negotiations (2008)	4,265,883	12,066	887,067	1,080,568	592,509	618,846	1,074,828
ATEP Staffing, Equipment, Program Development (2007)	891,611		-	20,689	171,285	346,066	353,571
IVC A-400 Bldg Remodel (2011)	1,000,000						1,000,000
IVC Business & Technology Innovation Center (2002)	10,182,000	1,007,713	5,563,594	2,292,938	23,716	-	1,294,039
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	-	41,576	45,644	2,752,829
IVC Fine Arts Building (2008)	7,352,000		61,163	115	-		7,290,722
IVC Landscaping PAC & BSTIC (2009)	1,796,000			-	105,493	146,485	1,544,022
IVC Life Sciences Project (2004)	17,410,000		-	81,776	793,360	448,231	16,086,633
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000				-	215,836	184,164
IVC Replace Main Water Valves (2010)	275,000				6,035	76,957	192,008
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000				3,088	41,368	185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	276,823	86,014	2,373,462	2,024,161	412,531	1,807,009
IVC SSC HVAC System (2010)	800,000				1,346	19,668	778,986
IVC Utility Service Project (2006)	416,000	345,907	315	-	-	-	69,778
SC Bridge Replacement (2010)	1,700,000				2,693	97,266	1,600,041
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	-	511,511	745,863	5,805,733
SC Building Repairs - TAS Building (2003)	1,956,000	152,376	-	1,048	-	13,800	1,788,776
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-	-	-	1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-	-	-	455
SC Golf Driving Range Net Replacement (2005)	300,000	45,200	46,600	5,000	5,000	4,950	193,250
SC Loop Road (2008)	3,442,000		-	-	5,740	212,701	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	67,432	61,163	115	-	-	-
SC M/S/E Plaza Repairs (2008)	69,288		-	69,288	-	-	-
SC M/S/E Renovation (2009)	39,000		-	39,000	-	-	-
SC McKinney Theater Restroom remodel (2007)	2,542,000	162,708	105,248	2,023,613	72,862	121	177,448
SC Pool Deck Replacement (2010)	1,500,000				23	1,276,844	223,133
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000				166,833	851,935	481,232
SC Sciences Building (M/S/E annex) (2003)	47,656,346	29,595	-	-	-	258,563	47,368,187
SC Temporary Classroom Facilities (2005)	7,269,285	7,071,059	105,308	450	300		92,168
SC Village Expansion (2009)	3,942,000			463,110	2,942,595	474,450	61,844
SC Village Remodel (2007)	4,130,000		244,229	2,014,945	1,311,975	124,943	433,909
CAPITAL PROJECTS TOTAL	184,401,271	18,944,368	10,886,937	14,325,202	12,601,556	10,704,505	116,938,703

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
SCHEDULED MAINTENANCE							
2004/05 College Scheduled Maintenance Projects (2005)	1,000,000	887,586	77,733	7,765	2,630	-	24,285
2005/06 College Scheduled Maintenance Projects (2006)	4,000,000	825,065	84,205	1,420,296	1,182,288	250,144	238,002
IVC Sports Facilities (2012)	342,600						342,600
SC Energy Management System (2012)	657,400						657,400
SCHEDULED MAINTENANCE PROJECTS TOTAL	6,000,000	1,712,651	161,938	1,428,061	1,184,918	250,144	1,262,288
IT PROJECTS							
SOCCCD Document Management Solution (2011)	659,202						659,202
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770				2,906,089	2,665,868	3,172,813
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725
SOCCCD Technology Needs 2007/08 (2008)	8,036,477		1,668,384	3,815,348	1,197,263	923,579	431,903
IT PROJECTS TOTAL	31,542,709	3,515,073	6,973,302	7,926,981	5,203,013	3,593,697	4,330,643
OTHER ALLOCATIONS							
2005/06 College Instructional Equipment Needs (2005)	1,392,000	479,964	378,311	473,955	55,238	-	4,532
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	285,000	88,000	14,000	34,354	13,140		135,506
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817						1,208,817
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	-	321,010	43,990
SOCCCD Trustee Election/General Election Expense (2004 - present)	1,398,988	453,867	-	527,830	-	417,291	-
SOCCCD Additional 1% Contingency (2009)	1,278,101					1,278,101	-
SOCCCD Retiree Benefits (2001 - present)	38,017,938	13,917,938	10,500,000	500,000	2,500,000	8,000,000	2,600,000
OTHER ALLOCATIONS TOTAL	44,315,854	15,309,779	10,892,311	1,536,139	2,568,378	10,016,402	3,992,844
BASIC AID PROJECT TOTALS	380,742,187	142,425,454	38,085,375	26,963,776	22,177,681	24,565,424	126,524,478

	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
Commitments	186,905,060	70,908,593	54,256,170	37,446,916	41,176,493	(9,951,045)
Cumulative Commitments	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187
Receipts	214,323,346	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	142,425,454	180,510,828	207,474,605	229,652,285	254,217,709	380,742,187
Uncommitted Basic Aid Funds	71,897,892	84,505,391	108,720,979	125,565,320	139,737,859	52,417,303

<i>Change from March 2012 Report:</i>	<i>Approved Amount</i>					<i>2012 and Forward</i>
SC Library Renovation - moved temporary funds to uncommitted Basic Aid funds	(13,000,000)					(13,000,000)
Total Change	(13,000,000)					(13,000,000)

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
CLOSED PROJECTS							
ATEP Hangar & Chapel Utilities (2007)	-	\$1M approved 2007, transferred to ATEP First Bldg Phase 3A 2011					-
ATEP Parking Lot Renovation (2009)	176,413				176,205	208	-
<i>ATEP Subtotal</i>	<i>176,413</i>	-	-	-	<i>176,205</i>	<i>208</i>	-
District Svcs 2005/06 Allocation for Salary Schedule Restructure (2005)	354,301	354,301	-	-	-	-	-
District Svcs Contributions for Debt Retirement - COPS (2003)	101,000	101,000					
District Svcs Health Science/District Office Building (2002)	7,012,875	7,012,875	-	-	-	-	-
District Svcs Technology Needs 2004/05 (2005)	665,000	658,463	6,537				
District Svcs Technology Needs 2005/06 (2006)	732,000	726,802	5,198				
District Svcs Technology Needs 2006/07 (2007)	800,000	738,519	45,556	15,925	-	-	-
<i>District Svcs Subtotal</i>	<i>9,665,176</i>	<i>9,591,960</i>	<i>57,291</i>	<i>15,925</i>	-	-	-
IVC 2005/06 Allocation for Salary Schedule Restructure (2005)	1,422,791	1,422,791					
IVC A-300 Bldg Remodel (2007)	1,902,389	49,177	94,785	1,529,452	228,508	467	-
IVC Contributions for Debt Retirement - COPS (2003)	1,727,469	1,727,469					
IVC Early College Program (2007)	60,000		19,626	40,374	-	-	-
IVC Floor Repairs (2003)	58,340	58,340	-	-	-	-	-
IVC Lot Expansion and Phase 1 of Lot 6 (2003)	1,476,759	1,407,350	69,409	-	-	-	-
IVC Maintenance and Police Facility (2005)	4,553,656	3,078,101	1,475,172	383	-	-	-
IVC Modular Bldg Replacement (CEC) (2006)	197,402	197,402	-	-	-	-	-
IVC Modular Building (2003)	370,000	370,000	-	-	-	-	-
IVC Performing Arts Center (2001)	17,006,209	15,645,024	1,137,271	38,469	185,445	-	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs (2006)	484,123	448,804	29,853	5,466	-	-	-
IVC Science Equip & TV Studio (2000)	500,000	500,000	-	-	-	-	-
IVC Sports Facilities (2000)	896,000	896,000	-	-	-	-	-
IVC Technology Needs 2004/05 (2005)	1,413,275	1,413,196	79	-	-	-	-
IVC Technology Needs 2005/06 (2006)	1,095,000	1,072,321	22,679	-	-	-	-
IVC Technology Needs 2006/07 (2007)	1,095,000	156,519	820,244	88,579	29,658	-	-
<i>IVC Subtotal</i>	<i>34,258,413</i>	<i>28,442,495</i>	<i>3,669,118</i>	<i>1,702,723</i>	<i>443,611</i>	<i>467</i>	-
SC 2005/06 Allocation for Salary Schedule Restructure (2005)	2,467,908	2,467,908					
SC BGS Mold Abatement and Air Quality Improvements (2005)	8,724,200	4,418,364	4,277,090	28,746	-	-	-
SC Contributions for Debt Retirement - COPS (2003)	2,552,232	2,552,232					
SC Health Science/District Office Building (2002)	8,238,780	8,225,766	13,014	-	-	-	-
SC Hire Consultant for Parking/Traffic Study (2005)	24,250	24,250	-	-	-	-	-
SC M/S/E Bldg Ventilation System Upgrade (2010)	-	\$5M approved 2010, transferred to SC Sciences bldg 2011					-
SC McKinney Theater Lighting and Sound Systems Upgrade (2004)	1,335,000	1,335,000	-	-	-	-	-
SC Science Equip & TV Studio (2000)	500,000	500,000	-	-	-	-	-
SC Science/Applied Science Bldg (2005)	14,850	14,850	-	-	-	-	-
SC Sports Facilities (2000)	817,310	817,310	-	-	-	-	-
SC Technology Needs 2004/05 (2005)	1,470,140	1,470,140					
SC Technology Needs 2005/06 (2006)	1,497,203	1,497,203					
SC Technology Needs 2006/07 (2007)	2,500,000	1,421,439	1,078,561	-	-	-	-
<i>SC Subtotal</i>	<i>30,141,873</i>	<i>24,744,462</i>	<i>5,368,665</i>	<i>28,746</i>	-	-	-
SOCCCD Debt Retirement Contribution (2001)	34,400,000	34,400,000	-	-	-	-	-
SOCCCD Districtwide Telephone System (2004)	4,499,498	4,499,498	-	-	-	-	-
SOCCCD Enrollment Mgmt/Mktg, Outreach & Recruit Strategy (2005)	329,830	270,017	59,813	-	-	-	-

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
SOCCCD Fiscal and HR Systems Repl. (2005)	27,500	27,500	-	-	-	-	-
SOCCCD HR Recruitment Work Plan (2005)	85,911	85,911	-	-	-	-	-
SOCCCD Replace HR & Bdgt Dev Systems (2006)	897,740	881,740	16,000	-	-	-	-
<i>SOCCCD Subtotal</i>	<i>47,039,982</i>	<i>45,885,608</i>	<i>1,154,374</i>	-	-	-	-
CLOSED PROJECTS TOTAL	114,482,353	102,943,583	9,170,887	1,747,393	619,815	675	-

CAPITAL PROJECTS							
ATEP Building Demolition (2007)	7,000,000		-	61,693	12,192	1,439,404	5,486,711
ATEP Development (2008)	3,750,000		565,425	1,041,250	750,807	735,035	657,483
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	10,963,521	2,093,455	1,841,834	2,273,645	2,390,930	1,798,762	564,895
ATEP Renovation (2002)	7,964,191	5,873,647	1,318,978	103,660	450,213	153,872	63,821
ATEP Site Development (2012)	340,436						340,436
ATEP Site Development Negotiations (2008)	4,265,883	12,066	887,067	1,080,568	592,509	618,846	1,074,828
ATEP Staffing, Equipment, Program Development (2007)	891,611		-	20,689	171,285	346,066	353,571
<i>ATEP Subtotal</i>	<i>47,675,642</i>	<i>7,979,167</i>	<i>4,613,304</i>	<i>4,581,504</i>	<i>4,367,936</i>	<i>5,091,986</i>	<i>21,041,746</i>
IVC A-400 Bldg Remodel (2011)	1,000,000						1,000,000
IVC Business & Technology Innovation Center (2002)	10,182,000	1,007,713	5,563,594	2,292,938	23,716	-	1,294,039
IVC Campus Appearance Improvement (2009)	335,000			123,820	165,997	45,183	-
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	-	41,576	45,644	2,752,829
IVC Fine Arts Building (2008)	7,352,000		61,163	115	-	-	7,290,722
IVC Landscaping PAC & BSTIC (2009)	1,796,000			-	105,493	146,485	1,544,022
IVC Life Sciences Project (2004)	17,410,000		-	81,776	793,360	448,231	16,086,633
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000				-	215,836	184,164
IVC Replace Main Water Valves (2010)	275,000				6,035	76,957	192,008
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000				3,088	41,368	185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	276,823	86,014	2,373,462	2,024,161	412,531	1,807,009
IVC SSC HVAC System (2010)	800,000				1,346	19,668	778,986
IVC Utility Service Project (2006)	416,000	345,907	315	-	-	-	69,778
<i>IVC Subtotal</i>	<i>50,028,000</i>	<i>1,640,393</i>	<i>5,711,086</i>	<i>4,872,110</i>	<i>3,164,773</i>	<i>1,451,902</i>	<i>33,185,736</i>
SC Bridge Replacement (2010)	1,700,000				2,693	97,266	1,600,041
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	-	511,511	745,863	5,805,733
SC Building Repairs - TAS Building (2003)	1,956,000	152,376	-	1,048	-	13,800	1,788,776
SC Campus Appearance Improvement (2009)	665,000			255,017	49,315	99,182	261,486
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-	-	-	1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-	-	-	455
SC Golf Driving Range Net Replacement (2005)	300,000	45,200	46,600	5,000	5,000	4,950	193,250
SC Loop Road (2008)	3,442,000		-	-	5,740	212,701	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	67,432	61,163	115	-	-	-
SC M/S/E Plaza Repairs (2008)	69,288		-	69,288	-	-	-
SC M/S/E Renovation (2009)	39,000		-	39,000	-	-	-
SC McKinney Theater Restroom remodel (2007)	2,542,000	162,708	105,248	2,023,613	72,862	121	177,448
SC Pool Deck Replacement (2010)	1,500,000				23	1,276,844	223,133
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000				166,833	851,935	481,232
SC Sciences Building (M/S/E annex) (2003)	47,656,346	29,595	-	-	-	258,563	47,368,187

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
SC Temporary Classroom Facilities (2005)	7,269,285	7,071,059	105,308	450	300		92,166
SC Village Expansion (2009)	3,942,000			463,110	2,942,595	474,450	61,844
SC Village Remodel (2007)	4,130,000		244,229	2,014,945	1,311,975	124,943	433,909
<i>SC Subtotal</i>	<i>86,699,629</i>	<i>9,324,807</i>	<i>562,548</i>	<i>4,871,587</i>	<i>5,068,847</i>	<i>4,160,618</i>	<i>62,711,222</i>
CAPITAL PROJECTS TOTAL	184,401,271	18,944,368	10,886,937	14,325,202	12,601,556	10,704,505	116,938,703

SCHEDULED MAINTENANCE							
IVC 2004/05 College Scheduled Maintenance Projects (2005)	343,000	232,811	75,508	7,765	2,630		24,285
IVC 2005/06 College Scheduled Maintenance Projects (2006)	1,330,000	155,065	84,205	175,172	635,777	207,259	72,521
IVC Sports Facilities (2012)	342,600						342,600
<i>IVC Subtotal</i>	<i>2,015,600</i>	<i>387,877</i>	<i>159,713</i>	<i>182,937</i>	<i>638,407</i>	<i>207,259</i>	<i>439,407</i>
SC 2004/05 College Scheduled Maintenance Projects (2005)	657,000	654,775	2,225	-	-		(0)
SC 2005/06 College Scheduled Maintenance Projects (2006)	2,670,000	669,999	-	1,245,124	546,511	42,885	165,481
SC Energy Management System (2012)	657,400						657,400
<i>SC Subtotal</i>	<i>3,984,400</i>	<i>1,324,775</i>	<i>2,225</i>	<i>1,245,124</i>	<i>546,511</i>	<i>42,885</i>	<i>822,881</i>
SCHEDULED MAINTENANCE PROJECTS TOTAL	6,000,000	1,712,651	161,938	1,428,061	1,184,918	250,144	1,262,288

IT PROJECTS							
ATEP Technology Needs 2007/08 (2008)	136,477		1,844	102,247	32,386	-	0
<i>ATEP Subtotal</i>	<i>136,477</i>	<i>-</i>	<i>1,844</i>	<i>102,247</i>	<i>32,386</i>	<i>-</i>	<i>0</i>
IVC Technology Needs 2007/08 (2008)	1,600,000		156,407	855,897	394,102	124,051	69,543
<i>IVC Subtotal</i>	<i>1,600,000</i>	<i>-</i>	<i>156,407</i>	<i>855,897</i>	<i>394,102</i>	<i>124,051</i>	<i>69,543</i>
SC Technology Needs 2007/08 (2008)	3,200,000		754,614	1,568,916	308,031	354,389	214,050
<i>SC Subtotal</i>	<i>3,200,000</i>	<i>-</i>	<i>754,614</i>	<i>1,568,916</i>	<i>308,031</i>	<i>354,389</i>	<i>214,050</i>
SOCCCD Document Management Solution (2011)	659,202						659,202
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770				2,906,089	2,665,868	3,172,813
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725
SOCCCD Technology Needs 2007/08 (2008)	3,100,000		755,518	1,288,288	462,745	445,139	148,310
<i>SOCCCD Subtotal</i>	<i>26,606,232</i>	<i>3,515,073</i>	<i>6,060,436</i>	<i>5,399,921</i>	<i>4,468,495</i>	<i>3,115,257</i>	<i>4,047,050</i>
IT PROJECTS TOTAL	31,542,709	3,515,073	6,973,302	7,926,981	5,203,013	3,593,697	4,330,643

OTHER ALLOCATIONS							
IVC 2005/06 College Instructional Equipment Needs (2005)	468,000	155,965	146,172	135,940	25,392		4,532
<i>IVC Subtotal</i>	<i>468,000</i>	<i>155,965</i>	<i>146,172</i>	<i>135,940</i>	<i>25,392</i>	<i>-</i>	<i>4,532</i>
SC 2005/06 College Instructional Equipment Needs (2005)	924,000	324,000	232,139	338,015	29,846		0
<i>SC Subtotal</i>	<i>924,000</i>	<i>324,000</i>	<i>232,139</i>	<i>338,015</i>	<i>29,846</i>	<i>-</i>	<i>0</i>
SOCCCD Additional 1% Contingency (2009)	1,278,101					1,278,101	-
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	-	321,010	43,990
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817						1,208,817
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	285,000	88,000	14,000	34,354	13,140		135,506
SOCCCD Retiree Benefits (2001 - present)	38,017,938	13,917,938	10,500,000	500,000	2,500,000	8,000,000	2,600,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	1,398,988	453,867	-	527,830	-	417,291	-
<i>SOCCCD Subtotal</i>	<i>42,923,854</i>	<i>14,829,815</i>	<i>10,514,000</i>	<i>1,062,184</i>	<i>2,513,140</i>	<i>10,016,402</i>	<i>3,988,313</i>
OTHER ALLOCATIONS TOTAL	44,315,854	15,309,779	10,892,311	1,536,139	2,568,378	10,016,402	3,992,844

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

PROPOSED NEW FORMAT

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
BASIC AID PROJECT TOTALS	380,742,187	142,425,454	38,085,375	26,963,776	22,177,681	24,565,424	126,524,478

	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
Commitments	186,905,060	70,908,593	54,256,170	37,446,916	41,176,493	(9,951,045)
Cumulative Commitments	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187
Receipts	214,323,346	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	142,425,454	180,510,828	207,474,605	229,652,285	254,217,709	380,742,187
Uncommitted Basic Aid Funds	71,897,892	84,505,391	108,720,979	125,565,320	139,737,859	52,417,303

<i>Change from March 2012 Report:</i>	<i>Approved Amount</i>						<i>2012 and Forward</i>
	-						-
<i>SC Library Renovation - moved temporary funds to uncommitted Basic Aid funds</i>	<i>(13,000,000)</i>						<i>(13,000,000)</i>
Total Change	(13,000,000)						(13,000,000)

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 30, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

	Original	Revision	Total
Original Project Budget:			\$21,124,000
State Match:	\$16,139,000		
State Match Reduced at Bid:		\$15,673,000	
Basic Aid Allocation:	\$ 4,985,000	\$15,272,000	\$20,257,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The original state approved budget totaled \$21,124,000. During the project, the state indicated that they may not have the funding to provide their contribution and the district was required to fund any shortfall. The Board reallocated basic aid funding to cover the state's contribution. To date, the state has met all reimbursement claims with payment. Reimbursement will be evaluated in order to return equal amount to basic-aid funding in the very near future. Equipment funding of \$2,000,000 is outstanding.

Contractor delays result in extended costs for inspections and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor is eight months behind schedule and is not recovering lost time. The contractor struggles with many aspects of project management such as meeting documentation requirements and managing sub-contractors. *On March 5th, the Division of Labor Standards enforcement approved the district's labor compliance consultant's request for forfeiture by the contractor of \$529,459.14 in wages, training and penalties associated with payroll irregularities. A settlement meeting has been scheduled for April 17th with a hearing to follow barring resolution. Other payment withholdings have become necessary to address stop notices that have been filed by subcontractors and material suppliers. On April 4th, the contractor provided the district with a letter preserving their rights to file a claim with a public agency according to Government Code section 900 et seq. followed immediately by a public records request for virtually every project document. Staff has begun working with district legal counsel to address all related matters.*

In Progress: Installation of interior and exterior doors and hardware on all three floors; Installation of handrails is *complete*. Electrical trim-out is ongoing. *HVAC air balance is underway.*

The District and furniture consultant are receiving and placing furniture throughout the building.

Recently Completed: *Flooring in the building is complete.*

Focus: Complete the contractor generated subcontractor list of outstanding items so the District team can walk the building and create final punch list. Address legal matters as needed.

<i>Project Start: October 2004</i>	<i>Scheduled Finish: January 2012</i>
<i>Projected Finish: July 2012</i>	<i>DSA Close Out: Outstanding</i>

2. SCIENCES BUILDING

	Original	Revision	Total
Original Project Budget:			\$58,835,000
State Match:	\$35,635,000		
Basic Aid Allocation:	\$3,867,000	\$43,789,346	\$47,656,346
Unassigned:	\$19,333,000	\$11,178,654	

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, and 2/28/2011. 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. \$11,178,654 remains to be funded to arrive at the original project budget.

Status: The Programming Phase of the project is complete.

In Progress: Design Team meetings are held on an as-needed basis during the current Construction Documents Phase.

Recently Completed: Staff conducted meetings with the user group to consider educational display options and colors for the building. Geotechnical investigation of the site was conducted with the report submitted for review. *Surveying and site utilities' mapping was conducted with the report submitted for review. The building envelope consultant is working with the design team reviewing detailing. Review of construction documents progress set was completed by college and district and comments were returned to the architect for incorporation.*

Focus: The team continues to research alternative energy solutions *and options to integrate the required building HVAC infrastructure into Central Plant.*

<i>Project Start: March 2011</i>	<i>Scheduled Finish: October 2014</i>
<i>Projected Finish: October 2014</i>	<i>DSA Close Out: Outstanding</i>

3. LOOP ROAD

	Original	Revision	Total
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Original Project Budget:		\$11,697,00	
EFMP Project Budget Revision:		\$8,997,583	
State Match:	\$0		
Basic Aid Allocation:	\$3,442,000		
Unassigned:	\$8,255,000	\$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: Phase I planning is complete. Phase II work placed on hold.

In Progress: On Hold

Recently Completed: Phase II design work began and secondary effects were further defined during the Education and Facilities Master Planning Process. Secondary effects include parking lot modifications, thrower’s park relocation including 20” tall fence, fence at practice field and runway and cage for discus throw and shot put.

Focus: This project will be included in the Environmental Report that is underway and the college requested an opportunity to re-evaluate upon completion of that effort.

<i>Project Start: Phase I-Feb 2010, Phase II-Feb 2011</i>	<i>Scheduled Finish: On Hold</i>
<i>Projected Finish: On Hold</i>	<i>DSA Close Out: On Hold</i>

4. BRIDGE REPLACEMENT PROJECT

	Original	Revision	Total
Original Project Budget:			\$1,700,000
State Match:	\$0		
Basic Aid Allocation:	\$1,700,000		

Budget Narrative: Budget reflects Board agenda action on 3/25/10. The Board approved basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity.

Status: All construction is complete *including* revised handrails.

In Progress: *Final minor punch list items.*

Recently Completed: *Revisions to associated handrails field clarification are DSA approved.*

Focus: DSA Close Out

<i>Project Start: March 2010</i>	<i>Scheduled Finish: July 2012</i>
<i>Projected Finish: July 2012</i>	<i>DSA Close Out: Outstanding</i>

5. TAS RENOVATION PROJECT

	Original	Revision	Total
Original Project Budget:			\$8,755,055
EFMP Project Budget Revision:		\$5,977,395	\$14,732,450
State Match:	\$0		
Basic Aid Allocation:	\$1,956,000		
Unassigned:	\$6,799,055	\$12,776,450	

Budget Narrative: Budget reflects Board agenda action on 2/28/11. The current basic aid assignment of \$1,956,000 is sufficient to meet design costs. During the EFMP process, the college prioritized a complete building renovation, an increase in the scope reflected in the original budget which addressed a seismic upgrade with associated renovation. Additional swing space currently under consideration could increase the revised project estimate by approximately \$5,800,000.

Status: The College decided to maintain the Auto-Tech program during renovation.

In Progress: Options for the relocation of the Auto-Tech Program during the building renovation are *complete and a request for funding submitted to the Basic Aid Allocation Resource committee. A new project has been added for TAS Swing Space in this month's report and will include all future information on this item.*

Recently Completed: *The building programming is complete and the architect and District are working with the user groups to further define user needs in support of educational delivery.*

Focus: Saddleback's Dean of Advance Technology and Applied Science and Vice President of Curriculum are pursuing a solution for Auto Tech swing space recommending assignment of additional basic aid funding through the allocation process.

<i>Project Start: September 2011</i>	<i>Scheduled Finish: March 2015</i>
<i>Projected Finish: March 2015</i>	<i>DSA Close Out: Outstanding</i>

5. TAS SWING SPACE PROJECT

	Original	Revision	Total
<i>Original Project Budget:</i>	<i>\$1,000,000*</i>		
<i>State Match:</i>	<i>\$0</i>		

<i>Basic Aid Allocation: Unassigned:</i>	<i>Under Consideration</i>
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Budget Narrative: Additional swing space currently under consideration could increase the revised project estimate by approximately \$5,800,000. *\$1,000,000 was originally budgeted to address Swing Space needs within the TAS project budget. For this report the swing space budget is reflected both in the TAS project budget and this Swing Space project budget. This item will be updated after the Basic Aid Allocation Resource Committee determines funding distribution and staff obtains Board approval. Afterward, duplicate reporting will be resolved.

Status: The College evaluated three alternative solutions and decided to maintain the Auto-Tech program during renovation.

In Progress:. There is an agenda item this month to hire the TAS Swing Space architect.

Recently Completed: Contract negotiations with recommended architect.

Focus: Upon Board approval, Swing Space programming meetings with end users.

<i>Project Start: May 2012</i>	<i>Scheduled Finish: December 2014</i>
<i>Projected Finish: December 2014</i>	<i>DSA Close Out: Outstanding</i>

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Original Project Budget:			\$16,304,000
Budget Revised at Bid:			\$33,613,000
State Match:	\$14,472,000		
Basic Aid Allocation:	\$1,832,000	\$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.

In Progress: There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding and are necessary to arrive at DSA close out.

Recently Completed: Payment to DSA for increased project cost reflected through reviewed change orders. The final Notice of Completion was filed on September 24, 2007.

Focus: District staff and the architect continue coordination toward this DSA close out effort.

<i>Project Start: October 2003</i>	<i>Scheduled Finish:</i>
<i>Finish: Complete: July 2007</i>	<i>DSA Close Out: Outstanding</i>

2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

	Original	Revision	Total
Original Project Budget:			\$4,120,000
State Match:	\$0		
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: District staff and the architect continue coordination toward this DSA close out effort.

Recently Completed: The Notice of Completion was filed on July 8, 2010.

Focus: DSA Close Out

<i>Project Start: July 2006</i>	<i>Scheduled Finish: December 2009</i>
<i>Finish: May 2010</i>	<i>DSA Close Out: Outstanding</i>

3. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Original Project Budget:			\$24,861,000
Budget Revised at Bid:			\$21,036,000
State Match:	\$17,393,000	-\$4,371,000	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000
Unassigned:	\$3,626,000	\$1,469,242	

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 state-approved budget totaled \$24,861,000 and was reduced to \$21,036,000 when a lower-than-estimated bid was received. During the project, the state indicated that they may not have the funding to

provide their contribution and the district was required to fund any shortfall. The Board reallocated a portion of the short fall using basic aid funding. The state has reimbursed the district \$2,156,657 to date with an additional \$1,469,242 needed to bridge the gap between allocated funding and the identified project budget. A majority of the state's contribution for construction funding and all equipment funding is outstanding.

Status: *Surety involvement at the request of the contractor has resulted in release of some back pay to subcontractors. Surety involvement also aided in the release of the January and February billing. This infusion of money into the project is anticipated to aid with forward progress. The plumbing subcontractor failed to perform and a request for substitution is on this month's board agenda.*

In Progress: *Structural steel, framing, roof deck placement. Mechanical, Electrical, Plumbing (MEP) rough in.*

Recently Completed: *The contractor and their surety met with district staff and legal counsel to address project concerns. Two major problems are schedule development and inadequate project management. The contractor and their surety provided recommendations that are underway and are expected to improve the current situation. The curtain wall was received and submitted to the Division of the State Architect who reviewed and approved the design in record time. The contractor no longer identifies this scope of work as the critical path.*

Focus: *Numerous management changes throughout the project have impacted the contractor's ability to perform. Stability within staffing will be one of the criteria for evaluating project viability. The contractor will work with the district to resolve outstanding change orders.*

<i>Project Start: December 2008</i>	<i>Scheduled Finish: July 2012</i>
<i>Projected Finish: February 2013</i>	<i>DSA Close Out: Outstanding</i>

4. FINE ARTS BUILDING

	Original	Revision	Total
Original Project Budget:			\$35,703,000
Anticipated State Match:	\$25,141,000	-	
Anticipated Basic Aid Allocation:	\$10,562,000	-	
Unallocated:	\$35,703,000	-	

Budget Narrative: *Budget reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 2011-12.*

Status: *The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the*

2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process.

In Progress: On Hold

Recently Completed: On Hold

Focus: Awaiting State Chancellor's Office funding approval

<i>Project Start: On Hold</i>	<i>Scheduled Finish: On Hold</i>
<i>Projected Finish: On Hold</i>	<i>DSA Close Out: On Hold</i>

5. BARRANCA ENTRANCE

	Original	Revision	Total
Original Project Budget:			\$2,850,000
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$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: The first of two plan check fees has been submitted to the City of Irvine.

In Progress: Construction documents are being developed.

Recently Completed: In February, district staff reviewed the design development documents with the designer prior to moving into final construction documents.

Focus: *Document completion for final review by City of Irvine and submittal to the DSA.*

<i>Project Start: March 2010</i>	<i>Scheduled Finish: Spring/Summer 2013</i>
<i>Projected Finish: Spring/Summer 2013</i>	<i>DSA Close Out:</i>

6. GREAT LAWN PROJECT

	Original	Revision	Total
Original Project Budget:			\$1,250,000
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$1,250,000	\$546,000	\$1,796,000

Budget Narrative: Budget reflects Board agenda action on 8/31/2009 and 5/24/2010. The current basic aid assignment of \$1,796,000 is sufficient to meet project costs.

Status: The original Contractor declared bankruptcy on December 6, 2010. The kick off meeting with the new contractor was held August 19, 2011. *Landscape maintenance period underway.*

In Progress: *Complete punch list items, locate trash receptacles, and install plaque.*

Recently Completed: Grading, landscaping, irrigation and drainage improvements, handrail installation

Focus: *On-going maintenance period, address minor punch list items, DSA Close Out*

<i>Project Start: March 2009</i>	<i>Scheduled Finish: December 2011</i>
<i>Projected Finish: May 2012</i>	<i>DSA Close Out: Underway</i>

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Original Project Budget:	\$3,004,051	\$7,908,844	\$10,912,895
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	-	-
Unassigned:	\$2,004,051	\$9,912,895	

Budget Narrative: Budget reflects Board agenda action on 2/28/2011. During the EFMP process, the college modified the scope of work for the A400 building to include both a renovation and an expansion resulting in a need to revise the project budget. The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

Status: *The Board approved the use of Design-Build procurement.*

In Progress: *This month a resolution for project specific approval and a Criteria Architect are recommended for Board approval.*

Recently Completed: *The Design-Build team developed a Criteria Architect RFP and agreement and completed a selection process. A contract for legal services is included in this month's agenda for Board ratification.*

Focus: *Develop initial programming documents prior to faculty break. Begin work on criteria documents.*

<i>Project Start: December 2012</i>	<i>Scheduled Finish: May 2016</i>
<i>Projected Finish: May 2016</i>	<i>DSA Close Out:</i>

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Original Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	-

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: The Board approved contracts for buildings 26 and 524 on January 23, 2012. Building 26 is working toward meeting the LIFOC property insurance requirements.

In Progress: Building 524 held the project kick off meeting in February 2012 and demolition is underway.

Recently Completed: The Board approved both Phase I and II contractors on October 25, 2010. Phases I and II are complete.

Focus: Obtaining City of Tustin insurance approvals in order for building 26 work to commence.

<i>Project Start: September 2010</i>	<i>Scheduled Finish: May 2012</i>
<i>Projected Finish: May 2012</i>	<i>DSA Close Out: N/A</i>

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

In Progress: This is now on hold and part of the current negotiations with the City of Tustin during which a new location may be determined.

Recently Completed: On Hold

Focus: On Hold

<i>Project Start: On Hold</i>	<i>Scheduled Finish: On Hold</i>
<i>Projected Finish: On Hold</i>	<i>DSA Close Out:</i>

3. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	-

Budget Narrative: Budget reflects Board action on 2/28/2011.

Status: Programming is complete.

In Progress: District staff is investigating the use of Design/Build as a delivery method for the advancement of these projects.

Recently Completed: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Programming efforts for both buildings completed in January 2012.

Focus: Staff determined the next steps for the District to move forward with a Design/Build delivery approach. These include consideration for hiring legal counsel and a consultant, both with expertise in Design/Build.

<i>Project Start: January 2013</i>	<i>Scheduled Finish: June 2016</i>
<i>Projected Finish: June 2016</i>	<i>DSA Close Out: N/A as of yet</i>

DISTRICT

1. CEQA MASTER PLAN

	Original	Revision	Total
<i>Original Project Budget:</i>	<i>\$320,000</i>	<i>-</i>	<i>\$320,000</i>
<i> Anticipated State Match:</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i> Basic Aid Allocation:</i>	<i>\$320,000</i>	<i>-</i>	<i>-</i>

Budget Narrative: Budget reflects Board action on 3/28/2011.

Status: Notice of Preparation was complete June 2011, and 30 day public review period followed. A public scoping meeting occurred on July 21, 2011. Public comments

requested additional technical analysis which resulted in the need for additional time to address traffic evaluations. The traffic analyses were completed in March 2012 and the Draft Program Environmental Impact Report was completed this month.

In Progress: The 45-day EIR public comment period began on Friday, April 13, 2011 and will close on May 31, 2012.

Recently Completed: Review documents including the Draft Program Environmental Impact Report are posted at http://www.socccd.edu/about/about_planning.html

Focus: Respond to comments received on the Draft Program Environmental Impact Report and confer with legal counsel as needed.

<i>Project Start: March 2011</i>	<i>Scheduled Finish: December 2011</i>
<i>Projected Finish: June 2012</i>	<i>DSA Close Out: N/A</i>

Project updates for active projects may be viewed at:
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start: Month Architect is brought on board for design
Scheduled Finish: Assumed duration of project depends on variables, such as agency review, 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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.5
DATE: 4/30/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through March 31, 2012. A new column has been added to display the percentage of actual to the revised budget. A review of current revenues and expenditures for the 2011/12 fiscal year show that 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, 2012

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:		\$ 28,463,180	28,463,180	28,463,180	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,909,500	3,111,053	738,417	23.74%
Other State Sources	8600-8699	14,707,813	15,798,197	9,359,694	59.25%
Other Local Sources	8800-8899	174,973,921	175,005,921	119,555,237	68.31%
Total Revenue		191,591,234	193,915,171	129,653,348	66.86%
BASIC AID INCOMING TRANSFERS		8980-8989			
TOTAL SOURCES OF FUNDS		\$ 220,054,414	222,378,351	158,116,528	71.10%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 61,660,421	61,162,129	45,132,270	73.79%
Other Staff Salaries	2000-2999	39,771,693	40,343,082	25,958,582	64.34%
Employee Benefits	3000-3999	34,363,697	34,495,772	24,473,880	70.95%
Supplies & Materials	4000-4999	5,459,896	5,611,751	1,946,268	34.68%
Services & Other Operating	5000-5999	18,545,192	19,951,262	10,450,713	52.38%
Capital Outlay	6000-6999	7,528,724	7,637,894	3,005,708	39.35%
Payments to Students	7500-7699	157,618	266,688	171,563	64.33%
Total Expenditures		\$ 167,487,241	169,468,578	111,138,984	65.58%
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	\$ 834,000	1,176,600	1,176,600	100.00%
Basic Aid Transfers Out		39,128,922	39,128,922	4,368,000	11.16%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Debt Service	7100-7199	422,424	422,424	211,211	50.00%
Total Other Sources (Uses)		40,385,346	40,727,946	5,755,811	14.13%
TOTAL USES OF FUNDS		207,872,587	210,196,524	116,894,795	55.61%
ENDING FUND BALANCE		\$ 12,181,827	12,181,827	41,221,733	
RESERVES					
Reserve for Economic Uncertainties		\$ 10,210,900	10,210,900		
Location Reserves for Economic Uncertainties		1,970,927	1,970,927		
TOTAL RESERVES		\$ 12,181,827	12,181,827		

NOTE: As of March 31, 2011, actual revenues to date were 71.72% and actual expenditures to date were 58.10% of the revised budget to date.

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of March 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 11,936,755	11,936,755	11,936,755	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 79,169,155	79,169,155	53,166,678	67.16%
Restricted Budget Allocation		7,869,187	9,796,929	6,206,873	63.36%
Total Revenue		87,038,342	88,966,084	59,373,551	66.74%
BASIC AID		0	0	0	
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$ 98,975,097	100,902,839	71,310,306	70.67%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 39,552,151	39,811,788	28,964,282	72.75%
Other Staff Salaries 2000-2999		20,439,118	21,018,676	13,113,474	62.39%
Employee Benefits 3000-3999		19,381,376	19,574,808	13,950,217	71.27%
Supplies & Materials 4000-4999		4,006,790	4,191,159	1,328,301	31.69%
Services & Other Operating 5000-5999		8,420,702	9,217,526	4,568,814	49.57%
Capital Outlay 6000-6999		5,178,961	5,095,194	1,767,863	34.70%
Payments to Students 7500-7699		75,072	72,761	56,320	77.40%
Total Expenditures		\$ 97,054,170	98,981,912	63,749,271	64.40%
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		\$ 350,000	350,000	350,000	100.00%
Other Transfers 7400-7499		0	0	0	
Debt Service 7100-7199		0	0	0	
Total Other Sources (Uses)		350,000	350,000	350,000	100.00%
TOTAL USES OF FUNDS		97,404,170	99,331,912	64,099,271	64.53%
LOCATION OPERATING BALANCE		\$ 1,570,927	1,570,927	7,211,035	
RESERVES					
Reserve for Economic Uncertainties		\$ 1,570,927	1,570,927		

NOTE: As of March 31, 2011, actual revenues to date were 70.60% and actual expenditures to date were 64.50% of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of March 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		3,080,005	3,080,005	3,080,005	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 43,955,845	43,955,845	29,674,063	67.51%
Restricted Budget Allocation		6,045,795	6,441,990	4,194,970	65.12%
Total Revenue		50,001,640	50,397,835	33,869,033	67.20%
BASIC AID		0	0	0	
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		53,081,645	53,477,840	36,949,038	69.09%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		20,643,985	19,871,056	15,371,542	77.36%
Other Staff Salaries 2000-2999		12,448,504	12,455,335	8,302,264	66.66%
Employee Benefits 3000-3999		11,374,866	11,313,509	8,157,959	72.11%
Supplies & Materials 4000-4999		1,267,487	1,249,131	547,844	43.86%
Services & Other Operating 5000-5999		4,677,883	5,232,317	2,612,655	49.93%
Capital Outlay 6000-6999		1,529,950	1,763,541	872,217	49.46%
Payments to Students 7500-7699		82,546	193,927	115,243	59.43%
Total Expenditures		52,025,221	52,078,816	35,979,724	69.09%
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		234,000	576,600	576,600	100.00%
Other Transfers 7400-7499		0	0	0	
Debt Service 7100-7199		422,424	422,424	211,211	50.00%
Total Other Sources (Uses)		656,424	999,024	787,811	78.86%
TOTAL USES OF FUNDS		52,681,645	53,077,840	36,767,535	69.27%
LOCATION OPERATING BALANCE		400,000	400,000	181,503	
RESERVES					
Reserve for Economic Uncertainties		400,000	400,000		

NOTE: As of March 31, 2011, actual revenues to date were 70.08% and actual expenditures to date were 67.87% 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.

STATUS

This report is for the period ending March 31, 2012 (Exhibit A). The portfolio is comprised of 50.1% Fixed Funds (Bonds) and 49.9% Common Stocks (Domestic and International). The fair market value at March 31, 2012 is \$66,171,932. Since inception, the trust has earned a 5.27% annualized return, which is down .11% from the prior month. The annualized return is consistent with the market.



April 10, 2012

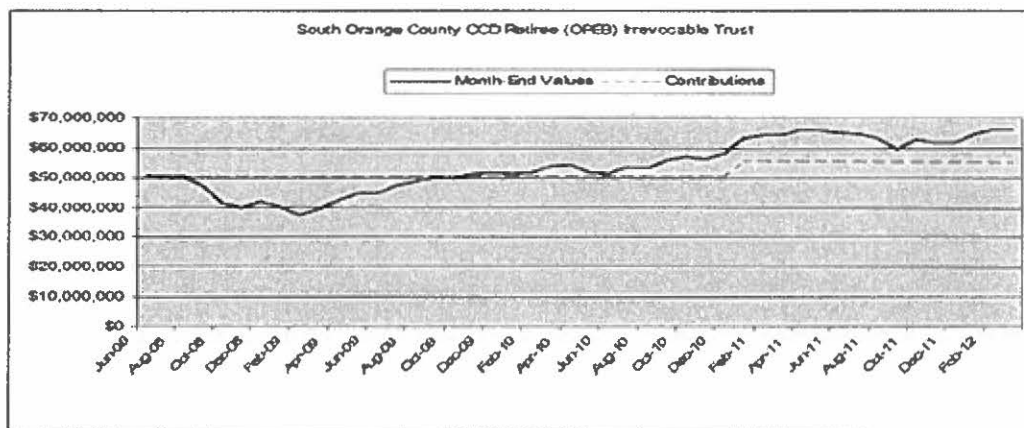
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value at March 31st of \$66,171,931.57, your portfolio was up 0.04% for the month and up 5.27% 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 (50.1%), and common stock funds (49.9%). 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>February 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.04%	6.79%	5.27% annualized return
S&P 500	3.29%	12.58%	4.89% (Domestic Stocks)
MSCI EAFE	-0.46%	10.86%	-3.37% (International stocks)
Barclays Aggregate	-0.55%	0.31%	6.60% (Domestic Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
July-08	\$ 50,258,631	\$ 50,791,103
August-08	\$ 50,118,614	\$ 50,791,103
September-08	\$ 46,745,893	\$ 50,791,103
October-08	\$ 41,284,495	\$ 50,791,103
November-08	\$ 39,925,535	\$ 50,791,103
December-08	\$ 42,088,691	\$ 50,791,103
January-09	\$ 40,197,373	\$ 50,791,103
February-09	\$ 37,536,078	\$ 50,791,103
March-09	\$ 39,286,708	\$ 50,791,103
April-09	\$ 42,576,531	\$ 50,791,103
May-09	\$ 44,714,521	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
July-09	\$ 47,373,064	\$ 50,791,103
August-09	\$ 48,600,027	\$ 50,791,103
September-09	\$ 50,319,808	\$ 50,791,103
October-09	\$ 49,909,637	\$ 50,791,103
November-09	\$ 51,369,745	\$ 50,791,103
December-09	\$ 51,753,635	\$ 50,791,103
January-10	\$ 51,302,290	\$ 50,791,103
February-10	\$ 51,881,829	\$ 50,791,103
March-10	\$ 53,833,529	\$ 50,791,103
April-10	\$ 54,530,453	\$ 50,791,103
May-10	\$ 51,860,270	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.7
DATE: 4/30/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of March 31, 2012 for the 2011/12 fiscal year, 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: 2011-2012

Quarter Ended: (Q3) Mar 31, 2012

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,702,584	181,588,225	179,153,234	177,656,360
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	180,702,584	181,588,225	179,153,234	177,656,360
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,868,154	136,661,585	143,192,286	146,582,353
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	48,636,000	44,656,082	41,067,999	40,627,946
B.3	Total Unrestricted Expenditures (B.1 + B.2)	182,504,154	181,317,667	184,260,285	187,210,299
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,801,570	270,558	-5,107,051	-9,553,939
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,373,829	26,572,259	26,842,817	21,735,766
E.	Fund Balance, Ending (C. + D.2)	26,572,259	26,842,817	21,735,766	12,181,827
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.6%	14.8%	11.8%	6.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	25,759	26,233	28,199	27,761
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		28,092,706	25,884,623	28,916,889
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	22,181,082	28,092,706	25,884,623	28,916,889

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,656,360	177,656,360	119,236,975	67.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,656,360	177,656,360	119,236,975	67.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,924,953	146,582,353	101,368,918	69.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,285,346	40,627,946	5,655,812	13.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	187,210,299	187,210,299	107,024,730	57.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,553,939	-9,553,939	12,212,245	
L.	Adjusted Fund Balance, Beginning	21,735,766	21,735,766	21,735,766	
L.1	Fund Balance, Ending (C. + L.2)	12,181,827	12,181,827	33,948,011	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.5%	6.5%		

V. Has the district settled any employee contracts during this quarter? 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

CHANGE THE PERIOD ▾

Fiscal Year: 2011-2012

Quarter Ended: (Q3) Mar 31, 2012

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 trbritten@cccco.edu
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees
FROM: Glenn R. Roquemore, President *GRR*
DATE: April 19, 2011
SUBJECT: **President's Report for the April 30, 2012 Board of Trustees Meeting**

Chris Hogstedt, RN, IVC Health and Wellness Center Receives Award

Chris Hogstedt, RN, IVC Health and Wellness Center recently received an award at the annual conference of the Health Services Association, California Community Colleges, a statewide organization for community college nurses. Chris was awarded the "Exemplary Service" award, which has only been given two other times. It reflects the person's outstanding service to the organization. Chris has served as southern section president twice, state president once, secretary, and has been responsible for updating by-laws regularly. In addition, she is always extremely involved in the annual conference as the emcee, chair for two years, and organizer of the recognition dinner.

IVC Faculty Distinguished Fulbright Scholar

Congratulations to IVC Music Professor Dr. Stan Breckenridge on his selection as a Distinguished Fulbright Scholar. This is the second time Dr. Breckenridge has been selected and the first time as a Distinguished Fulbright Scholar. Dr. Breckenridge will be teaching and performing in Poland during the 2012-2013 Academic Year. He is a musicologist, performer, composer, arranger and author. At IVC he teaches History of Rock, Music Appreciation, World Music, History of Jazz, and The Basics of Music. At CSUF he teaches in the Afro-Ethnic Studies Department.

IVC Japanese Program Raises \$10,200 for Earthquake and Tsunami Victims

When IVC Japanese instructor Emiko Kiyochi received 500 kimonos and obis (sashes) from her friend in Japan, she contacted Professor Fumiko Ishii. Together they set out to raise money for Japanese earthquake and tsunami victims by showcasing and selling the kimono at auctions and other venues. To date, the Orange County Japanese American Association (OCJAA) for earthquake victim relief has received \$10,200 in kimono sales donations. To celebrate their efforts, the OCJAA presented a certificate of appreciation to "Fumiko Ishii, volunteers and instructors of the Japanese Program at Irvine Valley College." Fundraising efforts of Professor Fumiko Ishii and the Japanese Department have raised \$20,000 to benefit the earthquake survivors of 3/11/11.

Transfer Fair Held

On Tuesday, April 3, IVC held its annual spring Transfer Fair. College and university representatives were on hand to present and assist students with information about transfer and future career and employment opportunities in their fields of interest.

IVC2IVC Faculty Lecture

On Monday, April 16 in BSTIC 101, IVC held its IVC2IVC Faculty Lecture Series with Professor Traci Fahimi, Department of Political Science who discussed "The Puzzles of Process: Can We Have a Fair Vote in November?"

Barry Miller Named IVC Classified Employee Outstanding Service Award Winner for 2011- 2012

Barry Miller has been awarded the IVC Classified Employee Outstanding Service Award for 2011-2012. Barry is currently a Senior Multi-Media Technician in Media Services, which is part of the IVC Technology Services Department. As a teenager, he studied radio and television at Saddleback College. He was even on-air as a DJ at Saddleback's radio station, KSBR, during that time. He started his career in audio-visual services in 1984 at Fluor Corporation. Barry has been working at Irvine Valley College since August 1999.

IVC Debaters Take 2012 National Titles

The IVC Debate Team was honored by the National Parliamentary Debate Association as the top community college team in the country for the 2011-2012 season. The award was given at the national championship tournament held at Western Washington University, March 22-24. Twenty students on the team achieved a record breaking 134 points over the season. Second place went to El Camino who scored 113 points. Orange Coast was third with 88 points. The team received a second year-long sweepstakes award by being ranked third among all schools behind Whitman and Concordia and just ahead of Texas Tech. The IVC team also debated well at the national competition and captured the national championship trophy for top community college and placed 13th among all schools. Debaters Chris Danks and Zahra Alamire were recognized as top first-year team of the year with Matt Hinkle and Chathi Anderson taking the second place plaque. Robert Seaney was awarded the third place speaker award. Jake Glendenning, Nicole Minkina, and Alex Martinez also added victories to clinch the title.

IVC Marketing Department Wins Medallion Awards

The creative team from the IVC Public Information & Marketing/Publications Office recently won three honors at the National Council for Marketing and Public Relations (NCMPR) Annual Conference held in San Francisco in March. The IVC team brought back a Gold Medallion Award for the IVC 2011-2012 Student Catalog (special kudos to Senior Graphic Designer/Editor Elaine Rubenstein and Curriculum Specialist Lois DiAlto for taking top awards in this category since 1992, most recently assisted by Senior Graphic Designer Brenda Constantino and Photographer David Kite), a Bronze Medallion for the IVC 2011-2012 Student Handbook (edited by Elaine Rubenstein) and a Bronze Medallion for The President's Open Door (edited by Kori Garner), e-newsletter.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

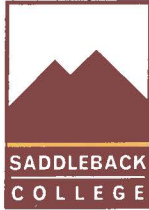
BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

Phi Theta Kappa Students Honored By Coca-Cola Scholars Foundation

Irvine Valley College student Minjeong (MJ) Koh was recently selected as a 2012 Coca-Cola Gold Scholar for her outstanding academic achievement. Selection as a Coca-Cola Gold Scholar was based on scores earned in the All-USA Community College Academic Team competition, for which more than 1,700 applications were received this year. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Gold Scholars each receive a \$1,500 scholarship and a special medallion. All Coca-Cola Community College Academic Team Scholars will be listed in an April 23rd issue of the USA TODAY newspaper. Phi Theta Kappa Honor Society administers the Coca-Cola Community College Academic Team Program and recognizes Coca-Cola Community College scholars during All-State Community College Academic Team Recognition ceremonies held in 38 states. In addition, Minjeong (MJ) Koh was named by Phi Theta Kappa International Honor Society to the All-California Academic Team First Team and Breeanna Bergeron-Matsumoto was named by Phi Theta Kappa International Honor Society to the All-California Academic Team Second Team. They are recognized for their academic achievements, community service, and for the example set for their fellow students. Phi Theta Kappa is the largest honor society in American higher education.

IVC Basketball Players Earn All-Conference Accolades

Four players from the Irvine Valley women's basketball team and three players from the IVC men's team were recently named all-Orange Empire Conference. The players helped lead both teams to the Southern California Regional Playoffs this season. From the women's team, freshman forward Shomari McCorkle and freshman point guard Amber Wharton were each named first team all-conference, while sophomore forwards Melanie Kashanchi and Megan Blackwell were both named second team all-conference. For the men's team, sophomore point guard Kalob Hatcher and sophomore shooting guard Ramon Mejia were each named first team all-conference and freshman forward Michael Bolden was named to the second team.



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 30, 2012 Board of Trustees Meeting

Saddleback College welcomed representatives from more than 30 colleges and universities, local governments, and the State Chancellor's Office for the inaugural Community Emergency Response Training (CERT) Symposium, sponsored by the State Chancellor's Office and California Volunteers. The symposium provided information on starting a CERT program to prepare and properly respond in the event of a disaster. Thank you to Saddleback College Interim Police Chief Jim Pyle and Parking Coordinator Andrew Craven for their considerable time and effort spent in providing the logistics for this successful event.

Saddleback College was thrilled to welcome Dr. Vincent Tinto, a national leader and expert on student success, on April 19th. All district and college employees were invited to see this excellent speaker who was invited to speak as we work district-wide to embrace academic excellence.

Dr. Burnett spoke at the Mission Viejo Chamber of Commerce breakfast on March 29th, where he spoke about Saddleback College and its contributions to the community. In his speech, Dr. Burnett informed the group that approximately 5,000 students from Mission Viejo attend the college each year, and each year 500 students from the city earn a certificate or a degree or transfer to a four-year college or university. There are 314 employers in Mission Viejo listed in our Gaucho Jobs network, and our annual budget of nearly \$100 million contributes over \$20 million directly to our local economy.

Dr. Burnett spoke at the Classified Staff Development Day, where he congratulated Valerie Senior, the Classified Employee of the Year, and employees who received service awards and pins.

Office of Instruction

Advanced Technology & Applied Science

Students in the catering and banquets class prepared passed appetizers for the Saddleback College Foundation Gala. The event drew more than 350 guests. Students enjoyed the opportunity to showcase their talents and offered them "production" experience. They did a great job! Culinary Club members also participated in the Gala. They choose to prepare a dessert trio of lemon panna cotta, poached pear napoleon & red velvet petit four. The plated presentation was a challenging undertaking, and offered the students valuable experience. The Second Annual Fashion a La Mode event was held on March 30th. Over 200 high school students attended a day of workshops, meeting with industry professionals, contests, and a fashion show of their work. Parents were also welcome to attend and learn more about fashion and interior design at Saddleback and as a profession in southern California.

Business Science and Economic & Workforce Development

The division has been awarded an extension of its Young Entrepreneurship Program/Faculty Entrepreneurship Project grant in the amount of \$10,000 by the Business & Entrepreneurship Center. The Business & Entrepreneurship Center (BEC) Program, an initiative of the Economic and Workforce Development Program through the California Community Colleges, recognizes the importance of entrepreneurship and has allocated these funds to improve entrepreneurship skills to stimulate and support self-employment and successful business ownership among college students, as well as to establish pathways to entrepreneurship studies from high school. Congratulations to Professors Barbara Cox, Rebecca Knapp, and Senior Administrative Assistant Mira Manchik for their inspired leadership! They also attended the first BEC Entrepreneurship Forum at RSCCCD on April 6th.

Fine Arts & Media Technology

On April 5th violist Born Lau gave a free concert. On April 13-22 the Department of Theatre Arts performed their spring musical *Rent* to full houses. The students not only acted in this production but they did a great job on building the set. The Annual Juried Student Art Exhibition launched April 23rd and will end on May 9th. On April 20th in the Studio Theatre, our music, art and speech departments presented an innovative experience for audiences blending art, jazz and poetry in this spontaneous fusion of creativity. On April 21st the Women's Camerata, under the direction of Dr. Scott Farthing, performed A Global Woman (Women's Voices from Around the World) at the Newport Harbor Lutheran Church. The Dance Collective 2012 was presented on April 26-28. Kirill Gliadkovsky's Reflections of the Ocean Classical Keyboard Series presented renowned concert pianist Daniel Pollack on April 29th. Speech and Debate Student Andrew Ronquillo represented the state in four-year and two-year schools at the Interstate Oratory Competition at Emerson College in Boston April 27-29. This is the first time that Saddleback has qualified for this prestigious 139- year-old tournament, and Coach Larry Radden accompanied Andrew at this prominent tournament. Our Jazz Lab Ensemble performed a concert featuring the music of John Coltrane on April 30th.

Health Science & Human Services

Human Services hosted "Prescription Drugs: Pills Kill", attended by nearly 100 students from multiple HSHS programs. Nursing hosted a regional Student Success in Nursing program for nursing educators and will soon host a regional advisory meeting for all four Orange County community colleges with nursing Programs. Nursing student leaders participated in the National Student Nursing Association (NSNA) convention, and Human Services students will participate in the CA Alcohol & Drug Educators (CAADE) conference later this month—both were supported in part by ASG. Our Innovative Mental Health-ASL Project to train the deaf to help meet mental health needs of the deaf community will receive \$229,000 in funding from the OC Healthcare Agency. The Nursing Student Success Project will receive nearly \$170,000 this coming academic year from the CCCC.

Liberal Arts

This academic year, a number of *Lariat* student staff have won awards: Jason Chung, Third Place in Editorial Review at Journalism Association of Community Colleges 2012 State Convention, David Gutman, Honorable Mention in Editorial Review at Journalism Association of Community Colleges 2011 Regional Conference, Melanie Roberts, Honorable Mention in News Writing at Journalism Association of Community Colleges 2011 Regional Conference. *Orange Appeal* has also received recognition: Fourth Place in Magazine Layout at Journalism Association of Community Colleges 2012 State Convention General Excellence at Journalism Association of Community Colleges 2012 State Convention.

Math, Science, and Engineering

Dr. William Alston, Dr. Scott Fier, and Professor Elizabeth Innins are to be honored at the University of California, Irvine Educator Recognition Reception on Monday, May 7th from 5:00 to 7:00 p.m. at the University Club on the UCI Campus. This recognition is to honor instructors at their community college who have had the most significant impact on their academic performance and successful transfer to the University of California, Irvine. On March 23rd, 30 students took part in the ninth annual Math, Science, and Engineering Academic Triathlon. They completed a 250 question multiple-choice exam covering topics ranging from astronomy to zoology, with questions drawn from all areas taught by members of our division. Monies from Associated Student Government supported this event, and awards totaling \$3200 were awarded to eight students. This year's winners are: Erin McDonnell, \$800, Carlos Ampuero, \$600, and Joshua Tolero, Diego Avalos, Caitlyn Topper, Nasim Eshraghnia, Amber Longo, and June Choi, all receiving awards of \$300. In the previous eight triathlons, we have awarded \$19,000 to 67 students!

Online Education & Learning Resources

Dr. Vincent Tito, renowned leader and expert in student success, gave a presentation entitled "Promoting Student Success One Class at a Time" on Thursday, April 19th. In reviewing college data for Fall 2011, we just learned that after being "flat" over a number of years, Student Success in Online Instruction increased from 64.43% in Fall 2010 to 67.27% in Fall 2011. In reviewing college data for Fall 2011, we just learned that after being "flat" over a number of years, Student Success in Basic Skills increased from 64.57% in Fall 2010 to 68.65% in Fall 2011. We just hired a fantastic new full-time Librarian for Technical Services, Lydia Welhan. Lydia will begin working at Saddleback College in August.

Social & Behavioral Sciences

The Sociology Club presented an AIDS Services Foundation Panel on April 10th. 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. The club also represented the topics of hunger and poverty during awareness week. The Cross-Cultural Studies Department sponsored a Day of Respect on April 19th. The event featured speakers as well as student poetry, art and video installations. Students are also competing in a logo design contest for the event. The department also brought a stone tool expert to campus for a two day flintknapping workshop on April 14th and 15th. Dr. Lucia Guerra Cunningham of UCI will spoke at a gender conference on Monday, April 30th from 6:00 p.m. to 10:00 p.m. in SSC 212. University of California, Irvine has notified Professor Kris Leppien-Christensen, Psychology, that he has been named by a former Saddleback College student as the teacher who had the most significant impact on their academic performance and successful transfer to the UCI. To celebrate fostering these qualities in his students, Kris has been invited to be an honored guest at the University's Educator Recognition Reception in May.

Office of Student Services

Associated Student Government

Awareness Week brought focus to different forms of domestic & sexual abuse. Stacey Lannerd was the featured guest speaker.

The Environmental Awareness Club hosted Earth Week focusing on a broad range of sustainability issues from architecture to global water conservation.

ASG officer elections were held.

EOPS/CARE & CalWORKS

EOPS/CARE & CalWORKS held an "Open House" Reception for all students that are graduating, transferring or completing a certificate program and have completed a cumulative GPA of 4.0 . CARE/CalWORKS held a workshop "Understanding Credit Reports and Scores" on tips for improving your credit score and re-establishing credit after a financial crisis.

Financial Assistance

The Financial Assistance Office continued to raise financial aid awareness by hosting its series of guided financial aid workshops during the month of April.

In addition the office held the "It's Not Too Late" to apply for financial aid campaign by hosting information tables in the quad on April 30, 2012 and May 1, 2012.

Transfer Center

On April 2nd the Transfer Center held its annual retreat to plan for the 2012-13 year. On April 11th the California State University Center for Careers in Teaching representative held a Teaching Seminar to explain the process for becoming a credentialed teacher in California, and to explain the differences in the various college credential programs. Nearly 35 college representatives met with Saddleback students at the In-State Private, Out-of-State, and International College Transfer Fair on April 24th. All Transfer Center Workshops are now being made available to students online on the Transfer Center website. Saddleback College received official notification of funding for the fifth year of the Teacher Preparation Pipeline (TPP) Grant.

Saddleback College hosted the second annual TPP Statewide Conference on April 20th. TPP Directors from programs across the state shared their best practices from their respective TPP programs and discussed their plans to sustain their programs after the grant funding is gone. Project monitor Cynthia McFarland arranged to speak to the group via teleconferencing.

VETS Program

The Saddleback College VETS Program was visited by three colleges and universities looking to model their services after our program. On April 26th the VETS Program was highlighted with a designated workshop at the Pasadena City College Road Home Symposium.

Special Services hosted its Annual Recognition event on with an afternoon reception. Students received recognition in several areas including Dean's list, graduation, transfer and Special Recognitions to five students for overcoming barriers due to their disabilities while pursuing their academic goals. Three awards were presented: Inspirational Student Award was presented to Ms. Mahnaz Moslehirazi; the Student Leadership Award was presented to Ms. Stephanie Sancho. Finally, the Coordinator's Award was presented to Adam Matthews.

Report to the SOCCCD Board of Trustees for April 30, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Board Reports on Budget-Related Items-- Improved Formats

Format changes have been made to four budget-related reports so they would be more meaningful and user-friendly for the board, public, employees, and students. You will see this month we have incorporated these changes to the format of several of the regular Board report/agenda items.

The improvements are as follows:

- a) The **Budget Transfers** are now summarized by major category within each fund and a total number of transfers processed are noted.
- b) **Budget Amendments** are now summarized and separated by fund in addition to the previous program change details.
- c) The **Monthly Financial Report** has an added column that represents the actual percentage to date of actuals in relationship to the revised budget by major account. In a note at the bottom of the report, the percentage is compared to the prior year for total revenue and total expenses, so a one year comparison is used as a reference.
- d) The largest revision took place for the **Basic Aid Report** agenda item:
 - i. The previous report listed all funded projects from the beginning even though many of the projects have been complete for years. The font was also very small and hard to read. The headings on the columns were hard to understand. There were many closed (inactive) projects intermingled among the list of projects. So, it made it difficult to find active projects that anyone may have wanted to identify and track quickly.
 - ii. Once a year, the Basic Aid Report will display all of the closed project details including any newly closed projects and subtotals in all areas by site. For all of the other months of the year, The Basic Aid Report will not provide all of the detail for the closed projects, but instead display one line totaling all closed projects.
 - iii. The active projects are sorted and totaled by type (capital projects, scheduled maintenance, IT, and other). The report will continue to note any changes in Basic Aid allocations from the previous meeting.

We hope that these new format changes will be *positive improvements* to these reports and that the board, public, employees, and students find the reports more meaningful and easier to read and understand. We would appreciate feedback on the reports and will continue to enhance them to improve communication regarding financial and business matters and transparency in how we do business at our district.

Purchasing Update

Purchasing staff is working toward closing numerous purchase orders, performing warehouse stores inventory, and annual or multi-year contracts are bid in time for a contract start date of July 1, 2012. This year bids have been received for Saddleback Cafeteria, Vending and Coffee Cart services, Saddleback and IVC Bookstores, District Waste and Hazardous materials disposal and Charter Bus services. College level reviews are underway and Board of Trustees will see recommendations within the next few months.

Saddleback Library and Certified Payroll

At the request of the district's third party labor compliance officer, the Division of Labor Standard Enforcement (DLSE) reviewed documents and determined that CTAC, the HVAC subcontractor at the

Report to the SOCCCD Board of Trustees for April 30, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Saddleback Library renovation project, is out of compliance with payroll requirements. DLSE authorized district staff to withhold approximately \$400,000 related to payroll and another approximately \$100,000 for associated fines. CTAC requested a settlement hearing that was held on April 17, 2012. For the settlement meeting, it is the contractor's responsibility to bring evidence that refutes the original findings.

The contractor did not bring any additional evidence and indicated they may send something forward to district legal counsel during the third week in April. If no evidence is provided, district will continue to pursue the finding and the DLSE will hold a final hearing in approximately one month's time.

Scheduled Maintenance and Facilities Software System

The Capital Improvement Committee (CIC) is a participatory committee formulated to coordinate a prioritized district wide 20 year facilities plan that utilizes uniform, data driven criteria. During the last year, the Capital Improvement Committee has been investigating alternative approaches and software to meet the Board of Trustee's request that both campuses report scheduled maintenance needs in a uniform manner and in alignment with the capital improvement planning. The discovery process identified common definitions/terminology and the parameters for college and district level projects. A presentation on the findings with recommendations is planned for the Board of Trustees at an upcoming meeting.