



Meeting of the Board of Trustees

May 19, 2014

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).) (2)

A. Public Employee Discipline, Dismissal, Release

1.4 Conference with Labor Negotiators (GC Section 54957.6)

A. SOCCCD Faculty Association

Agency Designated Negotiator: David Bugay, Ph.D.

1.5 Conference with Real Property Negotiators (GC Section 54956.8)

A. Sale or Exchange of Property by District: Portion of ATEP Site, Parcel 3: City of Tustin, 300 Centennial Way, Tustin, regarding exchange of land and terms of payment.

Agency Designated Negotiator: Debra Fitzsimons, Ed.D.

1.6 Conference with Legal Counsel (GC Section 54956.9)

A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1) (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the

completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee James Wright

2.3 Pledge of Allegiance

Led by Trustee Bill Jay

2.4 Public Comments

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

2.5 Recognitions: Speakers are limited to two minutes each.

A. Swearing In: Student Trustee Keefe Carrillo

B. Resolutions:

1. Carol Danna, Irvine Valley College Classified Employee
Outstanding Service Award 2013-2014
2. Giziel Leftwich, Saddleback College Classified Employee
Outstanding Service Award 2013-2014
3. Sandi Pope, District Services Classified Employee
Outstanding Service Award 2013-2014

C. Commendations:

1. Saddleback College: President Glenn Roquemore will commend Gary Rybold for his extraordinary contribution to students and lasting contribution to IVC as a debate coach.

3.0 REPORTS

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

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

1. Request for board reports on topics that were addressed during the Trustee Listening Sessions on April 30, 2014.

4.0 DISCUSSION ITEMS

4.1 Irvine Valley College and Saddleback College: Student Success Summits

Presentation recapping the Student Success Summit held at Irvine Valley College on April 25, 2014.

4.2 SOCCCD: Basic Aid Allocation Recommendation for FY 2014-15

Accept for discussion and information.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on April 28, 2014 and approve minutes of two Special Meetings held on April 30, 2014.

5.2 Saddleback College: Community Education, Summer 2014 – Additional Class Offerings

Approve the Community Education courses, presenters, and compensation.

5.3 Saddleback College: Program Revisions for the 2014-15 Academic Year

Approve the proposed program changes for the 2014-15 academic year at Saddleback College.

5.4 Saddleback College: Curriculum Revisions for C-ID and Honors Courses for the 2014-15 & 2015-16 Academic Years

Approve the proposed changes in curriculum.

5.5 SOCCCD: Saddleback College, Technology & Applied Sciences Building Swing Space, Architectural Services Agreement, Amendment No. 3, R2A Architecture

Approve Amendment No. 3 in the amount of \$28,800 for project for a total fee of \$723,220.

5.6 Irvine Valley College: Forensics Team Activities 2014-2015

Approve the participation of the IVC Forensics Team in the 2014-2015 speech tournament schedule at a total estimated budget not to exceed \$79,300. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation.

5.7 Irvine Valley College: Revised 2014-2015 Instructional Material/Laboratory Fees

Approve the proposed changes to the 2014-2015 Revised Instructional Material/Laboratory Fees, previously approved by the Board on February 24, 2014.

- 5.8 **Irvine Valley College: Curriculum Revisions for the 2014-15 Academic Year**
Approve curriculum revisions for the 2014-2015 academic year pursuant to Title 5, Section 53200 et seq.
- 5.9 **Irvine Valley College and Saddleback College, Parking Fees**
Approve the new parking fee schedule effective fall 2014.
- 5.10 **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.
- 5.11 **SOCCCD: Agreement for Special Services for ATEP Project: McKenna Long & Aldridge, LLP**
Approve the agreement on a time spent hourly rate.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-13 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.13 **SOCCCD: Destruction of Class 3 Disposable Records**
Approve destruction of Class 3 disposable records in compliance with code.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-03922 through P14-04139 amounting to \$2,322,499.89 and P15-00032 through P15-00061 amounting to \$144,840.13 are submitted to the Board of Trustees for approval. Confirming requisitions dated April 9, 2014 through April 29, 2014 totaling \$86,501.57 are also submitted.
- 5.15 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending April 30, 2014
- 5.16 **SOCCCD: Payment of Bills**
Approve Checks No. 179649 through 180359 processed through the Orange County Department of Education, totaling \$5,028,656.64; and Checks No. 011017 through 011029, processed through Saddleback College Community Education, totaling \$46,316.25; and Checks No. 009240 through 009243, processed through Irvine Valley College Community Education, totaling \$2,315.12.
- 5.17 **SOCCCD: April and May 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: Consolidated Elections for Members of Governing Boards**
Approve Resolution 14-14 to notify the Orange County Department of Education of the consolidated election specifications.
- 6.2 SOCCCD: Agreement for Information Technology Services, eNamix**
Approve the agreement with eNamix for an amount not to exceed \$571,000, for the term of May 20, 2014 through June 30, 2015.
- 6.3 SOCCCD: District-wide Network Refresh, CMAS Contracts, Presidio**
Approve the use of the two listed CMAS contracts for equipment and services purchases with Presidio (CMAS contract numbers: 3-11-70-2834A and 3-12-70-2834E). Total costs for the project will not exceed \$2,200,000
- 6.4 SOCCCD: Board Policy Revision BP-3340 Cellular Telephone / Smartphone Allowance, BP-3520 Refreshments and Meals at District Functions, BP-5615 Student Records, Directory Information and Privacy**
Accept for review and study.
- 6.5 SOCCCD: Board Policy Revision: BP-5140 Disabled Students Programs and Records, BP-4054 Political Activities, BP-2210 HIPAA/CMIA Privacy Policy**
Discuss and / or approve.
- 6.6 SOCCCD: 2014-2015 Full-Time Faculty Hiring Amendment**
Approve the amendment to the Saddleback College 2014-2015 faculty hiring list to include the new Full-time Faculty Nursing position, which will be 100% categorically funded.
- 6.7 SOCCCD: Recess to Public Hearing**
The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to the SOCCCD Faculty Association.
- 6.8 SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.
- 6.9 SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions,

Reorganization, Out of Class Assignments,
Resignation/Retirement/Conclusion of Employment, Volunteers.

6.10 **Irvine Valley College: Management Reorganization**

Approve the management reorganization to add a Vice President for College Administrative Services position. This position will provide ATEP leadership and address new initiatives such as student success and completion. The reorganization will impact the reporting structures to the offices of the president, vice president of instruction, and the vice president of student services.

7.0 **REPORTS**

7.1 **Saddleback College and Irvine Valley College: Annual Accreditation Reports**

Annual accreditation reports for the Accrediting Commission for Community and Junior Colleges.

7.2 **Saddleback College and Irvine Valley College: Speakers**

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

7.3 **SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

7.4 **SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

7.5 **SOCCCD: Monthly Financial Status Report**

This report displays the adopted budget, revised budget and transactions through April 30, 2014.

7.6 **SOCCCD: Quarterly Investment Report**

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

7.7 **SOCCCD: Retiree (OPEB) Trust Fund**

The report is for period ending April 30, 2014.

8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development

- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Police Officers Association

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MAY 19, 2014

CAROL DANNA IRVINE VALLEY COLLEGE CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2013-2014

Whereas, Carol Danna, Irvine Valley College School of Fine Arts Senior Administrative Assistant, has been awarded the Irvine Valley College Classified Employee Outstanding Service Award, having served at IVC since 2005, and throughout South Orange County Community College District since 1990; and

Whereas, Carol Danna juggles multiple responsibilities in a very demanding position with aplomb and grace, routinely going above and beyond her basic job responsibilities, selflessly giving her time to assist with countless college-wide needs, and assisting other offices with her wide-reaching skill set; and

Whereas, one colleague stated, "In a workplace that is continually changing by its very nature, Carol Danna displays the unique ability to create a predictable environment that provides a steady, efficient and effective routine through which each department and program can be productive;" and

Whereas, more than a dozen colleagues praised Carol Danna for her dedication and commitment to IVC, leadership abilities, and dependability; and

Whereas, in addition to her standard work responsibilities, Carol Danna is a key player in ensuring the smooth operation of a bustling performing arts program that offers about 150 events per year; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do commend and congratulate Carol Danna for her outstanding service to and representation of Irvine Valley College.

T.J. Prendergast III, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Keefe Carrillo, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MAY 19, 2014

GIZIEL LEFTWICH SADDLEBACK COLLEGE CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2013-2014

Whereas, Giziel Leftwich, a senior administrative assistant in the Saddleback College Division of Liberal Arts and an employee of the college for more than 25 years, is commended and appreciated for her advocacy for students and trusted assistance to the division's faculty and staff; and

Whereas, Giziel Leftwich is admired for her help to students, often assisting them with registering for classes and acquiring textbooks for those who cannot afford them; and

Whereas, Giziel Leftwich is considered the college's resource on study abroad programs; she has taken leadership in negotiating pricing with agency liaisons and working with faculty to enhance curricula to attract more students to enroll, and creating documentation to streamline study abroad processes and procedures; and

Whereas, Giziel Leftwich is admired by her peers and students for her generosity toward less fortunate community members; she is called a "humble and compassionate" human being who has improved the functionality of the division of liberal arts; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Giziel Leftwich for her outstanding service and unique dedication to Saddleback College and bestows upon her the Saddleback College Classified Employee Outstanding Service Award for 2013-2014.

T.J. Prendergast III, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Keefe Carrillo, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MAY 19, 2014

SANDI POPE DISTRICT SERVICES CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2013-2014

Whereas, Sandi Pope, an Applications Specialist II in District IT, has been selected for the 2013-2014 District Services Classified Employee Outstanding Service Award, an honor bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

Whereas, Sandi Pope is responsible for systems support and training for employees and students district-wide, advocating for the users of essential services inside of District IT to ensure they are the number one focus and priority; and

Whereas, Sandi Pope understands the inner workings and language of IT yet also possesses the unique skill of being able to translate technical material into understandable training, materials and guidelines for the rest of us; and

Whereas, when District Services implemented SharePoint, Sandi Pope took the initiative to facilitate training workshops, lunch and learn sessions and develop training documentation to assist staff in learning the new intranet communication platform; and

Whereas, her colleagues state that Sandi Pope is extremely patient when training users how to use systems properly and she is widely respected for her strong work ethic, intelligence, humor, patience, and dedication to outreach district-wide; 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 Sandi Pope for her outstanding service and unwavering dedication to our district, bestowing upon her the District Services Classified Employee Outstanding Service Award for 2013-2014.

T.J. Prendergast III, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Keefe Carrillo, Student Member

Gary L. Poertner, Chancellor





BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the “Requests for Reports” section of the Board meeting agenda.

Date: May 19, 2014

Trustee Name: Members of the Board of Trustees

Specific Request for Report: The following reports are being requested as a result of the Trustee Listening Sessions on April 30, 2014.

1. Report on the 50% Law, the Faculty Obligation Number, and the percentage of classes taught by part time faculty. Provide an explanation of each of these measurements and report on how our district compares to other community college districts throughout the state.
2. Report on the process of developing the academic calendar. Explain the negative impacts that have been reported about the nursing program and veteran students. How can the negative impacts on these students be mitigated? How can we end the disagreement between colleges on calendar development?
3. Report on the service area conflicts between the two colleges. Is the disagreement related to credit instruction, non-credit instruction, workforce development, contract education, student recruitment, foundation giving, and/or other educational services? How and when will the colleges make agreements to end these issues? If there are agreements, please report them.
4. Describe the regulations and policy for hiring administrators and managers. How does HR monitor the process to make certain the process is followed? What could be done to eliminate inconsistencies and violations?
5. Describe the BP 4011.1 process for hiring faculty. Is it a top down process and does it interfere with the faculty ability to hire good people? How is the process continually reevaluated to keep current with hiring needs?
6. Is there a trend of replacing full time classified employees with several part-time employees? If so, why has this been done? Has this resulted in diminished services to students?
7. Provide a brief review of the DRAC funding model and describe the distribution of resources. What is the mechanism for funding growth?

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

The board of trustees is requesting information regarding several of the issues that were addressed during the Trustee Listening Sessions. The board is asking for individual reports to be presented as discussion items beginning in the fall, during the 2014-2015 academic year.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Student Success Summit

ACTION: Discussion

BACKGROUND

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

Recommendation 6.1 of the report is to "...create a continuum of strategic professional development opportunities, for all faculty, staff, and administrators to be better prepared to respond to the evolving student needs and measures of student success."

In response to this recommendation, Saddleback College and Irvine Valley College worked collaboratively to host an all-day Student Success Summit on Friday, April 25, 2014. District-wide faculty, staff, and administrators were invited to participate in this summit.

STATUS

Representatives from Saddleback College and Irvine Valley College will present a recap of the Student Success Summit that was held at Irvine Valley College on Friday, April 25, 2014.

TO: Board of **Item 4.2 (cover sheet)**
FROM: Gary L. F **and Exhibit A, pages 1 of 72 and 2 of 72**
RE: SOCCCD **have been corrected. New pages were submitted**
ACTION: Discussion and Information **at the board meeting and have been**
2014-2015
included as part of the agenda.

BACKGROUND

District-wide planning includes transparent and inclusive budget allocations for basic aid funding. The Basic Aid Allocation Recommendation Committee (BAARC) is charged with the implementation of BP 3110 and AR 3110, Basic Aid Allocation Process, using the plans developed by other district-wide committees and councils. BAARC is chaired by Vice Chancellor Fitzsimons and is a 21 member participatory governance committee with representation from both colleges and district services staff, including the academic senates, CSEA, Classified Senate, administrators, and managers. The basic aid allocation recommendations follow the annual basic aid cycle which parallels the SOCCCD annual budget development process.

STATUS

BAARC received prioritized project lists for consideration from the Capital Improvement Committee (CIC) and District Technology Committee (DTC). The lists were reviewed and recommendations are supported by a collaborative, collegial, inclusive, and transparent participatory governance processes. The interaction with the colleges was extensive throughout the process. These recommendations are supported by both the college presidents and the chancellor.

The recommendations from BAARC to Chancellor Poertner are attached (EXHIBIT A), with a total recommended amount to be funded of \$ 47,263,740. The reserve for unrealized tax collections totals \$7,721,263 equals the 20% contingency required in BP 3110 and AR 3110. The unallocated balance of \$76,476 will remain in the basic aid reserve fund. These recommendations are supported by both the college presidents and the chancellor. This item is presented to the board for information and discussion prior to approving the basic aid recommendations as part of the FY 2014-2015 Tentative Budget.

TO: Board of Trustees**FROM:** Gary L. Poertner, Chancellor**CORRECTED PAGE**

Item 4.2 (cover sheet)

RE: SOCCCD: Basic Aid Allocation Recommendation for FY 2014-2015**ACTION:** Discussion and Information

BACKGROUND

District-wide planning includes transparent and inclusive budget allocations for basic aid funding. The Basic Aid Allocation Recommendation Committee (BAARC) is charged with the implementation of BP 3110 and AR 3110, Basic Aid Allocation Process, using the plans developed by other district-wide committees and councils. BAARC is chaired by Vice Chancellor Fitzsimons and is a 21 member participatory governance committee with representation from both colleges and district services staff, including the academic senates, CSEA, Classified Senate, administrators, and managers. The basic aid allocation recommendations follow the annual basic aid cycle which parallels the SOCCCD annual budget development process.

STATUS

BAARC received prioritized project lists for consideration from the Capital Improvement Committee (CIC) and District Technology Committee (DTC). The lists were reviewed and recommendations are supported by a collaborative, collegial, inclusive, and transparent participatory governance processes. The interaction with the colleges was extensive throughout the process. These recommendations are supported by both the college presidents and the chancellor.

The recommendations from BAARC to Chancellor Poertner are attached (EXHIBIT A), with a total recommended amount to be funded of \$ 47,263,390. The reserve for unrealized tax collections totals \$7,741,463 equals the 20% contingency required in BP 3110 and AR 3110. The unallocated balance of \$76,826 will remain in the basic aid reserve fund. These recommendations are supported by both the college presidents and the chancellor. This item is presented to the board for information and discussion prior to approving the basic aid recommendations as part of the FY 2014-2015 Tentative Budget.



To: Gary Poertner, Chancellor

From: Dr. Debra L. Fitzsimons, Chair, Basic Aid Allocation Recommendation Committee (BAARC) on behalf of BAARC

Subject: Recommendations by BAARC for Basic Aid Funding for FY 2014-2015

Date: April 21, 2014

Attached are the Basic Aid Allocation Recommendation Committee's (BAARC's) recommendations for the following items to be funded from Basic Aid:

Long Term Obligations and Fixed Expenses	\$ 575,000
Capital Projects	
o Capital Projects- Priorities FY 2014-2015	\$22,452,795
o Capital Projects-Construction Defects/Code Requirements	\$ 750,000
o Capital Projects-Special Project Support	\$ 3,445,000
Scheduled Maintenance and Small Renovation Projects	
o Scheduled Maintenance Projects- Priorities	\$ 493,350
o Renovation and Other Facilities Related Projects	\$ 2,710,000
District-wide Technology Priority Projects FY 2014-2015 (Option 3)	\$ 16,328,187
ATEP Site Operations	\$ 509,058
Total BAARC Recommendation	\$47,263,390
Basic Aid Funds Available	\$47,340,216
Remaining Balance (to remain in basic aid fund)	\$ 76,826
Contingency for Unrealized Tax Collections (20%)	\$7,721,263

BAARC completed its work following BP 3110 and AR 3110 in which planning drove the basic aid budget recommendations. The Capital Improvement Committee (CIC) and District Technology Committee (DTC) made funding priority recommendations to BAARC based on District-wide plans including the Education and Facilities Master Plan, 5 Year Construction Plan, Scheduled Maintenance Plan, and District-wide Technology Plan. The District-wide Strategic Plan, college strategic plans, and college technology plans were also utilized to support CIC and DTC's recommendations to BAARC. Their recommendations to

BAARC honored and supported the college and district priority setting that took place through their respective participatory governance groups.

One of the first steps delineated within the BAARC process was to project the available funding using a conservative estimate for property tax and student fee income. The vice chancellor of business and the executive director of fiscal services developed a conservative determination of basic aid allocation amounts including funds returned from completed projects and unspent funds from the prior year. The Total Amount Available for Allocation after allowing for a conservative 20% Contingency for Unrealized Tax Collections of \$7,741,263 is \$47,340,216.

The Long Term Obligations and Fixed Expenses, which includes Legislative Advocacy of \$75,000, Insurance Deductibles of \$100,000, and Trustee Elections of \$400,000 which totals \$575,000. The Long Term Obligations and Fixed Expenses were subtracted from the Total Amount Available for Allocation to get the Net Amount Available for Allocation of \$46,765,216. This was the amount that BAARC was allowed to recommend for basic aid funding for the various areas such as capital projects, scheduled maintenance, and major technology initiatives outlined in the board policy and administrative regulation.

CIC submitted projects in categories of capital improvement, related special capital projects, renovation and facilities relate projects, and scheduled maintenance projects so that priorities were clear and based on various potential available funding levels. DTC did the same, providing various options for BAARC to consider which were prioritized. Both CIC and DTC priorities are outlined in the attached report. The ATEP operations recommendation was submitted by President Roquemore based on previous board approval (October 25, 2010) and totals \$509,058.

To balance the recommended priorities to the Net Amount Available for Allocation, BAARC considered multiple scenarios. The committee ultimately recommended funding a combined total project amount of \$47,263,390 inclusive of long term obligations.

BAARC understands that this is a recommendation to the Chancellor and that after conferring with the Presidents, some adjustments may be made by the Chancellor to this recommendation prior to it going to the Board of Trustees for information, discussion, and board input. We ask that if any adjustments are made, that BAARC be provided the adjustments. After Chancellor's final review and approval, a report to the board regarding the final basic aid recommendations will be presented to the Board of Trustees at the May 19, 2014 meeting. Then, once approved by the board, the basic aid recommendations will be incorporated into the Tentative Budget for FY 2014-2015 at the June 23, 2014 Board Meeting.

The recommendation to the Chancellor in this report was made with consensus by BAARC with no dissenting votes. The recommendations honors the planning processes that occurred both District-wide and at the college level throughout the year and is fully supportive of the recommendations that came out of the planning committees of CIC and DTC. We are prepared to present this information to the presidents, chancellor, and Board of Trustees. Please let us know if you have any questions regarding the process or recommendations, as we would be happy to provide additional detailed information.

Cc: BAARC, CIC, and DTC members
Presidents and Vice Chancellors



To: Gary Poertner, Chancellor

From: Dr. Debra L. Fitzsimons, Chair, Basic Aid Allocation Recommendation Committee (BAARC) on behalf of BAARC

Subject: Recommendations by BAARC for Basic Aid Funding for FY 2014-2015

Date: April 21, 2014

Attached are the Basic Aid Allocation Recommendation Committee's (BAARC's) recommendations for the following items to be funded from Basic Aid:

Long Term Obligations and Fixed Expenses	\$ 575,000
Capital Projects	
o Capital Projects- Priorities FY 2014-2015	\$22,452,795
o Capital Projects-Construction Defects/Code Requirements	\$ 750,000
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Scheduled Maintenance and Small Renovation Projects	
o Scheduled Maintenance Projects- Priorities	\$ 493,350
o Renovation and Other Facilities Related Projects	\$ 2,710,000
District-wide Technology Priority Projects FY 2014-2015 (Option 3)	\$ 16,328,187
ATEP Site Operations	\$ 509,058
Total BAARC Recommendation	\$47,263,390
Basic Aid Funds Available	\$47,340,216
Remaining Balance (to remain in basic aid fund)	\$ 76,826
Contingency for Unrealized Tax Collections (20%)	\$7,741,463

BAARC completed its work following BP 3110 and AR 3110 in which planning drove the basic aid budget recommendations. The Capital Improvement Committee (CIC) and District Technology Committee (DTC) made funding priority recommendations to BAARC based on District-wide plans including the Education and Facilities Master Plan, 5 Year Construction Plan, Scheduled Maintenance Plan, and District-wide Technology Plan. The District-wide Strategic Plan, college strategic plans, and college technology plans were also utilized to support CIC and DTC's recommendations to BAARC. Their recommendations to

BAARC honored and supported the college and district priority setting that took place through their respective participatory governance groups.

One of the first steps delineated within the BAARC process was to project the available funding using a conservative estimate for property tax and student fee income. The vice chancellor of business and the executive director of fiscal services developed a conservative determination of basic aid allocation amounts including funds returned from completed projects and unspent funds from the prior year. The Total Amount Available for Allocation after allowing for a conservative 20% Contingency for Unrealized Tax Collections of \$7,741,463 is \$47,340,216.

The Long Term Obligations and Fixed Expenses, which includes Legislative Advocacy of \$75,000, Insurance Deductibles of \$100,000, and Trustee Elections of \$400,000 which totals \$575,000. The Long Term Obligations and Fixed Expenses were subtracted from the Total Amount Available for Allocation to get the Net Amount Available for Allocation of \$46,765,216. This was the amount that BAARC was allowed to recommend for basic aid funding for the various areas such as capital projects, scheduled maintenance, and major technology initiatives outlined in the board policy and administrative regulation.

CIC submitted projects in categories of capital improvement, related special capital projects, renovation and facilities relate projects, and scheduled maintenance projects so that priorities were clear and based on various potential available funding levels. DTC did the same, providing various options for BAARC to consider which were prioritized. Both CIC and DTC priorities are outlined in the attached report. The ATEP operations recommendation was submitted by President Roquemore based on previous board approval (October 25, 2010) and totals \$509,058.

To balance the recommended priorities to the Net Amount Available for Allocation, BAARC considered multiple scenarios. The committee ultimately recommended funding a combined total project amount of \$47,263,390 inclusive of long term obligations.

BAARC understands that this is a recommendation to the Chancellor and that after conferring with the Presidents, some adjustments may be made by the Chancellor to this recommendation prior to it going to the Board of Trustees for information, discussion, and board input. We ask that if any adjustments are made, that BAARC be provided the adjustments. After Chancellor's final review and approval, a report to the board regarding the final basic aid recommendations will be presented to the Board of Trustees at the May 19, 2014 meeting. Then, once approved by the board, the basic aid recommendations will be incorporated into the Tentative Budget for FY 2014-2015 at the June 23, 2014 Board Meeting.

The recommendation to the Chancellor in this report was made with consensus by BAARC with no dissenting votes. The recommendations honors the planning processes that occurred both District-wide and at the college level throughout the year and is fully supportive of the recommendations that came out of the planning committees of CIC and DTC. We are prepared to present this information to the presidents, chancellor, and Board of Trustees. Please let us know if you have any questions regarding the process or recommendations, as we would be happy to provide additional detailed information.

Cc: BAARC, CIC, and DTC members

Presidents and Vice Chancellors

**South Orange County CCD
Determination of Basic Aid Allocation Amounts
Fiscal Year 2014-2015**

	FY 2011-2012 Actual	FY 2012-2013 Actual	FY 2013-2014 Estimated	FY 2013-2014 Actual	FY 2014-2015 Projected
Property Tax Revenue ¹	149,506,868	157,563,422	155,697,811	159,380,000	160,882,000
Net Student Fee Revenue	15,286,440	18,304,310	18,487,353	17,107,000	16,500,000
Partnership for Excellence Funds	1,818,462	-	-	-	-
Interest on Property Taxes	40,244	32,411	24,000	24,000	24,000
Total Revenues	166,652,014	175,900,143	174,209,164	176,511,000	177,406,000
PY DRAC Allocation Adjustment	-	(553,591)	(1,210,730)	(1,210,730)	-
DRAC Model Allocation ³	(127,350,971)	(128,458,153)	(133,729,206)	(133,729,206)	(138,698,686)
Total Property Taxes for Basic Aid	39,301,043	46,888,399	39,269,228	41,571,064	38,707,314
Contingency for Unrealized Tax Coll (20%)	-	-	(7,853,846)	(7,853,846)	(7,741,463)
Net Amount Property Taxes for Basic Aid	39,301,043	46,888,399	31,415,382	33,717,218	30,965,851
Prior Year Contingency					7,853,846
Unallocated Prior Year Funds	3,865,197	52,514,423	9,178,170	9,178,170	8,520,519
Basic Aid Project Funds Returned	13,791,183	2,685	19,818,544	22,235,903	-
Total Basic Aid Funds Available	56,957,423	99,405,507	60,412,096	65,131,291	47,340,216
Long Term Obligations and Fixed Exp ²	(2,675,000)	(3,550,000)	(3,695,000)	(3,695,000)	(575,000)
Allocation for Basic Aid Projects	(1,768,000)	(70,787,592)	(52,853,446)	(52,853,446)	-
Additional Allocation	-	-	(62,326)	(62,326)	-
Allocation for Unfunded OPEB Liability	-	(15,889,745)	-	-	-
Net Amount Available for BAARC Allocation	52,514,423	9,178,170	3,801,324	8,520,519	46,765,216

Notes: ¹ Per BP 3110 and AR 3110, Property Taxes are based on conservative estimates

² Projection for FY 2014-2015

Retiree Benefits Current Year - On-Going ⁴

Legislative Advocacy

Insurance Fund for Deductibles

Trustee Election

-
75,000
100,000
400,000

575,000

³ Assuming 0.86% COLA and 3% Growth for FY 2014-2015 DRAC Model until CCC system budget is finalized

⁴ No funding required for FY 2014-2015

This is a preliminary draft and all figures are estimates.

Capital and Scheduled Maintenance Project Priorities-FY 2014-2015		
Final Draft Recommendation to BAARC		
Capital Projects (Identified in the EFMP)		
SC	Major Renovation - ATAS	\$11,225,000
SC	ATAS Major Renovation Swing Space New Building	\$729,000
IVC	IVC ATEP Building	\$8,950,000
IVC	New Parking Lot Phase IA	\$0
SC	Gateway Building	(\$655,115)
IVC	Fine Arts Building	\$795,000
IVC	Major Renovation - A200 Student Success Center	\$458,910
IVC	Major Renovation B300 Second Floor	\$0
SC	Major Renovation - Athletic Stadium	\$950,000
Subtotal for Capital Projects		\$22,452,795
Capital Projects-Special Projects that support Capital Projects and Capital Planning		
District Wide	Capital Improvement Needs-Planning, Specialists, Legal	\$3,445,000
SC	Defective Construction/Code Requirement Projects	\$750,000
Subtotal for special projects		\$4,195,000
Scheduled Maintenance and Small Renovation Projects		
District wide	Scheduled Maintenance Projects	\$493,350
District wide	Renovation and Other Facilities Related Projects	\$2,710,000
Total - CIC Recommendation		\$29,851,145
Other - IVC ATEP Site Operations		\$509,058
IT Projects (DTC Recommendation Option 3)		\$16,328,187
Subtotal CIC and Other recommendations to BAARC		\$46,688,390
Long Term Obligations		\$575,000
Total		\$47,263,390

Capital Projects (Based on EFMP) FY 2014-2015 - Projects under consideration for Basic Aid Funding Allocations

Capital Projects	2012 Project Budget Estimates	2013 Project Budget Estimates	2014 Project Budget Estimates	Basic Aid Funding Assigned	Future Basic Aid Consideration	2014 Basic Aid Funding	
Saddleback College - ATAS Renovation	\$14,733,000	\$14,733,000	\$17,435,000	\$8,210,000	\$0	\$11,225,000	sc 1
Original Project Budget	\$8,755,055						
Scope change estimate, approved via EFMP Approval Process	\$5,977,945						
New Project Total				\$14,733,000			
Transfer funds to Sciences Building				-\$8,523,000			
Reinstate transferred funds						\$8,523,000	
CD Estimate Adjustment, Electronic Locks, IT Scope			\$1,816,000				
Two year escalation to mid point of construction			\$884,000				
			\$2,702,000			\$2,702,000	
Saddleback College ATAS Renovation Swing Space	\$5,807,000	\$5,807,000	\$8,950,000	\$9,521,000	\$0	\$729,000	sc2
		\$3,714,000					
Eighteen months escalation to mid point of construction			\$429,000				
Additional scope requested by college			\$300,000				
Irvine Valley College - New ATEP Building - *	\$0	\$0	\$23,000,000	\$12,500,000	\$1,550,000	\$8,950,000	lvc1
Transfer funds from IVC New Parking Lot Phase IA				\$884,000			
Return Funds to IVC New Parking Lot Phase IA				-\$884,000			
Rough Order of Magnitude Estimate* for Construction			\$23,000,000				
Previous basic aid set aside for ATEP New Buildings				\$12,500,000			
Irvine Valley College - New Parking Lot Phase IA	\$2,920,000	\$3,010,000	\$3,100,000	\$2,028,000	\$1,074,000	\$0	
2012 project funding escalation		\$90,000					
2012 project funding				\$90,000			
Transfer funds to IVC New Baseball, Restroom, Bleachers, Concessions -							
ATEP Swing Space				-\$884,000			
Return of Funds				\$884,000			
one year escalation to midpoint			\$90,000				
State Escalation Tracking							
Saddleback College - Gateway Building**	\$12,814,000	\$13,202,000	\$13,297,000	\$1,545,115	\$11,781,000	(\$655,115)	
project budget	\$42,887,000	\$44,161,000	\$44,479,000				
Less State Funding	\$30,053,000	\$30,959,000	\$31,182,000				
Net Basic Aid Funds Needed	\$12,814,000	\$13,202,000	\$13,297,000				
2013 project funding				\$1,545,115			
Preliminary Plan and Working Drawings				\$0			
Construction and Equipment				\$11,781,885			
reduce \$1,545,185 to amount needed only for prelim and working drawings				-\$685,115			
State Escalation Tracking							
Irvine Valley College - Fine Arts**	\$10,562,000	\$10,893,000	\$11,170,000	\$0	\$10,375,000	\$795,000	
Project Budget	\$35,703,000	\$36,819,000	\$37,756,000				
Less state funding	\$25,141,000	\$25,926,000	\$26,586,000				
Net Basic Aid Funds Needed	\$10,562,000	\$10,893,000	\$11,170,000				
2008-2013 project funding				\$7,351,885			
2008 architect fees expensed				\$61,163			
Funding returned to Basic Aid for redistribution				-\$7,290,722			
Preliminary Plans and Working Drawings							
Construction and Equipment					\$10,375,000	\$795,000	
Irvine Valley College - A200 Renovation Success Center	\$4,368,000	\$5,350,000	\$5,511,000	\$46,095	\$5,005,995	\$458,910	
Escalation		\$164,000					
Equipment and contingency		\$850,000					
One year escalation to midpoint of construction			\$161,000				
Planning Phase			\$505,005				
Construction and equipment					\$5,005,995		
Irvine Valley College - Renovate B 300 Second Floor	\$2,625,000	\$3,744,000	\$3,857,000	\$0	\$3,857,000	\$0	
Escalation		\$79,000					
Equipment & Contingency		\$1,040,000					
One year escalation to midpoint of construction			\$113,000				
Planning Phase							
Construction and Equipment							
Saddleback College - Athletics Stadium Renovation	\$0	\$0	\$17,750,000	\$0	\$17,750,000	\$850,000	sc3
Design Criteria Development			\$950,000				
Rough Order of Magnitude Estimate* for improvements			\$18,800,000				
New ATEP Buildings*	\$23,000,000	\$23,000,000	\$23,000,000	\$12,500,000	\$23,000,000	\$0	moved up to s
Irvine Valley College	\$23,000,000						
Saddleback College	\$23,000,000						
Move 12.5 mil to IVC New ATEP Building above				-\$12,500,000			
Saddleback College Campus Village Offline***	\$0	\$0	\$200,000	\$0	\$200,000	\$0	
Total Requested				\$34,827,210	\$74,582,995	\$22,482,795	

* Note 1: Rough Order of Magnitude Estimate indicates a ballpark figure that will require additional planning and estimating to arrive at accurate project budget.

Project for IVC's ATEP Swing space reconsidered and determined that moving programs directly to ATEP and build new building was better for logistical, planning, facilities and financial reasons

** Note 2: If state funding for IVC Fine Arts and Saddleback College Gateway Building projects become available, the district has committed to matching this project at that time.

*** Note 3: This is a note to the State Chancellor's office in relationship to our agreement with them to remove Village space from our inventory at the time the library comes on line. It is not a separate project in our EFMP.

PROJECT: Planning, Technical, Specialty, and Legal Consultants to support Capital Program - FY 2014-2015 Final Draft		
Description	COMMENTS	2014-15 Budget Requested
FPP, IPP, 5 Year Plans	At this time, it is not known if a new series of documents or a roll over will suffice for next years FPP, IPP process. This is budgeting for this uncertainty.	35,000
DSA Close Out	In previous years, projects were not closed out with DSA and must be. No project budget is assigned to address these outstanding issues. Staff estimates that there are seventeen projects between IVC and Saddleback. Dollars include fees for consultant to pursue close out, engineers to sign off on unsigned documents, additional fees required at DSA	60,000
Design/Build Specialty Consultant	Design Build is delivery method not previously used by the District and will require experts to advise the district in contracts, timing, associated documents such as performance specifications, building information specifications, surveys, etc.	175,000
DSA Inspector, Engineering and PM Services	On-Site DSA inspection, engineering, and PM services. Better oversight and project management services for projects will be provided. This amount is for year one transitional purposes for project budgets already previously budgeted that may not be able to absorb this cost and will only be used if needed. For all new projects, these services are incorporated into the total project budget.	175,000
Legal Counsel for facilities related issues, environmental, etc.	Construction projects result in need for legal counsel for a number of reasons. Examples include Design Build, review of contract documents, claims avoidance, addressing surety take over, and environmental issues, storm drain	300,000
ATEP Site Development (Pre-construction)	Site Planning Services (Pre-construction) The overall site planning and legal services encompasses a number of specialty consultant firms and contracts and some fees. These vary in specialization ranging from site planning matters, due diligence evaluations, environmental planning, state CEQA processes, land assessments, land use planning, construction planning, environmental and related insurance and also includes specialists pursuing construction funding and other external funding opportunities.	1,900,000
Lease/Lease Back Consultant	Expert assistance to advise district on new lease/lease back building delivery method	75,000
20 yr. Facilities, Renovation, and Scheduled Maintenance Facilities System Project	Facilities System Software project to support the plan. This 2nd year amount is for implementation costs and for correction of project scope to include infrastructure projects.	125,000
District-wide Mapping	District-wide consultant to survey/map the underground utilities and infrastructure	400,000
Pre-planning and investigation	To provide a fund to pre-plan complex projects and investigate feasibility prior to IPP stage of a project and budget development	200,000
Total Requested Funding		\$3,445,000

PROJECT: Design and Construction Defections/Omissions FY 2014-2015 Final Draft		
Location	Project	FY 2014-15 Budget Requested
SC	LRC Construction Defects-Replace/repair HVAC; restroom trap primers and plumbing issues	750,000
IVC		0
Total Requested Funding		\$750,000

PROJECT: Renovation Projects (Small and Major) and other Facilities Related Projects FY 2014-2015		
Locatic	Project	FY 2014-15 Budget Requested
	1 Major Renovation - Campus-wide Digital Security Access Control Project	\$650,000
	2 Major Renovation - Central Plant/CoGen Upgrade	\$750,000
	4 Major Renovation - Campus wide Fire Alarm System Upgrade	\$500,000
	Subtotal-SC	\$1,900,000
IVC	1 Small Renovation- B400 Life Science Building Labs and Entrance Control	\$410,000
	2 Small Renovation - B200 Rebuild Classroom Wing and Labs	\$400,000
	Subtotal-IVC	\$810,000
	Total Requested Funding	\$2,710,000

SOCCCD Scheduled Maintenance Projects Priority List for FY 2014-2015					
Priority	College	Project Name	Project Total	College Portion	Basic Aid Request %
1 SC		PE/CP Sewer Ejection System	\$0	\$0	\$0
2 SC		SSC HVAC Replacement	\$0	\$0	\$0
Subtotal for SC			\$0	\$0	\$0
1 IVC		B100 Roof & HVAC Maint.	\$986,700	\$493,350	\$493,350
2 IVC		Library HVAC Controls Maint.	\$0	\$0	\$0
3 IVC		Powerhouse 3-Ice Storage	\$0	\$0	\$0
Subtotal for IVC			\$986,700	\$493,350	\$493,350
Totals			\$986,700	\$493,350	\$493,350

Breakdown of basic aid requests by College				
College	Amt.	Percentage	DRAC SPLIT FY 2013-2014 If Amt followed DRAC	Difference
SC	\$0	1.00	0.6552 \$323,243	(\$323,243)
IVC	\$493,350	0.00	0.3448 \$170,107	\$323,243
	\$493,350		1.00 \$493,350	

**Appendix A
(As a resource guide to
the CIC
recommendation)**

Educational and Facilities Master Plan can be found at the SOCCCD web page at
http://www.socccd.edu/about/about_planning.html

PROJECT DESCRIPTIONS

Capital Construction Projects:

Listed in the priority order shown on the Five Year Plan

SC ATAS Renovation: This request will restore funds transferred to the Saddleback Sciences Building project. Additional funds are requested to address: 1) escalation associated with the ATAS Swing Space project delay, 2) the addition of electronic locks and 3) complete design for modernization. This scenario will fulfill a high priority long range master plan requirement.

SC ATAS Renovation Swing Space: Delay resulted in a need to escalate the project budget for an additional eighteen months to the newly anticipated mid-point of construction. This project is a secondary effect to the ATAS Renovation project and will also address the Transportation project, a later priority in the master plan.

IVC New ATEP Building: The District will construct a dedicated building at the Tustin ATEP site for Irvine Valley College for dedicated education use. The building configuration and design details will be developed as part of the district's construction/planning process and will be about 30,000 square feet. The initial Architectural Programming Plans for the building that details programmatic space requirements is under review by IVC. Current site planning efforts will also assist in the best building site location.

IVC New Surface Parking Lot Phase IA: This request restores funds transferred to the IVC New Baseball Restroom, Bleachers, Concessions-ATEP Swing Space project and escalates the project an additional two years to the mid-point of construction. This project will fulfill a high priority long range master plan requirement.

SC Gateway Building: The college submitted this project to the State Chancellor's office as their Final Project Proposal. The district must commit to funding the local match before the state will propose the project to the Legislative Analyst Office for funding consideration. Since 2007, the district has agreed to fund the local match knowing the need was unlikely with no state money available. This year, a state bond may be proposed to the voters and the District could be called upon to provide the local match. State projects are divided into subcategories and partial funding may allow the district to meet the local match commitment should it arise. Funding for the preliminary and working drawings is recommended.

IVC Fine Arts Building: The college submitted this project to the State Chancellor's office as their Final Project Proposal. The narrative for the SC Gateway Building project applies equally here.

IVC A200 Renovation Success Center: Design phase funds were requested and approved by BAARC last year. The recommendation was rerouted to meet the funding request for the IVC Energy Loan payoff. Though the college has lowered the Five Year Plan priority to address the immediate need for the ATEP Swing Space project, a fully funded project is required to meet project timing. Current occupants will move to the A400 in Spring/Summer 2015.

SC Athletics Stadium Renovation: The college escalated the Athletics Stadium priority this year to address a long standing need for stadium improvements. The existing stadium was built in 1968, does not meet ADA requirements and no longer supports athletic programs and community needs. This project will provide a 10,000 seat capacity stadium with new rest rooms, press box, concessions, ticket kiosks, scoreboard, sound systems, artificial turf and storage. It will also replace the current grandstands and upgrade pedestrian access to meet ADA requirements. The college is currently undergoing a "Site Improvement" project which will address practice field relocation. It is wise to address the Athletic Stadium design concurrently and coordinate these project needs. For this reason, funding for the Design/Criteria Architect is recommended at a minimum.

Design/Construction Defect Projects

SC LRC Project Design/Construction Defect: Replacement/repair of the HVAC system to eliminate negative pressure in several areas resulting noxious fumes in rest rooms. Address rest room trap primers and other plumbing issues.

Major Renovation Projects

SC Central Plant/ CoGen Upgrade: Equipment is no longer supported by the manufacturer, has reached end of life and replacement increases energy efficiency. Equipment includes: Wonderware In Touch GUE software, programmable logic controllers, MOD bus communication modules, thermocouples for both generators, new Waukesha detonation systems, chilled and hot water pumps, chemical treatment system, heat exchangers, and other ancillary equipment

SC Campus wide Access Control: This system will provide campus-wide lock down capabilities in an emergency, eliminate replacement of locksets and key issuance, track after hour breaches and replace components that have reached their end of life.

SC Fire Alarm Upgrade: The electronic components of the state mandated campus wide fire alarm system have reached the end of their useful life and are no longer supported by the manufacturer. In addition, an upgrade of the fiber communication lines are needed to maintain system reliability and support enhanced communication protocols and software.

IVC B200 Renovation of Classroom Wing and Labs: Repurpose a photo lab no longer needed for instruction. Additional building renovation includes sustainable flooring replacement decreasing maintenance costs through reduced use of chemical floor products typically applied to VCT floors.

Small Renovation Projects

IVC B400 Life Sciences Lab Casework and Access Control: To maximize instructional opportunity for 28 students, the college will modify existing casework designed for 24 students. This project will also restore electronic access control that was exchanged for ADA access during construction.

Scheduled Maintenance Projects:

IVC B100 HVAC and Roofing: Replace HVAC unit and roofing. This building is rated as the number one maintenance priority in the Facilities Condition Analysis.



OFFICE OF THE VICE CHANCELLOR OF TECHNOLOGY
& LEARNING SERVICES

M E M O R A N D U M

To: Dr. Debra Fitzsimons, Chair
Basic Aid Allocation Recommendation Committee (BAARC)

From: Dr. Robert Bramucci, Chair *RSB*
District-wide Technology Committee (DTC)

Date: April 21, 2014

Re: 2014-2015 Proposed Technology Project Lists (Option 1, Option 2, and Option 3)
and Project Proposal Sheets for Basic Aid Funding Consideration

As Chair of the District-wide Technology Committee, I hereby submit to the Basic Aid Allocation Recommendation Committee the 2014-2015 prioritized technology project list and project detail sheets for basic aid funding consideration. The unranked list was produced by the Technology Plan Task Force (a working group of DTC) and prioritized by DTC at their special meeting on March 7, 2014. On March 13, 2014, DTC members reviewed and discussed the prioritized list and agreed by consensus to forward an Option 1 list and an Option 2 list to BAARC. At BAARC's recommendation to DTC, Option 3 was developed to include all projects in Option 1 and the next three additional projects prioritized in Option 2. DTC supports BAARC's recommendation to recommend to the Chancellor Option 3.

- Option 1 – \$15,541,292
- Option 2 – \$18,524,187
- Option 3 – \$16,328,187

Thank you.

**District-wide Technology Committee
2014-2015 Proposed Technology Projects
for Basic Aid Funding Consideration
SUMMARY - RANKED OPTION 1**

Ranking	Project Name	2014-2015 Estimated Cost
1	Network Refresh - Year 3	\$ 1,484,658
2	SIS Enhancements	\$ 1,512,000
3	HR/Financial System Software Project - Year 3	\$ 6,250,000
4	Desktop and Classroom Technology Refresh	\$ 1,999,334
5	District-wide Server/Storage Scheduled Maintenance	\$ 950,000
6	Wireless Coverage Expansion - SC and IVC	\$ 738,000
7	Student System Accounts Receivable Enhancement and Electronic Refunds	\$ 600,000
8	Automate Electronic Transcript Receiving	\$ 453,600
9	MAP Enhancements	\$ 332,640
10	Automated Password Reset and Single Sign-On Assessment	\$ 115,600
11	Support Multiple Prerequisites	\$ 302,400
12	Advocate Student Conduct and Incident Reporting Management	\$ 13,060
13	Class Schedule Upgrade and Recommendation Engine	\$ 735,000
	Sub-Total	\$ 15,486,292
	Contingency - RFP Procurement	\$ 25,000
	Contingency - Project Management	\$ 30,000
	TOTAL	\$ 15,541,292

**District-wide Technology Committee
2014-2015 Proposed Technology Projects
for Basic Aid Funding Consideration
SUMMARY - RANKED OPTION 2**

Ranking	Project Name	2014-2015 Estimated Cost
1	Network Refresh - Year 3	\$ 1,484,658
2	SIS Enhancements	\$ 1,512,000
3	HR/Financial System Software Project - Year 3	\$ 6,250,000
4	Desktop and Classroom Technology Refresh	\$ 1,999,334
5	District-wide Server/Storage Scheduled Maintenance	\$ 950,000
6	Wireless Coverage Expansion - SC and IVC	\$ 738,000
7	Student System Accounts Receivable Enhancement and Electronic Refunds	\$ 600,000
8	Automate Electronic Transcript Receiving	\$ 453,600
9	MAP Enhancements	\$ 332,640
10	Automated Password Reset and Single Sign-On Assessment	\$ 115,600
11	Support Multiple Prerequisites	\$ 302,400
12	Advocate Student Conduct and Incident Reporting Management	\$ 13,060
13	Class Schedule Upgrade and Recommendation Engine	\$ 735,000
14	District-wide Automatic Email Archive	\$ 165,000
15	District-wide Network Security	\$ 369,895
15	Enhance MySite Security and Permission Role Management	\$ 252,000
17	MySite Mobile Registration	\$ 882,000
18	District-wide Enterprise Data Backup	\$ 560,000
19	District-Virtual Desktop Infrastructure - Year 1	\$ 664,000
19	Proof of Concept for Online Tutoring - IVC and SC	\$ 90,000

**District-wide Technology Committee
2014-2015 Proposed Technology Projects
for Basic Aid Funding Consideration
SUMMARY - RANKED OPTION 2**

Ranking	Project Name	2014-2015 Estimated Cost
	Sub-Total	\$ 18,469,187
	Contingency - RFP Procurement	\$ 25,000
	Contingency - Project Management	\$ 30,000
	TOTAL	\$ 18,524,187

**District-wide Technology Committee
2014-2015 Proposed Technology Projects
for Basic Aid Funding Consideration
SUMMARY - RANKED OPTION 3**

Ranking	Project Name	2014-2015 Estimated Cost
1	Network Refresh - Year 3	\$ 1,484,658
2	SIS Enhancements	\$ 1,512,000
3	HR/Financial System Software Project - Year 3	\$ 6,250,000
4	Desktop and Classroom Technology Refresh	\$ 1,999,334
5	District-wide Server/Storage Scheduled Maintenance	\$ 950,000
6	Wireless Coverage Expansion - SC and IVC	\$ 738,000
7	Student System Accounts Receivable Enhancement and Electronic Refunds	\$ 600,000
8	Automate Electronic Transcript Receiving	\$ 453,600
9	MAP Enhancements	\$ 332,640
10	Automated Password Reset and Single Sign-On Assessment	\$ 115,600
11	Support Multiple Prerequisites	\$ 302,400
12	Advocate Student Conduct and Incident Reporting Management	\$ 13,060
13	Class Schedule Upgrade and Recommendation Engine	\$ 735,000
14	District-wide Automatic Email Archive	\$ 165,000
15	District-wide Network Security	\$ 369,895
15	Enhance MySite Security and Permission Role Management	\$ 252,000
	Sub-Total	\$ 16,273,187
	Contingency - RFP Procurement	\$ 25,000
	Contingency - Project Management	\$ 30,000
	TOTAL	\$ 16,328,187

2014-04-21

1

Fiscal Year: 2014 - 2015**Project Name:** Network Refresh year 3☒ **Hardware**☐ **Software**☐ **Service****Initiated By:****Name:** Jeff Dorsz**Email:** jdorsz@socccd.edu**Division/School:** District Services**Department:** District IT**Phone:** 949-582-4308**Location:****Name:** Bruce Hagan**Email:** bhagan@ivc.edu**Division/School:** IVC**Department:** Technology Services**Phone:** 949-451-5254**Location:****Name:** Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Saddleback**Department:** ITC**Phone:** 949-582-4882**Location:****Project Sponsor(s):****Name:** Jeff Dorsz**Title:** IT Director: Infrastructure and Security**Name:** Anthony Maciel**Title:** Director, Technology Serv/Broadcast S...**Name:** Bruce Hagan**Title:** Director, Technology Services**Impact:**☐ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide****Primary users:**☐ **Students**☒ **Faculty**☐ **Staff**☐ **Administrators/Managers**☐ **Community**☐ **All****Project Description:**

In year three of the network refresh, the core switching infrastructure and the voice infrastructure will be completed. Initially the existing core network switches were to be retrofitted to accommodate current and future network performance requirements. In the summer of 2013 the district-wide IT infrastructure team decided to change direction in the refresh. Rather than retrofitting existing switching hardware, the team decided to switch to the newest Cisco technology. This new technology will help future-proof the core network investment. This new technology provides new features and enables the district-wide network to scale for the next 7 to 10 years to meet increasing network demands. Several core switches were removed to accommodate increased costs. These switches will need to be replaced this year.

In the Spring of 2014, a new voice call center solution will be deployed district-wide. The remaining voice infrastructure (servers and handsets) will need to be upgraded in the 2014/2015 fiscal year. It is possible to scale back the deployment of new handsets to reduce the cost of this project.

Justification: (end of life, law, state mandate, other - please describe)

Funding is needed to complete both the core network infrastructure upgrade as well as the voice infrastructure upgrade. Justification details are as follows:

1. District IT core switch refresh -- Four of the district core switches were removed from scope this to accommodate the cost of a change in direction from retrofitting 6500 switches to new Nexus switches. In the summer of 2013, a change of direction for the district-wide core switch refresh occurred. The original plan was to retrofit existing core switch hardware. The new strategy is to replace the existing switches with next generation technology (Cisco Nexus switches) to help future-proof the core network. Due to this strategic change in direction, the core network project was scaled back to accommodate the additional costs of the Nexus hardware. This new funding is necessary to complete the core network refresh.

2. Call Manager Voice Server refresh -- FY12/13 the focus is implementation Contact Center Express (call center software). For FY13/14 a hardware refresh of the server infrastructure will be required as hardware and software reach end of life.

3. Phone refresh -- The phone refresh budgeted for FY13/14 was reallocated to the Nexus core switch refresh. Existing handsets district-wide are 7 years old and should be replaced in the near future. It is recommended that only critical phones be refreshed this year to keep the cost of the refresh as low as possible without impact performance of the network.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCccd Goals

Saddleback Goals

IVC Goals

District-wide Goal 3. SOCccd will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Core switch hardware/software	1	\$612,658.00	\$612,658.00
Core switch integration services	1	\$100,000.00	\$100,000.00
Core switch project management	1	\$22,000.00	\$22,000.00
District Call Manager server hardware/software	1	\$47,500.00	\$47,500.00
Saddleback Call Manager server hardware/software	1	\$24,000.00	\$24,000.00
IVC Call Manager server hardware/software	1	\$47,500.00	\$47,500.00
Call Manager integration services	1	\$100,000.00	\$100,000.00
Call Manager project management	1	\$20,000.00	\$20,000.00
Handset hardware/software	800	\$625.00	\$500,000.00
Handset project management	1	\$11,000.00	\$11,000.00
Total			\$1,484,658.00

Start-Up Funding:

Project Start Up

Total Cost

No upfront costs as this is a continuation project.

\$0.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year.

Expected completion of this part of the project by the end of FY13/14.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Annual hardware/software licensing and support.	1	\$31,656.00	\$31,656.00
Total			\$31,656.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Recurring costs to be funded by an existing district-wide telecommunications support renewal account.

Resource Contact(s):

Name: Jeff Dorsz **Email:** jdorsz@socccd.edu

Division/School: District Services **Department:** District IT

Phone: 949-582-4308 **Location:**

Name: Bruce Hagan **Email:** bhagan@ivc.edu

Division/School: IVC **Department:** Technology Services

Phone: 949-451-5254 **Location:**

Name: Anthony Maciel **Email:** amaciel@saddleback.edu

Division/School: Saddleback **Department:** ITC

Phone: 949-582-4882 **Location:**

Approval Date(s):

Name: Jeff Dorsz **Approval Date:**

Name: Bruce Hagan **Approval Date:**

Name: Anthony Maciel **Approval Date:**

2

Fiscal Year: 2014 - 2015**Project Name:** SIS Enhancements☐ **Hardware**☒ **Software**☐ **Service**

Initiated By:

Name: Jim Phaneuf**Email:** jphaneuf@socccd.edu**Division/School:** Technology and Learning Services**Department:** District IT**Phone:** 4332**Location:**

Project Sponsor(s):

Name: Juan Avalos**Title:** VP Student Services - Saddleback

Impact:

☐ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide**

Primary users:

☐ **Students**☐ **Faculty**☐ **Staff**☐ **Administrators/Managers**☐ **Community**☐ **All**

Project Description:

This is not a traditional project, rather it is a collection of small to medium sized enhancements and modifications to the Student Information System (SIS). The SIS changes that will be funded based on this request consist of mandatory system modifications and elective enhancements. Mandatory system modifications are those required by state or federal government, bargaining unit contract, or changing business requirements. Enhancements are changes requested by SIS users to improve the system in terms of efficiency, performance, or function.

Service requests are submitted on a regular basis by SIS users asking for modifications or enhancements to SIS. These requests are added to a "backlog" of potential system changes. A change prioritization group with representation from both colleges meets regularly to select items from the backlog to be implemented in the subsequent monthly development cycle. The \$1,512,000 requested budget for this project is sufficient to fund the mandatory system modifications and a significant number of user requested enhancements over the period of one year.

Justification: (end of life, law, state mandate, other - please describe)

This project will help ensure that SIS remains in compliance with legal requirements, contractual requirements, and local business requirements.

This project will help ensure that SIS is continuously enhanced, making it more efficient and useful for students, faculty, and staff.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software Development	1	\$1,512,000.00	\$1,512,000.00
Total			\$1,512,000.00

Start-Up Funding:

Project Start Up	Total Cost
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Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will span the 14-15 fiscal year

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
N/A			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

N/A

Resource Contact(s):

Name:	Juan Avalos	Email:	javalos@saddleback.edu
Division/School:	Office of Student Services	Department:	Administration
Phone:	4566	Location:	
Name:	Jim Phaneuf	Email:	jphaneuf@socccd.edu
Division/School:	Technology and Learning Services	Department:	District IT
Phone:	4332	Location:	

Approval Date(s):

Name: **Approval Date:**

3

Fiscal Year: 2014 - 2015**Project Name:** HR/Financial System Software Project☒ **Hardware**☐ **Software**☐ **Service**

Initiated By:

Name: Debra Fitzsimons on behalf of colleges ...**Email:** dfitzsimons@socccd.edu**Division/School:****Department:** Vice Chancellor, Business Services**Phone:** 4664**Location:** District Services

Project Sponsor(s):

Name: Debra Fitzsimons**Title:** Vice Chancellor**Name:** David Bugay**Title:** Vice Chancellor

Impact:

☒ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide**

Primary users:

☒ **Students**☐ **Faculty**☐ **Staff**☒ **Administrators/Managers**☐ **Community**☐ **All**

Project Description:

SOCCCD HR/FINANCIAL SYSTEM SOFTWARE SYSTEM RFP/PROCUREMENT AND IMPLEMENTATION PROJECT

The District currently operates separate systems for Finance, Human Resources and Payroll. These systems are not integrated and are based on old technologies. The Financial system, for instance, was purchased in the late nineties as a short term response to Y2K issues. It was never intended to be a long term solution. The District is seeking to improve services to the colleges for these systems for areas such as payroll, time/leave reporting, purchasing, contracts, HR processes, accounting, invoicing, and many other functions. The system would positively impact every faculty, staff, and student at the colleges and district services in some way. In most cases, it will significantly improve business processes.

In particular, the District plans to enhance its efforts in the following ways:

- Streamlined business processes, making it easier for everyone to do business
- Improved services for students, faculty, staff and vendors
- Reduce the number of disparate systems needing to be interfaced
- Greater access to important resources
- Improved productivity through the use of web-enabled applications
- Responsiveness to state/federal/internal reporting requirements
- Efficient access to data, information and transaction processing
- Improve analytical and statistical analysis of data over time; improved reporting functions
- On-line approval processes; less paperwork

It is the District's intent to purchase and implement a financial information system and human resource/payroll system. The District is looking to implement this new software using the ideal processes that were identified during the Business Process Review Workshops held with extensive participation by college and district staff.

The District has issued a Request for Proposal (RFP). The responses to the RFP have been reviewed and three vendors had been interviewed and assessed with detailed product demonstrations to show how their products meet District requirements. The District will be recommending a vendor partner to help with the configuration, implementation and training of the new software for all affected departments.

Upon Board approval of the software and implementation partner selection, the project implementation will commence. The implementation will take 18 to 24 months to complete. The implementation will be successful with all entities participating in the implementation and ensuring a good implementation plan, training plan, communication to all affected users, and adequate backfill to the colleges and district services takes place.

Project Cost Estimates: Initial estimates ranged from \$6 to 10 million but could vary based on which vendor or vendors are recommended, which modules will be included and selected by the district, and what interfaces will be required based on the vendor selection. The project costs include primary acquisition and total cost of ownership for 5 years inclusive of training and implementation costs, as well as implementation strategies for overtime and backfill needs of the colleges and district services for implementation. We are in final stages of negotiations in regards to pricing and contract language for both the software subscription and implementation partner. Detailed Pricing information is not being disclosed publicly yet as it is essential that the district have leverage when negotiating with the vendors so we can get best and final competitive pricing. It is anticipated that a recommendation will be made to the board in early 2014.

Justification: (and of life, law, state mandate, other - please describe)

This project has already been discussed and vetted through the various participatory governance groups. It was approved by the board of trustees last year and partially funded. This request is to provide the remaining funded needed for both the software subscription, implementation partner services, training, implementation and resources needed by the colleges and district services during planning and implementation, as well as some smaller software systems that will be part of the overall solution. However, the implementation estimates can vary greatly based on timing and resource decisions made at both the colleges, District IT, HR, and Business Services.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 4. SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.

District-wide Goal 5. SOCCCD will develop, document and implement data-driven district-wide decision-making processes that are collaborative, transparent, efficient and effective.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Estimation of augmentation needed for FY2014-2015 (wil...	1	\$6,250,000.00	\$6,250,000.00
Total			\$6,250,000.00

Start-Up Funding:

Project Start Up	Total Cost
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Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

18 months to 2 years

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
TBD			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

TBD

Resource Contact(s):

Name:	Debra Fitzsimons	Email:	dfitzsimons@socccd.edu
Division/School:		Department:	Vice Chancellor, Business Services
Phone:	4664	Location:	District Services

Approval Date(s):

Name:	Approval Date:
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4

Fiscal Year: 2014 - 2015**Project Name:** Desktop and Classroom Technology Refresh☒ **Hardware**☐ **Software**☐ **Service**

Initiated By:

Name: Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Technology Services**Department:** ITC**Phone:** 4882**Location:** Saddleback College

Project Sponsor(s):

Name: Anthoony Maciel**Title:** Director, Technology Services (SC)**Name:** Bruce Hagan**Title:** Director, Technology Services (IVC)**Name:** Jeff Dorsz**Title:** Director, IT-Infrastructure & Security

Impact:

☒ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide**

Primary users:

☒ **Students**☐ **Faculty**☐ **Staff**☐ **Administrators/Managers**☐ **Community**☐ **All**

Project Description:

This project will replace end-of-life computers district-wide.

Justification: (end of life, low, state mandate, other - please describe)

Saddleback, IVC, and District Office currently have computers that are over four years old and in some cases nearing ten years old. New software continues to demand computers with more processing power, memory, and storage. Therefore, in order to maintain in systems in operating order, a computer replacement is required.

Explain how this request ties to your program review

The Divisions of Technology Services and Information Technology are responsible for maintaining all computer systems district-wide. In order to provide effective technology support, the replacement of computers district-wide falls within this need.

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals**Saddleback Goals****IVC Goals****SC: Strategic Direction #4 (Foster Innovation)**

Saddleback College will employ innovative ways to enhance programs and meet increasing student and workforce demands.

IVC: Collegewide goals #1 (Teaching and Learning) & #2 (Intensive Student Support)

District: Goal #3 (SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Desktop computers	883	\$1,698.00	\$1,499,334.00
Classroom Technology Refresh	1	\$500,000.00	\$500,000.00
Total			\$1,999,334.00

Start-Up Funding:

Project Start Up	Total Cost
Year 1	\$1,999,334.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year.

This project can be completed within one fiscal year.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
None, all inclusive			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

None

Resource Contact(s):

Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Technology Services	Department:	ITC
Phone:	4882	Location:	Saddleback College
Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	Technology Services	Department:	Technology Services
Phone:	5254	Location:	Irvine Valley College
Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu
Division/School:	District IT	Department:	District IT - Infrastructure
Phone:	4308	Location:	District Services

Approval Date(s):

Name:

Approval Date:

5

Fiscal Year: 2014 - 2015

Project Name: District-wide Server/Storage Scheduled Maintenance

☐ Hardware☐ Software☐ Service

Initiated By:

Name: Jeff Dorsz

Email: jdorsz@socccd.edu

Division/School: District Services

Department: District IT

Phone: 949-582-4308

Location:

Name: Bruce Hagan

Email: bhagan@ivc.edu

Division/School: IVC

Department: Technology Services

Phone: 949-451-5254

Location:

Name: Anthony Maciel

Email: amaciel@saddleback.edu

Division/School: Saddleback

Department: ITC

Phone: 949-582-4882

Location:

Project Sponsor(s):

Name: Anthony Maciel

Title: Director, Technology Serv/Broadcast S...

Name: Bruce Hagan

Title: Director, Technology Services

Name: Jeff Dorsz

Title: IT Director: Infrastructure and Security

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☐ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

This project will address district-wide server and storage scheduled upgrades and replacement for the FY13/14.

Justification: (end of life, low, state mandate, other - please describe)

District-wide server and storage computing infrastructure must be routinely upgraded to ensure continued vendor support and address ever increasing computing resource demands.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
District Services	1	\$300,000.00	\$300,000.00
Saddleback	1	\$500,000.00	\$500,000.00
IVC	1	\$150,000.00	\$150,000.00
Total			\$950,000.00

Start-Up Funding:

Project Start Up

Total Cost

No startup costs are needed for this project.

\$0.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

Project will be completed by the end of FY13/14

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Recurring costs for annual support and licensing (after w...	1	\$105,000.00	\$105,000.00
Total			\$105,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

The recurring cost estimate is assumed to be 15% of the one time expense. Most of the recurring costs will be offset by the retirement of existing infrastructure. Recurring costs to be funded using existing general fund maintenance accounts.

Resource Contact(s):

Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu
Division/School:	District Services	Department:	District IT
Phone:	949-582-4308	Location:	
Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Saddleback	Department:	ITC
Phone:	949-582-4882	Location:	
Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	IVC	Department:	Technology Services
Phone:	949-451-5254	Location:	

Approval Date(s):

Name: Jeff Dorsz

Approval Date:

Name: Anthony Maciel

Approval Date:

Name: Bruce Hagan

Approval Date:

6

Fiscal Year: 2014 - 2015

Project Name: Wireless Coverage Expansion

☒ **Hardware**

☐ **Software**

☐ **Service**

Initiated By:

Name: Anthony Maciel

Email: amaciel@saddleback.edu

Division/School: Technology Services

Department: ITC

Phone: 4882

Location: Saddleback College

Project Sponsor(s):

Name: Anthony Maciel

Title: Director, Technology Services (SC)

Name: Bruce Hagan

Title: Director, Technology Services (IVC)

Name: Carol Hilton

Title: VP, Administrative Services (SC)

Impact:

☐ **District Services**

☐ **Irvine Valley College**

☐ **Saddleback College**

☐ **District-wide**

Primary users:

☐ **Students**

☐ **Faculty**

☐ **Staff**

☐ **Administrators/Managers**

☐ **Community**

☐ **All**

Project Description:

This project will expand wireless coverage throughout Saddleback and Irvine Valley campuses to ensure the wireless network can support student needs, instructional technologies, and services.

Justification: *(end of life, law, state mandate, other - please describe)*

Faculty are integrating more technology into the instructional curriculum and using mobile tools for the deliverance of instruction. The reliability on information and systems access is of the utmost importance for all college constituents including athletic faculty. Students have an expectation for wireless coverage anywhere within our college. This is all driven by the explosion and ubiquity of mobile devices such as iPads, smartphones, e-readers, and other mobile technologies. This requires a wireless network and coverage that can serve as a robust and reliable delivery method for instruction and services.

Explain how this request ties to your program review

One of the roles of the IT Divisions is to provide reliable and robust networks that can support methods and technologies required by campus constituents. Expanding the wireless network falls within this category. In order to provide effective technology support, the expansion of the colleges' wireless network is a necessity.

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCccd Goals

Saddleback Goals

IVC Goals

SC: Strategic Direction #4 (Foster Innovation)

Saddleback College will employ innovative ways to enhance programs and meet increasing student and workforce demands.

IVC: Collegewide goals #1 (Teaching and Learning) & #2 (Intensive Student Support)

District: Goal #3 (SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.)

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Hardware	1	\$366,000.00	\$366,000.00
Licensing	1	\$92,000.00	\$92,000.00
Integration Services	1	\$20,000.00	\$20,000.00
Cabling and Installation	1	\$180,000.00	\$180,000.00
RF Analysis and Assessment	1	\$80,000.00	\$80,000.00
Total			\$738,000.00

Start-Up Funding:

Project Start Up	Total Cost
Year 1 Funds	\$738,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This will be a one-year project.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Service Maintenance Agreements	1	\$25,000.00	\$25,000.00
Total			\$25,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Technology Services divisions' operating fund budgets.

Resource Contact(s):

Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Technology Services	Department:	ITC
Phone:	4882	Location:	Saddleback College
Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	Technology Services	Department:	Technology Services
Phone:	5254	Location:	Irvine Valley College
Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu

ADDENDUM C - District - Wireless Coverage Expansion-201401091515

Division/School: District IT

Department: District IT - Infrastructure

Phone: 4308

Location: District Services

Approval Date(s):

Name:

Approval Date:

TPPBAFC_District - Student System Accounts Receivable Enhancement and Electronic Refunds

7

Fiscal Year: 2014 - 2015

Project Name: Student System Accounts Receivable Enhancement and Electronic Refunds

☐ **Hardware**

☐ **Software**

☐ **Service**

Initiated By:

Name: Kim McCord on behalf of IVC and SC

Email: kmccord@socccd.edu

Division/School: Business Services

Department: Fiscal Services

Phone: 4661

Location: District Services

Project Sponsor(s):

Name: Kim McCord

Title: Executive Director, Fiscal Services

Impact:

☒ **District Services**

☐ **Irvine Valley College**

☐ **Saddleback College**

☐ **District-wide**

Primary users:

☒ **Students**

☐ **Faculty**

☐ **Staff**

☐ **Administrators/Managers**

☐ **Community**

☐ **All**

Project Description:

- 1) The external auditors identified the SIS accounting as a concern and recommended that the student accounts receivable data be converted from a cash basis to accrual basis. This entails daily posting transactions to the general ledger.
- 2) The student refund process is manual and needs to be automated and user friendly based on best practices. This issue was identified by the external auditors and the Board Audit Committee as a need to improve internal controls and service to students. The process for automatic refunds should include returning funds to the credit card used for payment, if applicable.
- 3) The ability to process student payments, including refunds and financial aid, through ACH should be explored.

Justification: (end of life, law, state mandate, other - please describe)

- 1) The current student accounts receivable system does not follow proper accounting standards by posting to the general ledger on an accrual basis.
 - 2) Student refunds are handled manually and do not follow credit card standards of returning funds to the card that was used for the original payment.
 - 3) Many concerns have been identified in processing student payments by way of third party debit cards and manual checks.
- *There are high expectations by the Board of Trustees and the Board Audit Committee that these issues are resolved.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

Socccd Goals

Saddleback Goals

IVC Goals

1PPBAFC_District - Student System Accounts Receivable Enhancement and Electronic ...

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

District-wide Goal 4. SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Payment processing software	1	\$100,000.00	\$100,000.00
SIS (Finance/AR) Enhancements	1	\$500,000.00	\$500,000.00
Total			\$600,000.00

Start-Up Funding:

Project Start Up	Total Cost
Year 1 funding requirement	\$600,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project should take 1-2 years.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Software maintenance - annual	1	\$30,000.00	\$30,000.00
Total			\$30,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

General Expenses for District-wide software maintenance.

Resource Contact(s):

Name:	Kim McCord	Email:	kmccord@socccd.edu
Division/School:	Business Services	Department:	Fiscal Services
Phone:	4661	Location:	District Services

Approval Date(s):

Name:

Approval Date:

8

Fiscal Year: 2014 - 2015

Project Name: Automate electronic transcript receiving

☐ Hardware☒ Software☐ Service

Initiated By:

Name: Jim Phaneuf

Email: jphaneuf@socccd.edu

Division/School: Technology and Learning Services

Department: District IT

Phone: 4332

Location:

Project Sponsor(s):

Name: Arleen Elseroad

Title: Dean, Enrollment Services - IVC

Name: Jane Rosenkrans

Title: Dean, Enrollment Services- Saddleback

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☐ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

Currently, transcripts can be sent from Saddleback and IVC electronically but there is not a complete solution in place to automate the receiving of incoming transcripts.

The goal of this project is to support the automated receiving of incoming electronic transcripts. Incoming transcripts that are available in a fully electronic format such as EDI or XML will be received and stored as individual data elements in a database for use by other systems such as degree audit. Incoming transcripts that are Image only will be routed to the Enterprise Content Management System (ImageNow) for storage and retrieval by authorized users.

Justification: (end of life, law, state mandate, other - please describe)

- Improved service to students by reducing the waiting time for transcripts to be received from other institutions
- Free up staff for other tasks by automating manual functions
- Provide an important source of data for other systems such as degree audit, MAP, and institutional research.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

1. Teaching and Learning: Facilitate student success by developing programs that prepare students for academic transfer, degree and career technical certificate completion.
2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

- We place our highest priority on student learning and delivering comprehensive support for student success.
- We anticipate and welcome change by encouraging innovation and creativity.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software Development	1	\$453,600.00	\$453,600.00
Total			\$453,600.00

Start-Up Funding:

Project Start Up	Total Cost
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Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will span the 14-15 fiscal year (6 months of effort)

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
There may be ongoing fees paid to the vendor that suppli...			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

To be determined. Some vendors package ongoing costs into the fees paid by students. Fees may also be paid out of college operating funds. These fees are usually charged on a per transaction basis.

Resource Contact(s):

Name:	Arleen Elseroad	Email:	aelseroad@ivc.edu
Division/School:	Office of Admissions, Recds & Student ...	Department:	Administration
Phone:	5416	Location:	
Name:	Jane Rosenkrans	Email:	jrosenkrans@saddleback.edu
Division/School:	Office of Admissions, Recds & Student ...	Department:	Administration
Phone:	4340	Location:	

Name: Jim Phaneuf

Email: jphaneuf@socccd.edu

Division/School: Technology and Learning Services

Department: District IT

Phone: 4332

Location:

Approval Date(s):

Name:

Approval Date:

9

Fiscal Year: 2014 - 2015

Project Name: MAP Enhancements

☐ **Hardware**

☐ **Software**

☐ **Service**

Initiated By:

Name: Jim Gaston

Email: jgaston@socccd.edu

Division/School: District Services

Department: IT

Phone: x 4336

Location:

Project Sponsor(s):

Name: Linda Fontanilla

Title: VP, Student Services, IVC

Name: Juan Avalos

Title: VP, Student Services, Saddleback

Name: Jerilyn Chuman

Title: Counseling Dean, Saddleback

Name: Liz Cipres

Title: Counseling Dean, IVC

Impact:

☐ **District Services**

☐ **Irvine Valley College**

☐ **Saddleback College**

☐ **District-wide**

Primary Users:

☐ **Students**

☐ **Faculty**

☐ **Staff**

☐ **Administrators/Managers**

☐ **Community**

☐ **All**

Project Description:

This project will continue to keep programming and quality assurance (QA) consultants dedicated to the My Academic Plan (MAP) system. The ongoing development of MAP is guided by the MAP Design Team, which is comprised of counselors and students from both colleges. The team meets every other week to review progress, prioritize requests and plan implementation of new features.

Justification: *(end of life, law, state mandate, other - please describe)*

MAP is critical to the student success initiatives at the colleges and without dedicated funds we cannot guarantee that it will keep up with the demands being placed on it.

Explain how this request ties to your program review

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCccd Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

1. Teaching and Learning: Facilitate student success by developing programs that prepare students for academic transfer, degree and career technical certificate completion.
2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
One year of a dedicated developer and 50% of a QA engi...	1	\$332,640.00	\$332,640.00
Total			\$332,640.00

Start-Up Funding:

Project Start Up	Total Cost
Start up costs	\$280,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

One year

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Resource Contact(s):

Name: David Francisco

Email:

Division/School: Saddleback Counseling

Department:

Phone:

Location:

Name: Steve Handa

Email:

Division/School: Saddleback Counseling

Department:

Phone:

Location:

ITBAPROPOSALS-201311/1557

Name:	Robert Melendez	Email:	
Division/School:	IVC Counseling	Department:	
Phone:		Location:	
Name:	Juanita Baltierra	Email:	
Division/School:	Saddleback Counseling - EOPS	Department:	
Phone:		Location:	
Approval Date(s):			
Name:		Approval Date:	

10

Fiscal Year: 2014 - 2015

Project Name: Automated Password Reset and Single Sign-On Assessment

☐ **Hardware**

☒ **Software**

☐ **Service**

Initiated By:

Name: Jim Gaston

Email: jgaston@socccd.edu

Division/School:

Department: District IT

Phone: 4336

Location:

Project Sponsor(s):

Name: Juan Avalos

Title: VP, Student Services, Saddleback

Name: Linda Fontanilla

Title: VP, Student Services, IVC

Impact:

☐ **District Services**

☐ **Irvine Valley College**

☐ **Saddleback College**

☐ **District-wide**

Primary users:

☐ **Students**

☐ **Faculty**

☐ **Staff**

☐ **Administrators/Managers**

☐ **Community**

☐ **All**

Project Description:

This project is designed to make it much easier for students to remember and reset their passwords and to reduce the load on college staff assisting with password resets. The first phase of this project will either acquire a commercial product to perform automated password resets or build this functionality directly into MySite.

The second phase of the project will be to perform a district-wide assessment of a single sign-on solution called Shibboleth (already mandated by the state for CCCApply). This is necessary to determine the viability of this technology to assist in simplifying user logins throughout the district.

Justification: (end of life, law, state mandate, other - please describe)

An automated password feature is one of the last remaining recommendations from the Student Account Task Force and a single sign-on (SSO) technology has the potential of improving user logins throughout the district. Providing both of these capabilities will reduce frustration for students and free up staff time -- particularly at the beginning of each semester.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software development and/or acquisition	1	\$115,600.00	\$115,600.00
Total			\$115,600.00

Start-Up Funding:

Project Start Up	Total Cost
Start up costs	\$75,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will be complete within 3 months of the start date.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Resource Contact(s):

Name:

Email:

Division/School:

Department:

Phone:

Location:

Approval Date(s):

Name:

Approval Date:

Fiscal Year: 2014 - 2015

Project Name: Support Multiple Prerequisites

☐ **Hardware**

☒ **Software**

☐ **Service**

Initiated By:

Name: Jim Phaneuf

Email: jphaneuf@socccd.edu

Division/School: Technology and Learning Services

Department: District IT

Phone: 4332

Location:

Project Sponsor(s):

Name: Craig Justice

Title: VP of Instruction - Saddleback

Name: Kathy Werle

Title: VP of Instruction - IVC

Impact:

☐ **District Services**

☐ **Irvine Valley College**

☐ **Saddleback College**

☐ **District-wide**

Primary users:

☒ **Students**

☐ **Faculty**

☐ **Staff**

☐ **Administrators/Managers**

☐ **Community**

☐ **All**

Project Description:

Some courses, primarily in the science and Health Sciences areas, require multiple prerequisites which cannot be enforced by the registration system. The purpose of this project is to support the enforcement of multiple prerequisites at the time of registration for courses that require them.

This is a complex project which, in addition to the basic functionality, will require the modification of many areas of the Student Information System including:

- Registration
- Comparable courses (the list of courses designated by the faculty to be equivalent between the colleges and used to enforce course repeatability districtwide)
- Prerequisite maintenance (the manual granting of prerequisite codes)
- Grade submission (the automated granting and removal of prerequisite codes based on grades received in classes)
- Grade change process (to support the granting and removal of prerequisite codes when a grade change is required)
- Placement (to grant multiple prerequisites based on placement tests if appropriate)
- Instructional Management System (support the administration of multiple prerequisites within the Curriculum module)
- Prerequisite dropper (must be modified to work properly with multiple prerequisites)
- Corequisites (this part of the system is closely related and must be reviewed for impact by this project)

Justification: *(end of life, law, state mandate, other - please describe)*

The current process for enforcing multiple prerequisites is cumbersome and labor intensive. Staff must check student records after registration and drop students if they do not have the appropriate prerequisite(s). The new system will allow prerequisites to be checked and enforced automatically at registration time.

Explain how this request ties to your program review

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software Development	1	\$302,400.00	\$302,400.00
Total			\$302,400.00

Start-Up Funding:

Project Start Up

Total Cost

Project Duration Estimate: *Please detail the number of years required to complete the project and the funding estimates for each year*

This project will span the 14-15 fiscal year (4 months of effort)

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
There is no ongoing cost other than possible changes or ...			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

SIS Enhancements budget

Resource Contact(s):

Name: Craig Justice

Email: cjustice@ivc.edu

Division/School: Office of Instruction

Department: Administration

Phone: 5577

Location:

Name: Kathy Werle

Email: kwerle@saddleback.edu

Division/School: Office of Instruction

Department: Administration

Phone: 4795

Location:

Name:	Jim Phaneuf	Email:	jphaneuf@socccd.edu
Division/School:	Technology and Learning Services	Department:	District IT
Phone:	4332	Location:	

Approval Date(s):

Name:

Approval Date:

12

Fiscal Year: 2014 - 2015

Project Name: Advocate Student Conduct and Incident Reporting Management

☐ Hardware☐ Software☐ Service

Initiated By:

Name: Linda Fontanilla

Email: lfontanilla@ivc.edu

Division/School: Student Services

Department: VPSS

Phone: x 5624

Location: A110

Project Sponsor(s):

Name: Juan Avalos

Title: VPSS, Saddleback

Name: Elizabeth Cipres

Title: Dean, Counseling Services

Name: Jeanne Harris-Caldwell

Title: Director, Student Health Center, Saddl...

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☐ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

Irvine Valley College alone has had 41 student conduct cases since July 1st. In an effort to integrate student conduct with student records and campus safety reports as well as share necessary information district-wide, both colleges are supporting the purchase of the Advocate software system. Currently, all of our student incident reporting is paper-based and exclusive to campus. Having a thorough background is crucial to assessment and needs to be readily accessible to appropriate college personnel. This program will allow us to share information district-wide to key persons with varying levels of access. It will also allow for tracking of at-risk students/patterns. Paper files have many limitations, especially when dealing with students in crisis. Advocate will also promote efficiency at both campuses; it will eliminate the paper process for Student Conduct referrals and has the capability of digitizing our Incident Reporting system- making the process more effective and efficient. The required confidentiality of the student's information is less vulnerable moving away from a paper-based system. Advocate offers several features to assist in meeting HIPPA and FERPA compliance obligations.

Justification: *(end of life, law, state mandate, other - please describe)*

This request falls under Federal Regulations of FERPA & HIPPA. Under FERPA, the Family Educational Rights & Privacy Act of 1974, federal law restricts the release of and access to educational records. The law applies to all schools who receiving federal funding under the US Department of Education.

Explain how this request ties to your program review

This request directly ties to the Office of the Vice President for Student Services AUO: "will strive to align common student support services between/among campuses to streamline process for all District Students.

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals
District Wide Goals 2 & 3
IVC Goal 2
IVC College Wide Objectives 3,8 & 12

Saddleback Goals

IVC Goals

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
One Time SetUp Fee	1	\$5,500.00	\$5,500.00
Annual Fee (includes 5.5% discount)	2	\$2,835.00	\$5,670.00
Prorated Fee	1	\$1,890.00	\$1,890.00
Total			\$13,060.00

Start-Up Funding:

Project Start Up	Total Cost
Costs listed above	\$13,060.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

From the 2nd year forward, the cost will be the annual fee of \$5,670 (\$2,835/campus)

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Annual Fee (included 5.5% discount)	2	\$2,835.00	\$5,670.00
Total			\$5,670.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Each campus will be responsible for 50% of the discounted annual fee. Funds used will be a combination of budgets from student services programs using Advocate.

Resource Contact(s):

Name: Juan Avalos

Email: javalos@saddleback.edu

Division/School: Office of VPSS

Department: Student Services

Phone: x 4566

Location: AGB 126 (SB)

Name: Linda Fontanilla

Email: lfontanilla@ivc.edu

Division/School: Office of VPSS

Department: Studnet Services

Phone: x 5624

Location: A 110

Approval Date(s):

Name:

Approval Date:

Fiscal Year: 2014 - 2015

Project Name: Class Schedule Upgrade and Recommendation Engine

☐ Hardware☐ Software☐ Service

Initiated By:

Name: Jim Gaston

Email: jgaston@socccd.edu

Division/School:

Department: District IT

Phone: 4336

Location:

Project Sponsor(s):

Name: Craig Justice

Title: VP, Instruction, IVC

Name: Kathy Werle

Title: VP, Instruction, Saddleback

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☒ Students☐ Faculty☐ Staff☒ Administrators/Managers☐ Community☐ All

Project Description:

The online class schedule is long overdue for a cosmetic upgrade, but this project will also upgrade the functionality so it becomes more than just a digital representation of the old paper schedule. We can now tap into data from the MAP, Sherpa and Predictive Analytics projects to create a class schedule customized to match the Individual goals and preferences of every student. If a student's academic goal is to transfer to UC Irvine then he can choose to only view UC transferable courses. If a student can only take evening classes then she can choose to filter out any class offered during the day. The intent will be to help students quickly find the classes that will lead to their success. The system can be even more proactive and provide the students a suggested list of classes based on their goals, preferences and past registration activity. It will adapt to their responses and guide them into developing a schedule personalized to their individual needs.

If this project is approved for funding then we will form a design team with representatives of all areas of the college to reimagine what a class schedule can do to serve our students.

Justification: *(end of life, law, state mandate, other - please describe)*

Helping students to find the most appropriate class to help them meet their goals is a critical aspect of student success.

Explain how this request ties to your program review

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

1. Teaching and Learning: Facilitate student success by developing programs that prepare students for academic transfer, degree and career technical certificate completion.
2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software development	1	\$735,000.00	\$735,000.00
Total			\$735,000.00

Start-Up Funding:

Project Start Up	Total Cost
Start up costs	\$600,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will be complete within 8 months of the start date.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Resource Contact(s):

Name:

Email:

Division/School:

Department:

Phone:

Location:

Approval Date(s):

Name:

Approval Date:

14

Fiscal Year: 2014 - 2015**Project Name:** District-wide Automatic Email Archive☒ **Hardware**☐ **Software**☐ **Service**

Initiated By:

Name: Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Technology Services/ Saddleback**Department:** Innovation Technology Center**Phone:** 9495824882**Location:** Saddleback

Project Sponsor(s):

Name: Anthony Maciel**Title:** Director, Technology Services**Name:** Jeff Dorsz**Title:** Director, IT-Infrastructure and Security**Name:** Bruce Hagan**Title:** Director, Technology Services

Impact:

☐ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☒ **District-wide**

Primary users:

☐ **Students**☐ **Faculty**☐ **Staff**☐ **Administrators/Managers**☐ **Community**☐ **All**

Project Description:

This project will auto archive all email without any user interaction or configuration needed. The automatic archived inbox will show up as another folder within your Exchange.

Justification: *(end of life, law, state mandate, other - please describe)*

All district employee are currently archiving their email through PST files. These are cumbersome, slow, require extensive configuration and technical assistance, and are only accessible for that particular computer. In the case the hard drive of the computer that is storing the archived email dies, all archived email will be lost. There are numerous hours spent providing technical support in this area, which could be better used in other support areas. Additionally, there is a legal mandate to archive all emails. An email archive solution will store all emails automatically thereby eliminating the need to store emails in your inbox and running out of space. The email system should run faster because the majority of the email stored will be on the archive system as opposed to being on the Exchange email servers.

Explain how this request ties to your program review

The IT departments are responsible for maintaining all email messages and servers and safeguarding emails from inception to deletion. In order to provide effective communication support, an enterprise-level email archive system is required.

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

Saddleback: Strategic Direction #4 (Foster Innovation)

District-wide: Goal #3

IVC: Objectives 1, 2, and 12

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Archive Manager Software	1	\$75,000.00	\$75,000.00
Server Hardware & Server Licensing	1	\$60,000.00	\$60,000.00
Consulting and Project Management	1	\$30,000.00	\$30,000.00
Total			\$165,000.00

Start-Up Funding:

Project Start Up	Total Cost
This is a one-year project and the start up funds are equal to the project total	\$165,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year.

This project can be completed within one fiscal year.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Service maintenance agreement archive software	1	\$15,000.00	\$15,000.00
Total			\$15,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

District-wide technology operating fund.

Resource Contact(s):

Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Technology Services/ SC	Department:	Innovative Technology Center
Phone:	9495824882	Location:	Saddleback
Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu
Division/School:	District Office	Department:	IT
Phone:	4308	Location:	District Office
Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	Technology Services/ IVC	Department:	Technology Services
Phone:	5254	Location:	IVC

Approval Date(s):

Name:

Approval Date:

15

Fiscal Year: 2014 - 2015**Project Name:** District-wide Network Security☒ **Hardware**☐ **Software**☐ **Service****Initiated By:****Name:** Jeff Dorsz**Email:** jdorsz@socccd.edu**Division/School:** District Services**Department:** District IT**Phone:** 949-582-4308**Location:****Name:** Bruce Hagan**Email:** bhagan@ivc.edu**Division/School:** IVC**Department:** Technology Services**Phone:** 949-451-5254**Location:****Name:** Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Saddleback**Department:** ITC**Phone:** 949-582-4882**Location:****Project Sponsor(s):****Name:** Jeff Dorsz**Title:** IT Director: Infrastructure and Security**Name:** Anthony Maciel**Title:** Director, Technology Serv/Broadcast S...**Name:** Bruce Hagan**Title:** Director, Technology Services**Impact:**☒ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide****Primary users:**☒ **Students**☐ **Faculty**☐ **Staff**☒ **Administrators/Managers**☐ **Community**☐ **All****Project Description:**

Funding for two network security initiatives is requested. District-wide IT management has determined that network access control "NAC" and an external audit of the network firewalls is in the best interest of the district. It has been determined that the existing wireless NAC system is inadequate for network security district-wide. Funding is required to implement a district-wide NAC system for both wireless and wired client network access. This will help mitigate the risk of security incidents by managing all client connection to the district-wide network. A district-wide assessment of the network firewalls is necessary to ensure that best practices are being followed and that internet network security has been implemented effectively and efficiently.

Justification: (end of life, law, state mandate, other - please describe)

Funding for the NAC solution will help district-wide IT staff manage client network connections reducing the risk of a security incident.

Funding for an external district-wide internet firewall audit will ensure the existing firewalls have implemented industry best practices. Justification details follow:

1. Firewall security audits – A review of the architecture and rules for the firewalls throughout the district is necessary to ensure best practices are being followed and that the firewalls are providing the expected security.
2. Network access control – During the wireless project and network switching assessment it became clear that a project to implement network access control or NAC district-wide was necessary for both security and device management/visibility. NAC will allow district-wide management of client connections to the network both through wifi and wired.

Explain how this request ties to your program review

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
District Services firewall audit	1	\$15,000.00	\$15,000.00
IVC firewall audit	1	\$15,000.00	\$15,000.00
Saddleback firewall audit	1	\$15,000.00	\$15,000.00
NAC hardware/software and integration services	1	\$294,895.00	\$294,895.00
NAC project management	1	\$30,000.00	\$30,000.00
Total			\$369,895.00

Start-Up Funding:

Project Start Up	Total Cost
no startup costs are necessary as the NAC solution is has been evaluated under year one of the netw...	\$0.00

Project Duration Estimate: *Please detail the number of years required to complete the project and the funding estimates for each year*

completion by the end of FY13/14

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Recurring costs of NAC only	1	\$40,000.00	\$40,000.00
Total			\$40,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Recurring costs to be funded by an existing district-wide telecommunications support renewal account.

Resource Contact(s):

Name: Jeff Dorsz **Email:** jdorsz@socccd.edu

Division/School: District Services **Department:** District IT

Phone: 949-582-4308 **Location:**

Name: Anthony Maciel **Email:** amaciel@saddleback.edu

Division/School: Saddleback **Department:** ITC

Phone: 949-582-4882 **Location:**

Name: Bruce Hagan **Email:** bhagan@ivc.edu

Division/School: IVC **Department:** Technology Services

Phone: 949-451-5254 **Location:**

Approval Date(s):

Name: Jeff Dorsz **Approval Date:**

Name: Anthony Maciel **Approval Date:**

Name: Bruce Hagan **Approval Date:**

15

Two projects ranked
in position 15 priority

Fiscal Year: 2014 - 2015

Project Name: Enhance MySite Security and Permission Role Management

☐ Hardware☐ Software☐ Service

Initiated By:

Name: Jim Phaneuf

Email: jphaneuf@socccd.edu

Division/School: Technology and Learning Services

Department: District IT

Phone: 4332

Location:

Project Sponsor(s):

Name: Arleen Elseroad

Title: Dean, Enrollment Services - IVC

Name: Jane Rosenkrans

Title: Dean, Enrollment Services - Saddleback

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☐ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

The goal of this project is to streamline role management and improve security within MySite and SIS by adding more precise controls and moving management of these functions to the responsible managers and administrators.

Justification: *(end of life, law, state mandate, other - please describe)*

- Allow managers and administrators to directly control access to the functions for which they're responsible
- Support more precise permission levels and finer control over access periods
- Provides better documentation on user access capabilities (in support of audit requirements)
- Reduction of ongoing support costs for managing MySite Security and Permissions

Explain how this request ties to your program review

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software Development	1	\$252,000.00	\$252,000.00

Total \$252,000.00

Start-Up Funding:

Project Start Up

Total Cost

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will span the 14-15 fiscal year (4 months of effort)

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
There is no ongoing cost other than possible changes or ...			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

SIS Enhancements budget

Resource Contact(s):

Name: Arleen Elseroad

Email: aelseroad@ivc.edu

Division/School: Office of Admissions, Recds & Student ...

Department: Administration

Phone: 5416

Location:

Name: Jane Rosenkrans

Email: jrosenkrans@saddleback.edu

Division/School: Office of Admissions, Recds & Student ...

Department: Administration

Phone: 4340

Location:

Name: Jim Phaneuf

Email: jphaneuf@socccd.edu

Division/School: Technology and Learning Services

Department: District IT

Phone: 4332

Location:

Approval Date(s):

Name:

Approval Date:

17

Fiscal Year: 2014 - 2015

Project Name: MySite Mobile Registration

☐ Hardware☒ Software☐ Service

Initiated By:

Name: Jim Gaston

Email: jgaston@socccd.edu

Division/School:

Department: District IT

Phone: 4336

Location:

Project Sponsor(s):

Name: Students

Title:

Impact:

☐ District Services☒ Irvine Valley College☒ Saddleback College☐ District-wide

Primary users:

☒ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

This project will provide students the ability to add and drop classes from MySite Mobile. Additional mobile functionality will also be added as prioritized by the mobile design team.

Justification: (end of life, low, state mandate, other - please describe)

The trend of college students preferring the use of mobile devices has been well documented and our own initial foray into mobile development confirms this fact. MySite Mobile was released in a beta version with limited functionality in November 2012 and it has already received over 2.2 million pageviews in one year. We have added grades and registration appointments to the initial beta release but the number one request coming from students using the MySite Mobile feedback page is for registration functionality. This project will be an excellent follow-up to the new waitlist system as it would allow students to immediately add a class when they receive a text or email notification that a seat is now available for them.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goals:

2. Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

Saddleback Values:

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Software development	1	\$882,000.00	\$882,000.00
Total			\$882,000.00

Start-Up Funding:

Project Start Up	Total Cost
Start up costs	\$650,000.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

This project will be complete within 7 months of the start date.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
			\$0.00
Total			\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Resource Contact(s):

Name:

Email:

Division/School:

Department:

Phone:

Location:

Approval Date(s):

Name:

Approval Date:

18

Fiscal Year: 2014 - 2015**Project Name:** District-wide Enterprise Data Backup☒ **Hardware**☐ **Software**☐ **Service****Initiated By:****Name:** Jeff Dorsz**Email:** jdorsz@socccd.edu**Division/School:** District Services**Department:** District IT**Phone:** 949-582-4308**Location:****Name:** Bruce Hagan**Email:** bhagan@ivc.edu**Division/School:** IVC**Department:** Technology Services**Phone:** 949-451-5254**Location:****Name:** Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Saddleback**Department:** ITC**Phone:** 949-451-5254**Location:****Project Sponsor(s):****Name:** Jeff Dorsz**Title:** IT Director: Infrastructure and Security**Name:** Anthony Maciel**Title:** Director, Technology Serv/Broadcast S...**Name:** Bruce Hagan**Title:** Director, Technology Services**Impact:**☐ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide****Primary users:**☐ **Students**☐ **Faculty**☐ **Staff**☐ **Administrators/Managers**☐ **Community**☐ **All****Project Description:**

In fiscal year 2013/2014 basic aid funding was provided to evaluate a district-wide standard for data backup. The next step in this process is to implement the district-wide standard.

Justification: (end of life, law, state mandate, other - please describe)

Currently, District Services, IVC and Saddleback College manage data backups in silos. This project will implement a standard data backup solution district-wide. Implementing a data backup standard will help each entities to interoperate and assist with data backup management and will assist in the geographically remote storage of data backups for disaster recovery and business continuity.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals**Saddleback Goals****IVC Goals**

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Hardware/Software	1	\$500,000.00	\$500,000.00
Integration Services	1	\$40,000.00	\$40,000.00
Project Management Contract Services	1	\$20,000.00	\$20,000.00
Total			\$560,000.00

Start-Up Funding:

Project Start Up	Total Cost
Startup costs were provided in FY12/13	\$0.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

The project should be completed by the end of FY13/14

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Recurring costs are estimated to be approximately 15 pe...	1	\$75,000.00	\$75,000.00
Total			\$75,000.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Recurring costs to be funded using existing general fund maintenance. It is expected that a portion of the recurring cost will be offset when existing backup technology is retired.

Resource Contact(s):

Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Saddleback	Department:	ITC
Phone:	949-582-4882	Location:	
Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	IVC	Department:	Technology Services
Phone:	949-451-5254	Location:	
Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu
Division/School:	District Services	Department:	District IT
Phone:	949-582-4308	Location:	

Approval Date(s):

Name: Jeff Dorsz

Approval Date:

Name: Bruce Hagan

Approval Date:

Name: Anthony Maciel

Approval Date:

19

Fiscal Year: 2014 - 2015**Project Name:** District-wide Virtual Desktop Infrastructure - Year 1☒ **Hardware**☐ **Software**☐ **Service**

Initiated By:

Name: Jef Dorsz**Email:** jdorsz@socccd.edu**Division/School:** District Services**Department:** District IT**Phone:** 949-582-4308**Location:****Name:** Bruce Hagan**Email:** bhagan@ivc.edu**Division/School:** IVC**Department:** Technology Services**Phone:** 949-451-5254**Location:****Name:** Anthony Maciel**Email:** amaciel@saddleback.edu**Division/School:** Saddleback**Department:** ITC**Phone:** 949-582-4882**Location:**

Project Sponsor(s):

Name: Jeff Dorsz**Title:** IT Director: Infrastructure and Security**Name:** Anthony Maciel**Title:** Director, Technology Serv/Broadcast S...**Name:** Bruce Hagan**Title:** Director, Technology Services

Impact:

☒ **District Services**☐ **Irvine Valley College**☐ **Saddleback College**☐ **District-wide**

Primary users:

☒ **Students**☐ **Faculty**☐ **Staff**☒ **Administrators/Managers**☐ **Community**☐ **All**

Project Description:

In fiscal year 2012/2013 basic aid funding was provided to evaluate a district-wide standard for virtual desktop infrastructure or "VDI." The next step in this process is to begin the VDI implementation. This project will begin the deployment of VDI district-wide.

Justification: (end of life, law, state mandate, other - please describe)

A technology shift away from traditional high end desktop computing to a thin client technology will allow district-wide IT staff to more efficiently manages desktop computing throughout the district. This technology will allow desktop support staff to respond more quickly to desktop support issues. Additionally, desktop support staff will be able to monitor demand and adjust computing resources more efficiently. Finally, VDI technology will aid in business continuity by more efficiently managing user data backups and recovery.

Explain how this request ties to your program review

Goal or Objective Supported: (click on name below to open related goals/objective website page)

SOCCCD Goals
Saddleback Goals
IVC Goals

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
District Services server hardware (to support 110 desktops)	1	\$75,000.00	\$75,000.00
Saddleback server hardware (to support 150 desktops)	1	\$125,000.00	\$125,000.00
IVC server hardware (to support 200 desktops)	1	\$125,000.00	\$125,000.00
District Services client hardware	110	\$200.00	\$22,000.00
Saddleback client hardware	150	\$200.00	\$30,000.00
IVC client hardware	200	\$200.00	\$40,000.00
District Services software licensing (to support 110 desk...	1	\$10,000.00	\$10,000.00
Saddleback software licensing (to support 150 desktops)	1	\$30,000.00	\$30,000.00
IVC software licensing (to support 200 desktops)	1	\$40,000.00	\$40,000.00
Integration services	1	\$10,000.00	\$10,000.00
Project Management services	1	\$7,000.00	\$7,000.00
Increase per District-wide Technology Plan Task Force	1	\$150,000.00	\$150,000.00
Total			\$664,000.00

Start-Up Funding:

Project Start Up	Total Cost
Start up funding (assessment) was provided in FY12/13.	\$0.00

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year:

It is estimated that this it will take 4 years to fully deploy VDI district-wide.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
Recurring costs of hardware/software licensing and supp...	1	\$74,500.00	\$74,500.00
Total			\$74,500.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Recurring costs to be funded using general fund maintenance.

Resource Contact(s):

Name:	Jeff Dorsz	Email:	jdorsz@socccd.edu
Division/School:	District Services	Department:	District IT
Phone:	949-582-4308	Location:	

Name:	Anthony Maciel	Email:	amaciel@saddleback.edu
Division/School:	Saddleback	Department:	ITC
Phone:	949-582-4882	Location:	

Name:	Bruce Hagan	Email:	bhagan@ivc.edu
Division/School:	IVC	Department:	Technology Services
Phone:	949-451-5254	Location:	

Approval Date(s):

Name:	Jeff Dorsz	Approval Date:	
Name:	Bruce Hagan	Approval Date:	
Name:	Anthony Maciel	Approval Date:	

19

Two projects ranked
in priority position 19

Fiscal Year: 2014 - 2015

Project Name: Proof of Concept for Online Tutoring for IVC and SC

☐ Hardware☐ Software☐ Service

Initiated By:

Name: Brooke Choo

Email: bchoo@ivc.edu

Division/School: Library

Department: Student Success Center

Phone: 5390

Location: IVC

Name: Cathleen Greiner

Email: cgreiner@ivc.edu

Division/School: Dean

Department: Online and Extended Education

Phone: 5565

Location: IVC

Project Sponsor(s):

Name: Cathleen Greiner

Title: Dean, Online and Extended Education

Name: Brooke Choo

Title: Coordinator, Student Success Center

Name: Bruce Hagan

Title: Director of Technology Services

Name: Tony Lin

Title: Faculty Coordinator, Distance Education

Name: Karima Feldhus

Title: Dean of Liberal Arts

Impact:

☐ District Services☐ Irvine Valley College☐ Saddleback College☐ District-wide

Primary users:

☐ Students☐ Faculty☐ Staff☐ Administrators/Managers☐ Community☐ All

Project Description:

IVC and SC need to start offering online tutoring to students at both campuses for accreditation purposes, as well to support student success and stay abreast of current technology practices. We need to move forward with a proof of concept in order to establish what is feasible and the best option for the district and our students.

Justification: *(end of life, law, state mandate, other - please describe)*

In order to meet Accreditation Standard II A & B we need to offer the same student services to our Distance Education (DE) students as we do for our on-campus students. Since we offer tutoring on-campus, we need to offer online tutoring at a minimum for our DE students next year. However, tutoring is also recommended under the Student Success Taskforce recommendations, and thus expanding offering online tutoring to all students would support both student success, as well as the Completion Agenda. In order to make progress for our accreditation report, we need to move forward with this venture in a timely fashion. Finally, IVC and SC students are tech-savvy and request the provision of our services in an online format. In terms of universal design, providing online tutoring not only benefits our DE students, but it also benefits other students who cannot make it to campus for tutoring whether it be due to disability, childcare needs, transportation difficulties, family or work commitments, etc. All IVC and SC students benefit from having online tutoring as an option to support their academic success.

Explain how this request ties to your program review

Given the changing times and that more and more students are requesting services in an online format, it has been a part of the IVC Student Success Center's goals to begin to offer online tutoring as other colleges do. We want to be at the forefront of technology and offer students in our district the best learning support possible.

Goal or Objective Supported: *(click on name below to open related goals/objective website page)*

SOCCCD Goals

Saddleback Goals

IVC Goals

District-wide Goal 2. SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.

District-wide Goal 3. SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

IVC Goal: Intensive Student Support: Provide exemplary instructional and student support services and infrastructure focused on student success.

IVC Collegewide Objectives:

1. Increase student completion at IVC.
2. Increase student retention and persistence rates.
3. Develop a prescribed framework that will enhance effective use of student support services.
6. Increase the proportion of students who move up a level in ESL, and increase the proportion of students who pass transfer writing courses after completing ESL courses.

Project Cost Estimates:

Description	Qty	Unit Cost	Total Cost
Proof of concept for online tutoring funding for both IVC ...	1	\$90,000.00	\$90,000.00
Total			\$90,000.00

Start-Up Funding:

Project Start Up

Total Cost

The start up cost for both campuses is estimated above.

Project Duration Estimate: Please detail the number of years required to complete the project and the funding estimates for each year

At this point, as a proof of concept, we need to start with a pilot(s) and determine what is most effective and what we'll stick with for future years. That annual cost is TBD based upon what methodology or vendor/service provider is decided upon and then we'll continue offering online tutoring every year.

Ongoing Project Cost Estimates and/or Additional Staffing Requirements (non-Basic Aid eligible):

Description (Include amount, source, duration, and percentage, if shared)	Qty	Unit Cost	Total Cost
As a proof of concept, we will determine if our pilot year ...			\$0.00
		Total	\$0.00

Funding Source for On-going Costs (non-Basic Aid eligible):

Resource Contact(s):

Name:

Email:

Division/School:

Department:

Phone:

Location:

Approval Date(s):

Name:

Approval Date:



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

MEMORANDUM

DATE: April 22, 2014

TO: Dr. Debra Fitzsimons
Chair, Basic Aid Allocation Recommendation Committee
Vice Chancellor of Business Services

FROM: Glenn R. Roquemore, PhD *GR*
President

RE: 2014-15 Basic Aid Allocation Recommendation for ATEP Site Operation

BACKGROUND

On September 27, 2010 the Board of Trustees (BOT) approved a reorganization in which Irvine Valley College was designated to administer and operate the currently developed 1.5 acre Advanced Technology & Education Park (ATEP) site. On October 25, 2010, the BOT adopted Resolution 10-19 (Exhibit A) to continue using basic aid to cover the costs of staff, designated faculty, instructional support and facilities at ATEP through June 30, 2011. The resolution also authorized the use of basic aid to fund infrastructure staffing expenses of a groundskeeper, maintenance worker and campus coordinator, prior to the achievement of center status. Subsequently, Board Policy 3110 was adopted authorizing basic aid funds for certain one-time (non-recurring) projects including site development. Supporting the ATEP Site Operations is required while the rest of the site is being developed and, thus maintenance of the currently developed site is an integral part of the overall site development project. Therefore, funding for ATEP Site Operations is being requested as part of the basic aid allocation process for FY 2014-15 as summarized below.

SUMMARY

As delineated below, the FY 2014-15 basic aid funding request for ATEP Site Operation, compared to 2013-14, is 19.7% lower due to reduced internet service costs, the replacement of a fulltime building maintenance worker with a part-time position, and a reduction in contingency reserve to \$17,000. In addition, it is recommended that the funding for security services currently offered at ATEP be expanded through a contracted service to continue providing a 24/7 coverage of the entire 68 acre site. This will allow IVC, as site administrator, to provide adequate levels of security for students, staff and facilities at ATEP.

RECOMMEND ACTION

Recommend funding for ATEP Site Operations from basic aid for FY 2014-15 tentative budget at \$612,058 as shown below. Based on the projected beginning balance of \$103,000 for 2014-15, the net basic aid request for that year is \$509,058 as shown below

Divisions	2013-14 Budget	2014-15 Budget	\$ CHANGE	% CHANGE
Division 016 Office of Advanced Tech & Education Park	201,579	186,028	(15,551)	
Division 021 Office of Physical Plant	287,829	184,737	(123,092)	
Division 025 Office of College Fiscal Services	126,055	64,000	(62,055)	
Division 034 Office of Safety and Security	112,059	197,293	85,234	
TOTAL Funding Needed for ATEP Operations	727,522	612,058	(115,464)	-15.9%

Beginning Balance (2014-15 figure is projected)	130,992	103,000
Basic Aid Funding Request (Total from above less Beg. Bal)	596,530	509,058

EXHIBIT A
Page 1 of 2

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESPONSIBILITIES OF CURRENT AND FUTURE DEVELOPMENT OF THE
ADVANCED TECHNOLOGY & EDUCATION PARK

RESOLUTION 10-19

October 25, 2010

Whereas, in 2004 the City of Tustin conveyed 68.37 acres of land for the Advanced Technology & Education Park (ATEP) to the South Orange County Community College District (SOCCCD) and both Irvine Valley College and Saddleback College worked together with the SOCCCD to determine the initial academic direction and long range academic plans for the new site; and

Whereas, since 2004 the SOCCCD administration has been responsible for the hiring and supervision of personnel to manage the ATEP site;

Whereas, with input from both Colleges, since 2004 the SOCCCD administration has led the municipal liaison, legal, facilities planning, fiscal management, partnership development, and land development activities for the 68-acre site; and

Whereas, an initial 1.5 acres of the ATEP site was developed into classrooms, offices and parking and since the fall of 2007 Irvine Valley College and Saddleback College scheduled and held courses at ATEP; and

Whereas, both Colleges and the SOCCCD worked together for several months to determine the most effective way to manage the currently developed 1.5 acre ATEP site for instruction and related services and continue municipal liaison, legal, facilities planning, fiscal management, partnership development, and land development activities of the remaining acres; and

Whereas, on September 27, 2010 the Board of Trustees approved a reorganization in which Irvine Valley College is designated to administer and operate the currently developed 1.5 acre ATEP site, while Saddleback College will continue to direct its sole program at the site; and

Whereas, most activities related to ATEP have been funded through basic aid and both Colleges reimbursed for designated faculty costs; and

Whereas, basic aid will continue to be used to cover the costs of staff, designated faculty, instructional support and facilities at ATEP through June 30, 2011; and

EXHIBIT A
Page 2 of 2

***RESPONSIBILITIES OF CURRENT AND FUTURE DEVELOPMENT OF THE
ADVANCED TECHNOLOGY & EDUCATION PARK***

Whereas, prior to the achievement of center status basic aid will continue to fund the infrastructure staffing expenses of a groundskeeper, maintenance worker and campus coordinator; and

Whereas, when the expanded ATEP site is designated as a center, funding for the site will be allocated according to the SB361 model; and

Whereas, commercial partnerships for the ATEP site will be directed by the SOCCCD and any resulting revenues be utilized to supplement basic aid; and

Whereas, development of partnerships with educational institutions will be a shared responsibility between the SOCCCD and the Colleges; and

Whereas, while future facility planning of the ATEP site will be led by the SOCCCD, with input from the Colleges, the determination of educational programs is the responsibility of both Colleges through their strategic planning processes; therefore,

Be it resolved that Irvine Valley College, Saddleback College and the District Office shall work together to move forward the development of the Advanced Technology & Education Park to meet the educational needs of the community.

Donald P. Wagner, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

Thomas a. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

John S. Williams, Member

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

Minutes from:

April 28, 2014 Regular Meeting of the Board of Trustees (Exhibit A)
and April 30, 2014 Special Meeting of the Board of Trustees (Exhibits B and C)

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
April 28, 2014**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (1)
 - A. Public Employee Discipline, Dismissal, Release (1)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. SOCCCD Faculty Association
Agency Designated Negotiator: David Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9)(1)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2) and (e)(1) (1 case)

RECONVENE OPEN SESSION: 5:30 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote, the board voted to rescind the board's decision to non-renew a probationary faculty member's contract and, in lieu, accepts the faculty member's resignation.

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee James Wright

2.4 Public Comments

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

There was one public comment in support of the faculty contract proposal and negotiation process.

2.5 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

1. David Robinson, Student Trustee
2. Classified Employees Week
3. Virginia Shank, Professor of the Year, Irvine Valley College
4. Mercedes Julian, Associate Professor of the Year, Irvine Valley College
5. JoAnna Schoon, Emeritus Professor of the Year, Irvine Valley College
6. Alannah Rosenberg, Professor of the Year, Saddleback College
7. Fariba Vatandoust, Associate Professor of the Year, Saddleback College
8. Collette Chattopadhyay, Emeritus Professor of the Year, Saddleback College

B. Commendations:

1. Saddleback College: President Tod Burnett commended Lariat Advisor Amara Aguilar for being named Educator of the Year by the California Journalism Education Coalition as well as eight journalism students for winning several awards at the Journalism Association of Community Colleges conference.

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 Saddleback College: Student Success in Learning Resource Center (LRC) Tutorial Programs

Representatives from the Tutoring Center at Saddleback College will present an overview of the center's ongoing tutoring efforts as well as the newly developed programs that address the needs of the diverse student population.

Faculty Tutorial Specialist Christina Hinkle presented an overview of the tutoring center's ongoing programs and stressed the importance of increasing supplemental funding for instructional programs and online tutoring.

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.

Item 5.18 was pulled from the consent calendar for discussion/action.

On a motion made by Trustee Jay and seconded by Trustee Padberg, the balance of the consent calendar was unanimously approved.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on March 31, 2014.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2014-15 Academic Year**
Approve curriculum revisions for the 2014-15 academic year pursuant to Title 5, Section 53200 et seq.
- 5.3 **Irvine Valley College: Community Education Not-for-Credit Program, Summer 2014**
Approve the additional courses, presenters and compensation for Summer 2014 community course offerings.
- 5.4 **SOCCCD: Irvine Valley College, Cafeteria Operations Services Agreement, Amendment No. 2, S & B Foods**
Approve Amendment No. 2 for the third one-year extension beginning July 1, 2014 and ending June 30, 2015.
- 5.5 **SOCCCD: Irvine Valley College, Beverage Vending Services Agreement, Amendment No. 1, Bottling Group LLC (Pepsi)**
Approve Amendment No.1 for the first one-year extension beginning July 1, 2014 and ending June 30, 2015.
- 5.6 **SOCCCD: Irvine Valley College, Donated Equipment, Dell Computers**
Approve the donation of five each of computers, monitors, keyboards, and mice to Epilepsy Support Network of Orange County.
- 5.7 **SOCCCD: Saddleback College and Irvine Valley College, Bookstore Operations Services Agreements, Amendment No.1, Follett Higher Education Group**
Approve Amendment No. 1 for the first of three one-year extensions beginning July 1, 2014 and ending June 30, 2015
- 5.8 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 5.9 **SOCCCD: Saddleback College, Construction Management Services, Amendment No. 2, Michael E. Wilson**
Approve Amendment No. 2 for the final of the two one-year extensions, beginning July 1, 2014 and ending June 30, 2015, for an annual amount not to exceed \$150,000 and a new contract value of \$723,504.
- 5.10 **SOCCCD: Saddleback College: Donated Equipment, EMS METIman Simulation Manikin**
Approve the donation of the METIman Simulation Manikin, software and air compressor to Cypress College
- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-12 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.12 **SOCCCD: Agreement for Special Services for the ATEP Project, Environ International Corporation**
Approve the agreement on a time and materials basis for the term of April 28, 2014 through June 30, 2019 for an estimated annual amount of \$80,000.
- 5.13 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.14 **SOCCCD: Payment of Bills**
Approve Checks No. 178766 through 179648 processed through the Orange County Department of Education, totaling \$5,458,565.34; and Checks No. 010975 through 011016, processed through Saddleback College Community Education, totaling \$215,900.58; and Checks No. 009230 through 009239, processed through Irvine Valley College Community Education, totaling \$14,672.29
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-03544 through P14-03921 amounting to \$2,833,801.77 and P15-00011 through P15-00031 amounting to \$143,546.54 are submitted to the Board of Trustees for approval. Confirming requisitions dated March 12, 2014 through April 8, 2014 totaling \$215,531.01 are also submitted.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending March 31, 2014
- 5.17 **SOCCCD: March and April 2014 Contracts**
Ratify contracts as listed.
- 5.18 **Irvine Valley College and Saddleback College: Grant Acceptance, AB86**

Adult Education Consortium Planning Grant

Accept award from California Community Colleges Chancellor's Office for the AB86 Adult Education Consortium Planning Grant, RFA No. 13-328-062.

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

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Saddleback College, Cogeneration & Central Plant Operation, Maintenance Equipment Refresh & Environmental Compliance Services, Bid No. 2009 Change Order No. 1, Veolia Energy Solutions, LLC**

Approve Change Order Request No. 1 to agreement in the amount of \$262,600 for a revised total contract amount of \$3,050,600.

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

- 6.2 **SOCCCD: Saddleback College, Photo-Radio-Television Renovation Project, Award of Bid, Harbor Construction Co., Inc.**

Award the Photo-Radio-Television Renovation Project and approve the construction agreement in the amount of \$1,608,000.

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

- 6.3 **SOCCCD: Board Policy Revision, BP-5140 Disabled Students Programs and Records, BP-4054 Political Activities, BP-2210 HIPAA/CMIA Privacy Policy**

Accept for review and study

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

- 6.4 **SOCCCD: Board Policy Revision: BP-180 Respectful Interactions and Collaboration, BP-3007 Cash Handling, BP – 5410 Student Equity, BP-2150 Smoke Free District, BP – 4014 Smoking Discussion/Approval.**

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

- 6.5 **SOCCCD: 2014-2015 Full-Time Faculty Hiring Amendment**
Approve the amendment to the 2014-2015 faculty hiring list to include the new DSPS Counselor position. This position will be 100% categorically funded.

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

6.6 SOCCCD: Recess to Public Hearing

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD Faculty Association opening proposal.

A Public Hearing was held to allow the District to enter into collective bargaining negotiations pursuant to the requirements of California Government Code 3547.

6.7 SOCCCD: District Initial Proposal to SOCCCD Faculty Association

Accept for review and study the District's initial proposal to the SOCCCD Faculty Association for the purpose of negotiations.

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

6.8 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Retroactive Chair/Co-Chair Stipend Compensation: General Fund, Leave of Absence, Resignation/Retirement/Conclusion of Employment.

An amendment page was added to Exhibit C, Sections A and B.

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

6.9 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce A Classified Position, Funding for A Classified Position, Authorization to Eliminate and Create Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

A correction of a formatting error to Exhibit B, Attachment 2 was noted.

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

6.10 SOCCCD: Adopt Resolution No. 14-11: Classified Employee Layoff

Adopt resolution to eliminate categorical-funded position.

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

- 6.11 **SOCCCD: Saddleback College, Return to Basic Aid Project Funding for the Learning Resource Center Renovation**
Approve the return \$2,272,000 of basic aid funds assigned to the Saddleback College Learning Resource Center renovation to the unallocated basic aid account and make them available for redistribution as outlined in BP and AR 3110 Basic Aid Funds Allocation Process.

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

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Professors of the Year**
Saddleback College and Irvine Valley College Professors of the Year
- 7.2 **SOCCCD: Response to Board Request for OPEB Trust Retirement Board of Authority (RBOA)**
A report on RBOA investment management requested by Trustee Lang.
- 7.3 **SOCCCD: Staff response to public comments from the previous board meeting**
Response to public comment made at the March 31, 2014 board meeting regarding unpaid retroactive department chair stipends dating back to Spring 2012.
- 7.4 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.5 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.6 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.7 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through March 31, 2014.
- 7.8 **SOCCCD: Quarterly Financial Status Report**
The quarterly report as of March 31, 2014 for FY 2013-2014.
- 7.9 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending March 31, 2014.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:27 p.m.



Gary L. Poertner, Secretary

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Student Services Center
Room SSC 212, Second Floor
Saddleback College

MINUTES OF THE BOARD OF TRUSTEES' MEETING
April 30, 2014

PRESENT

Members of the Board of Trustees:

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

ABSENT

T.J. Prendergast, Vice President
James R. Wright, Member

CALL TO ORDER: 12:30 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 **Invocation**
Led by Trustee Nancy Padberg
- 1.3 **Pledge of Allegiance**
Led by Trustee Marcia Milchiker

4.0 DISCUSSION ITEMS

- 2.1 Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Saddleback College and the South Orange County Community College District.

2.2 Faculty, staff, students and members of the public are encouraged to attend this special listening session at which time members of the board will entertain comments regarding issues relating to the district. The board would like to receive comments on matters similar to those provided by example in item 2.1.

- Chancellor Gary Poertner gave introductory remarks and explained the new format for the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and are look forward to future listening sessions.
- Trustee Padberg asked attendees to send their signed or unsigned comments and concerns in written form to Grace Garcia or Joyce Bartlomain who will then forward them to the board members.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 2:04 p.m.



Gary L. Poertner
Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Library Building, the Café, First Floor
Irvine Valley College

MINUTES OF THE BOARD OF TRUSTEES' MEETING
April 30, 2014

PRESENT

Members of the Board of Trustees:

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

ABSENT

T.J. Prendergast, Vice President
James R. Wright, Member

CALL TO ORDER: 3:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Invocation

Led by Trustee Dave Lang

1.3 Pledge of Allegiance

Led by Trustee Tim Jemal

Trustee Jemal was not present for the Pledge of Allegiance. Consequently, Trustee Nancy Padberg led the pledge.

4.0 DISCUSSION ITEMS

- 2.1** Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Saddleback College and the South Orange County Community College District.

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- Chancellor Gary Poertner gave introductory remarks and explained the new format for the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and look forward to future listening sessions.
- Trustee Padberg asked attendees to send their signed or unsigned comments and concerns in written form to Grace Garcia or Joyce Bartlomain who will then forward them to the board members.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 4:34 p.m.



Gary L. Poertner
Chancellor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Community Education, Summer 2014 –
Additional Class Offerings

ACTION: Approval

BACKGROUND

The South Orange Community College District is known for offering high-quality, non-credit programs and fee-based classes. Saddleback College performs an important services and fulfills a vital part of their mission by offering these classes and programs through Community Education. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

STATUS

A variety of educational and recreational events have been planned by Saddleback College Community Education to serve the community during Summer 2014. Expenses for conducting these classes will be paid by the income from participant fees. Following Board approval of the Summer 2014 Community Education class offerings at the February 24, 2014 meeting, the college planned some additional classes to include in their Summer 2014 program. Exhibit A lists the additional class offerings, presenters, and compensation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation.

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Summer III 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Advanced Piano	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Art 10: Ceramics Fundamentals	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 11: Ceramics: Wheel I	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 228: Bench Jeweler I	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 229: Bench Jeweler II	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 50: Painting I	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 54: Painting From The Live Model II	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 57: Watercolor I	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 60: Printmaking (Intaglio/Etching And Relief)	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 70: Fundamentals Of Sculpture	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 78: Beginning Life Sculpture	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Art 85: Drawing From The Live Model I	5/15 - 12/31	Art Faculty	50% Net	\$5.25/hr
	Beginning Piano Pedagogy	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Chamber Music	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Commercial Music Ensemble	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Contemporary Choir	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Improvised Music In A Jazz Combo	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Intermediate Piano	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Jazz Ensemble	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Piano Ensemble	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Saddleback College Big Band	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	SATB Voiced Community Choir	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Symphonic Orchestra	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
	Wind Ensemble	5/15 - 12/31	Music Faculty	50% Net	\$5.25/hr
CFK	Art Camp	5/15 - 9/1	Veronica Obermeyer (E)	12.5% Net	\$214
	Art Camp	5/15 - 9/1	Erin O'Shea (E)	12.5% Net	\$214
	Art Camp	5/15 - 9/1	Richard White (E)	12.5% Net	\$214
	Art Camp	5/15 - 9/1	Larry Jones (E)	12.5% Net	\$214
	Ceramics	5/15 - 9/1	Duane Matthews (E)	\$30/hr	\$214
	Dana Hills Softball Summer Camp	5/15 - 9/1	Brandon Cosenza (E)	60% Net	\$126
	kidshipop.com	5/15 - 9/1	kidshipop.com	50% Net	\$146
	Mandarin Immersion Summer Camp	5/15 - 9/1	Charlie Loh (E)	60% Net	\$150
	Toddler Time	5/15 - 9/1	Kristi Martin (E)	30% Net	\$90
	Toddler Time	5/15 - 9/1	Dawn Trumbo (E)	30% Net	\$90
	Summer Experience	5/15 - 9/1	Thomas Fish (E)	Per Day	\$150
	Summer Experience	5/15 - 9/1	Renee Zapas (E)	Per Day	\$165

(E) Employee

(I) Independent Contractor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Program Revisions for the 2014-15 Academic Year

Action: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the revised program for the 2014-15 academic year.

STATUS

Saddleback College proposes additions, revisions to the programs of the College. Exhibit A includes revised certificates and degrees that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2014-2015 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed program changes for the 2014-15 academic year at Saddleback College as listed in Exhibit A.

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Interior Design

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

**Level III - Interior Design Professional
Certificate Program**

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Level I and II Courses		54
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
	Restricted Electives	6
Total		66
Restricted Electives:		
ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	3

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

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

Revised

Interior Design

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

**Please Note: There are no changes to Levels I and II
for the 2014-15 Academic year**

**Level III - Interior Design Professional
Certificate Program**

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Level I and II Courses		54
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
Total		63

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

Associate Degree

Associate in Science Degree

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Global Business Certificate Program

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or		3
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6-7
Restricted Electives:		
BUS 102	Oral Business Communications	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
CWE 180	Cooperative Work Experience: Business	3-4
Total		21 - 22

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

Suggested coursework not required for the major: BUS 102, 116, 120, 125, 136, 137, 138, 150, 160, 195, 223.

Revised

Global Business Certificate Program

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6-7
Restricted Electives:		
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
CWE 180	Cooperative Work Experience: Business	3-4
Total		21 - 22

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum Revisions for C-ID and Honors
Courses for the 2014-15 & 2015-16 Academic Years

Action: Approval

BACKGROUND

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

STATUS

Saddleback College proposes revisions to the curriculum of the college. Exhibit A includes new and revised courses that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for C-ID and Honors Courses for the 2014-2015 & 2015-16 Academic Year.

RECOMMENDATION

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

Div	Course Id	Catalog Id	Abbreviated Course Title	Action Taken	
				assign=assignments	
				cat desc= catalog description	
				c/l w/+ cross-listed with (and list the other crs id)	
				coreq=corequisite	
				crs id=course prefix and/or number	
				dc=delete course	
				dv=delete version of course	
				gr opt=grading option	
				hrs=hours	
				lim=limitation	
				lrng obj=learning objectives	
				moe=methods of eval	
				nc=new course	
				nv=new version of existing course	
				oe/oe=open entry/open exit	
				prereq=prerequisite	
				reactv=course reactivation	
				rec prep=recommended prep	
				rpt=repeatability	
				sch desc=schedule description	
				sr=scheduled review is for courses that are scheduled for review and there are no revisions	
				ti=title	
				tps=topics	
				txt=text-required for all courses numbered 1-299	
				un=units	
				val=validation	
					Effective
BUS	ACCT 1A	601000.00	FINANCIAL ACCOUNTING	cat desc, tps, lrng obj, moe, txt	Fall 2014
FAMT	ARTH 26	96190.00	ART HIST: REN-MODERN	ti fr SURVEY OF ART HISTORY:- RENAISSANCE TO MODERN to <u>SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY,</u> rec prep fr none to <u>Completion of or concurrent enrollment in ENG 200,</u> cat desc, tps, lrng obj, moe, txt, val	Fall 2014
FAMT	TA 15	818055.20	REHEARSAL AND PERFORMANCE: DRAMA	lim fr none to <u>Audition or interview,</u> lrng obj, moe, txt, val	Fall 2014

FAMT	TA 16	818056.20	REHEARSAL AND PERFORMANCE: COMEDY	lim fr none to <u>Audition or interview</u> , lrng obj, moe, txt, val	Fall 2014
FAMT	TA 17	818057.20	REHEARSAL AND PERFORMANCE: MIXED GENRES	lim fr none to <u>Audition or interview</u> , tps, lrng obj, moe, txt, val	Fall 2014
FAMT	TA 18	824000.10	REHEARSAL AND PERFORMANCE: DANCE	lim fr none to <u>Audition or interview</u> , cat desc, sch desc, tps, lrng obj, moe, txt, val	Fall 2014
FAMT	TA 110	429459.00	CHICANA/O LATINA/O THEATRE	react: moes, assign, txt	Fall 2014
FAMT	TA 113	818035.20	REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE	lim fr none to <u>Audition or interview</u> , moe, txt, val	Fall 2014
LA	ENG 1BH	284020.00	PRINCIPLES OF COMPOSITION II HONORS	nc, <u>prereq ENG 1A with a grade of "C" or better</u> , 3 units/ 3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 630AH	429758.00	HONORS CULTURE, SCIENCE, SOCIETY D: WAR I	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 631AH	429761.00	HONORS CULTURE, SCIENCE, SOCIETY D: WAR II	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 630BH	429755.00	HONORS CULTURE, SCIENCE, SOCIETY B: POWER, RESISTANCE, EMPIRE	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 631BH	429756.00	HONORS CULTURE, SCIENCE, SOCIETY B: TRANSFORMATION OF EMPIRE	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 630CH	429757.00	HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS I	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	HUM 631CH	429760.00	HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS II	nc, prereq <u>Eligibility for ENG 1A</u> , rec prep <u>Eligibility for ENG 1B</u> , 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable	Fall 2015
LA	SPAN 3	788080.00	INTERMEDIATE SPANISH	prereq fr SPAN 2 or three years of high school Spanish to <u>SPAN 2 or four years of high school Spanish</u> , cat desc, sch desc, tps, lrng obj, moe, txt, assign	Fall 2014

LA	PHIL 12	662160.00	INTRODUCTION TO LOGIC	cat desc, sch desc, tps, lng obj, moe, txt, assign	Fall 2014
LA	PHIL 15	662210.00	INTRODUCTION TO ETHICS	txt	Fall 2014
SBS	ANTH 9	30120.00	INTRODUCTION TO ARCHAEOLOGY	cat desc, sch desc, tps, lng obj, moe, assign	Fall 2014
SBS	SOC 2	776030.00	SOCIAL PROBLEMS	tps, lng obj, moe, assign, txt	Fall 2014

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Technology & Applied Sciences
Building Swing Space, Architectural Services Agreement, Amendment
No. 3, R2A Architecture

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees approved hiring R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for \$485,000. The original agreement provided for additional services, if necessary. On 9/23/2013, the Board of Trustees approved amendment No.1 for \$46,000 to provide additional programming services and on 1/27/2014, the Board of Trustees approved amendment No. 2 for \$163,420 to address modified drainage and building relocation for a revised contract amount of \$694,420.

STATUS

The Auto Tech building structure will be concrete masonry units and steel in lieu of wood along with an upgraded site wall and gate. District staff has negotiated a fee of \$28,800 with R2A Architecture for the additional architectural/engineering services required to address scope modifications. Staff recommends approval of the contract amendment (EXHIBIT A) for a new contract total equaling \$723,220.

Basic aid funds for this amendment are available within the approved project budget of \$9,520,687.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3 (EXHIBIT A) in the amount of \$28,800 with R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for a total fee of \$723,220.

**AMENDMENT No. 3
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE PROJECT
SADDLEBACK COLLEGE**

May 19, 2014

THIS AMENDMENT shall modify the original agreement dated May 16, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and R2A Architecture, 2900 Bristol St. Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

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

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at \$460,000 with a reimbursable allowance of \$25,000; and

WHEREAS, the Swing Space Project required additional architectural/engineering (A/E) services which were outside the original agreement; and

WHEREAS, Article I, paragraph 3 establishes that the schedule may be adjusted by mutual written agreement.

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

- Extend Division of the State Architect submittal date from 5/31/2014 to 6/23/2014
- Modify architectural compensation from \$694,420 with an increase of \$28,800 for a total contract value of \$723,220

Original Contract Amount:	\$485,000.00
Amendment No. 1	\$ 46,000.00
Amendment No. 2	\$163,420.00
Amendment No. 3	<u>\$ 28,800.00</u>
Total Contract Amount	<u>\$723,220.00</u>

IN WITNESS HEREOF, the Parties have executed this Amendment No. 3 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
R2A Architecture

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

By: _____
Etienne Runge, R2A - CEO

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Forensics Team Activities 2014-2015

ACTION: Approval

BACKGROUND

Forensics students, through their participation in the speech and debate team, have brought considerable honor to the College, the District, and the community. The Irvine Valley College (IVC) Forensics Team has competed in a number of speech tournaments throughout the state and country over the years.

STATUS

IVC plans to participate in a number of speech tournaments during the 2014-2015 academic year. Each tournament will incur entry and judging fees and several tournaments will require lodging, transportation, and meals for the students and coaches on trips that take place over a number of days. The tournaments and maximum cost estimates for each event are described in Exhibit A. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the IVC Forensics Team and their coaches in the 2014-2015 speech tournament schedule at a total estimated maximum budget not to exceed \$79,300.

Item Submitted By: *Dr. Glenn R. Roquemore, President*

**Tentative 2014-2015
IVC Forensics Tournament Schedule**

2014 FALL SEMESTER							
Dates	Tournament	Location	Entry	Meals	Lodging	Air/Ground	Total
July 28-Aug 1	So Cal Debate Forum - Summer Camp	CSULB	\$0				
Sept. 5-7	PSCFA Coaches Conference	Palm Desert		\$500	\$1,200	\$400	\$2,100
Sept. 13	PSCFA Seminar	Rio Hondo	\$0				\$0
Sept. 19	Early Bird	Fullerton	\$0				\$0
Sept. 26-27	PSCFA Warm-up	El Camino	\$0				\$0
Oct. 5-6	Aztec Invitation	SDSU	\$1,800	\$800	\$1,500		\$4,100
Oct. 10-11	Free Invitational Swing	IVC/Cal Baptist	\$0				\$0
Oct. 24	Free for Me LD Tournament	IVC	\$0				\$0
Oct. 25-26	Watson/Lancer	PCC	\$1,800	\$800	\$1,200		\$3,800
Oct.30-Nov.3	Paul Winters Invitational	U of Pacific	\$1,800	\$1,200	\$1,500		\$4,500
Oct. 31	Halloween Express	Fulerton	\$0				\$0
Nov 7-9	Robert Barbera Invitational	CSUN	\$1,800	\$800	\$1,200		\$3,800
Nov. 11	STOA Debate Invitational	IVC	\$0				\$0
Nov. 14-16	Griffin Invitational Swing	Grossmont	\$1,800	\$600	\$1,200		\$3,600
Dec. 6-8	PSCFA Fall Champs	Mt Sac	\$2,800				\$2,800
2015 SPRING SEMESTER							
Dates	Tournament	Location	Entry	Lodging	Meals	Air/Ground	Total
Jan. 10	So Cal Debate Forum - Winter Invitational	IVC	\$0				\$0
Jan. 17-18	Close to the Coast	OCC	\$1,800				\$1,800
Jan. 30-Feb.1	Back to the Beach Invitational	CSULB/Mt SAC	\$1,800				\$1,800
Feb. 6-8	Round Robin, Sunset Cliffs Swing	Pt Loma	\$1,800	\$1,800	\$1,200		\$4,800
Feb. 13-15	Tabor/Venitsky, LD Champs	Cerritos, CA	\$2,000				\$2,000
Feb. 20-22	PSCFA Spring Champs	Moorpark	\$2,800	\$1,800	\$1,000		\$5,600
Mar. 6	Express Debate	Fullerton	\$0				\$0
Mar. 11-15	CCCFA State Championships	Woodland Hills	\$1,800	\$3,000	\$2,000		\$6,800
Mar. 13-18	NPDA National Championships	KCKCC	\$1,800	\$3,000	\$1,500	\$3,000	\$9,300
Apr. 4-12	Phi Rho Pi	Cleveland	\$2,100	\$6,000	\$3,500	\$10,000	\$21,600
Apr. 25-26	PSCFA Cool-Off	Saddleback	\$900				\$900
GRAND TOTAL			\$28,600	\$20,300	\$17,000	\$13,400	\$79,300

****Estimated Cost Breakdown by Funding**

*ASIVC	\$35,000
*IVC Conference Account-Forensics Coach Travel	\$10,000
*IVC Staff Development Fund	\$4,000
*Foundation Account/Fundraising	\$30,300
Total Funding (Estimate)	\$79,300

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

The Board of Trustees annually approves changes in instructional material/laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

STATUS

Irvine Valley College proposes to revise fees as outlined in Exhibit A. The material fees listed on the Exhibit A were not included on the 2014-2015 Revised Material/Laboratory Fees submitted to the Board for approval on February 24, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the changes to the 2014-2015 Revised Instructional Material/Laboratory Fees.

South Orange County Community College District

IRVINE VALLEY COLLEGE
2014/2015 Revised Instructional Material Fees

Course	Cat. I.D.	Title	Current Fee	Proposed Fee	Purpose
<u>FINE ARTS</u>					
ART 60	14411.00	Introduction to Printmaking	\$ 0	\$30.00	Cost for materials
ART 61	14411.11	Intermediate Printmaking	\$ 0	\$30.00	Cost for materials
ENTR 200	14332.00	Management: Entrepreneurship	\$ 0	\$12.00	Cost for materials
IMA 135	14464.00	Interactive Toy Design	\$ 0	\$100.00	Cost for materials

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2014-2015
Academic Year

ACTION: Approval

BACKGROUND

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

STATUS

Irvine Valley College (IVC) proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2014-2015 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2014-2015 academic year at IVC.

Transfer Model Curriculum (TMC) Template for Anthropology
 CCC Major or Area of Emphasis: Anthropology
 TOP Code: 220200
 CSU Major(s): Anthropology
 Total Units: 18-20 (all units are semester units)

Template # 1006
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

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

Associate in Arts in Anthropology for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (9 units)					
Introduction to Cultural Anthropology (3)	ANTH 120	ANTH 2	Cultural Anthropology	3	D1/4A
Introduction to Biological Anthropology (3)	ANTH 110	ANTH 1	Introduction to Physical Anthropology	3	B3-5B
Introduction to Archaeology (3)	ANTH 150	ANTH 9	Introduction to Archeology	3	D1/4A
LIST A: Select one (3 units)					
Any course articulated as lower division preparation for the Anthropology major at a CSU. See example courses on TMC.	AAM	ANTH 3	Culture and Language	3	D1/4A
LIST B: Select one (3 units)					
Any course from LIST A not already used				3	C1
1. Science Methods				3	
Introduction to Research Methods in Psychology (3)	PSY 200	PSYC 2	Research Methods in Psychology	3	D9/4I
OR				3	
Introduction to Research Methods in Psychology (with Laboratory) (4)	PSY 205B				
OR					
Introduction to Research Methods	SOCI 120				
Philosophy of Science (3)	GECC				
2. Sciences					
Human Anatomy (with Laboratory) (4)	BIOL 110B	BIO 11	Human Anatomy	4	B2/B5
Physical Geology (3) AND Physical Geology Laboratory (1) OR Physical Geology (with Laboratory) (4)	GEOL 100 GEOL 100L GEOL 101	GEOL 1	Physical Geology	4	B1/5A
Earth Science (3) AND Earth Science Laboratory (1) OR Earth Science (with Laboratory) (4)	GEOL 120 GEOL 120L GEOL 121	ERTH 20	Introduction to Earth Science	4	B1/5A
Environmental Geology (3) AND Environmental Geology Laboratory (1) Or Environmental Geology (with Laboratory) (4)	GEOL 130 GEOL 130L GEOL 131				

Introduction to Geographic Information Systems and Techniques (with Laboratory) (2)	GEOG 155	GEOG 110	Introduction to Geographic Information Systems	3	
List C: Select one (3-5 units)					
Any course from LIST A or B not already used					
Any CSU transferable Anthropology course	BCT	ANTH 4	Native American Culture	3	D1/4A
		ANTH 7	Native Americans of Southern California		
Any non-Anthropology course from the humanities or social sciences on cultural diversity. See example courses on TMS>	GECC	GEOG 2	Cultural Geography	3	Area C2/D and Area 3B and 4
		GEOG 20	Global Environmental Problems		
		HIST 33	The History of the Mexican American People		
		HIST 40	The History of East Asia Before 1800		
		HIST 41	This History of East Asia Since 1800		
		HUM 2	The Culture of Ancient Greece and Rome		
		HUM 21	Intro to Asian Religions		
		HUM 22	Intro to Judaism, Christianity, and Islam		
		PS 6	Politics and Government of the Middle East		
		SOC 20	Ethnic and Minority Group Relations		
Total Units for the Major:	18-20	Total Units for the Major:		18	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			16
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			19-21
		Total Degree Units (maximum)			60

Transfer Model Curriculum (TMC) Template for Anthropology
 CCC Major or Area of Emphasis: Anthropology
 TOP Code: 220200
 CSU Major(s): Anthropology
 Total Units: 18-20 (all units are semester units)

Template # 1006
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

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

Associate in Arts in Anthropology for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (9 units)					
Introduction to Cultural Anthropology (3)	ANTH 120	ANTH 2 Or ANTH 2H	Cultural Anthropology Or Cultural Anthropology Honors	3	D1/4A
Introduction to Biological Anthropology (3)	ANTH 110	ANTH 1 Or ANTH 1H	Introduction to Physical Anthropology OR Introduction to Physical Anthropology Honors	3	B3-5B
Introduction to Archaeology (3)	ANTH 150	ANTH 9	Introduction to Archeology	3	D1/4A
LIST A: Select one (3 units)					
Any course articulated as lower division preparation for the Anthropology major at a CSU. See example courses on TMC.	AAM	ANTH 3	Culture and Language	3	D1/4A
LIST B: Select one (3 units)					
Any course from LIST A not already used				3	C1
1. Science Methods				3	
Introduction to Research Methods in Psychology (3)	PSY 200	PSYC 2	Research Methods in Psychology	3	D9/4I
OR				3	
Introduction to Research Methods in Psychology (with Laboratory) (4)	PSY 205B				
OR					
Introduction to Research Methods	SOCI 120				
Philosophy of Science (3)	GECC				
2. Sciences					
Human Anatomy (with Laboratory) (4)	BIOL 110B	BIO 11	Human Anatomy	4	B2/B5
Physical Geology (3) AND Physical Geology Laboratory (1) OR Physical Geology (with Laboratory) (4)	GEOL 100 GEOL 100L GEOL 101	GEOL 1	Physical Geology	4	B1/5A
Earth Science (3) AND Earth Science Laboratory (1) OR	GEOL 120 GEOL 120L	ERTH 20	Introduction to Earth Science	4	B1/5A

Earth Science (with Laboratory) (4)	GEOL 121				
Environmental Geology (3)	GEOL 130				
AND					
Environmental Geology Laboratory (1)	GEOL 130L				
Or					
Environmental Geology (with Laboratory) (4)	GEOL 131				
Introduction to Geographic Information Systems and Techniques (with Laboratory) (2)	GEOG 155	GEOG 110	Introduction to Geographic Information Systems	3	
List C: Select one (3-5 units)					
Any course from LIST A or B not already used					
Any CSU transferable Anthropology course	BCT	ANTH 4	Native American Culture	3	D1/4A
		ANTH 7	Native Americans of Southern California		
		ANTH 13	Magic, Witchcraft and Religion		
Any non-Anthropology course from the humanities or social sciences on cultural diversity. See example courses on TMS>	GECC	GEOG 2	Cultural Geography	3	Area C2/D and Area 3B and 4
		GEOG 20	Global Environmental Problems		
		HIST 33	The History of the Mexican American People		
		HIST 40	The History of East Asia Before 1800		
		HIST 41	This History of East Asia Since 1800		
		HUM 2	The Culture of Ancient Greece and Rome		
		HUM 21	Intro to Asian Religions		
		HUM 22	Intro to Judaism, Christianity, and Islam		
		PS 6	Politics and Government of the Middle East		
		SOC 20	Ethnic and Minority Group Relations		
Total Units for the Major:	18-20	Total Units for the Major:		18	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			16
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			19-21
		Total Degree Units (maximum)			60

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

SCHOOL OF BUSINESS SCIENCE

A+, Network+, Linux+
Certificate of Proficiency

This program of study includes instruction and practice in the identification, installation, and configuration of hardware and software to build, maintain, upgrade, and improve performance of a computer system. The program also includes the Linux operating system. The certificate courses provide a solid core of network concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. This certificate prepares students for Comp TIA's A+ exam, Linux+, and Network + industry exams. Students who complete this certificate will be ready for an entry-level position in the industry and/or to undertake further study to advance to more specific industry training.

Complete the following courses:

CIM 206	A+ Hardware Concepts	3
CIM 208	A+ Operating Systems Preparation	3
CIM 260	Network+	3
CIM 261	Linux+	3
	Total Units:	12

Web Page Authoring
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level web authoring positions. The certificate focuses on fundamental web development software and effective web page layout skills.

Complete the following courses:

CIM 225.1	Creative Suite	3.5
CIM 241.1	Creating a Web Page I Using XHTML	1.5
CIM 243.1	Dreamweaver I	1.5
CIM 243.2	Dreamweaver II	1.5
DMA 180	Visual Design for the Web	3
	Total Units:	11

A+, Network+, Linux+
Certificate of Proficiency

This program of study includes instruction and practice in the identification, installation, and configuration of hardware and software to build, maintain, upgrade, and improve performance of a computer system. The program also includes the Linux operating system. The certificate courses provide a solid core of network concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. This certificate prepares students for Comp TIA's A+ exam, Linux+, and Network + industry exams. Students who complete this certificate will be ready for an entry-level position in the industry and/or to undertake further study to advance to more specific industry training.

Complete the following courses:

CIM 106	A+ Hardware Concepts	3
CIM 108	A+ Operating Systems Preparation	3
CIM 260	Network+	3
CIM 261	Linux+	3
	Total Units:	12

Recommended electives: CIM 170, CIM 172

Web Page Authoring
Certificate of Proficiency

This certificate of proficiency is intended to prepare students for entry-level web authoring positions. The certificate focuses on fundamental web development software and effective web page layout skills.

Complete the following courses:

CIM 225.1	Creative Suite	3.5
CIM 141	Creating a Web Page Using HTML	3
CIM 143	Web Development – Dreamweaver	3
CIM 144	Web Development – WordPress	3
	Total Units:	12.5

Transfer Model Curriculum (TMC) Template for Computer Science
CCC Major or Area of Emphasis: Computer Science
TOP Code: 070600
CSU Major(s): Computer Science
Total Units: 28 (all units are semester units)

Template # 2007
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

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

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

Transfer Model Curriculum (TMC) Template for Computer Science
CCC Major or Area of Emphasis: Computer Science
TOP Code: 070600
CSU Major(s): Computer Science
Total Units: 28 (all units are semester units)

Template # 2007
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

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

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

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

SCHOOL OF PHYSICAL SCIENCES AND TECHNOLOGIES

Laser Technology: Photonics
Certificate of Proficiency

Completing the requirements for this Certificate of Proficiency will prepare students with the first, basic skills needed to gain employment in photonics technology. Based in hands-on laboratories and demonstrations, this Certificate emphasizes real-world technology. Students will work with local industry toward employment designing, testing and servicing photonic systems with diverse applications including remote sensing, manufacturing, defense, telecommunications, aerospace, medicine and entertainment.

Complete the following courses:

LET 205	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
	Total Units:	6

Transfer Model Curriculum (TMC) Template for Music
 CCC Major or Area of Emphasis: Music
 TOP Code: 100400
 CSU Major(s): Music
 Total Units: 21/22 (all units are semester units)

Template # 1006
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

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

Associate in Arts in Music for Transfer Degree College Name: Irvine Valley College				
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS		
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units CSU GE/ IGETC Area
REQUIRED CORE: (21-22 units)				
Music Theory I (3 units)	MUS 120	MUS 3	Harmony I	4
Music Theory II (3 units)	MUS 130	MUS 4	Harmony II	4
Music Theory III (3 units)	MUS 140	MUS 5	Harmony III	4
Music Theory IV (3 units)	MUS 150	MUS 6	Harmony IV	4
Musicianship I (1)*/**	MUS 125			
Musicianship II (1)*	MUS 135			
Musicianship II I(1)*	MUS 145			
Musicianship IV(1)*	MUS 155			
Applied Music (2) (4 semesters/6 quarters, minimum .05 unit each)	MUS 160	4 sem/1 ea MUS 50 MUS 51 MUS 52 And 4 sem MUS 53	Courses are .5 unit Applied Music: Instrumental Applied Music: Keyboard Applied Music: Voice Course is .5 unit Concert Music	1
Large Ensemble (4) (4 semesters/6 quarters, 1 unit each)	MUS 180	4 sem/1 ea MUS 39 MUS 40 MUS 42 MUS 44 MUS 46 MUS 59	Master Chorale	1 C1
*These courses may be combined with same level Music Theory into one course, but must objectives of both listed courses				
**In lieu of Music Theory I and Musicianship I, college may substitute the following: Music Fundamentals (d)	MUS 10			
Total Units for the Major:	21-22	Total Units for the Major: 24 Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area) 4 General Education (CSU GE or IGETC) Units 37-39 Elective (CSU Transferable) Units 1-3 Total Degree Units (maximum) 60		

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

SCHOOL OF BUSINESS SCIENCE

Paralegal
Certificate of Achievement

Courses in the paralegal studies program provide students with the skills and knowledge needed to work as a paralegal in civil litigation, bankruptcy or estate planning law firms; an understanding of ethical rules and regulations applicable to legal professionals; an overview of legal theory; and a practical introduction to legal research and writing.

Complete the following courses:

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

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

ACCT 215	General Accounting	3
AJ 2*	Introduction to Administration of Justice	3
CWE 168	Cooperative Work Experience: Paralegal	1-4
LGL208	Wills, Trusts and Estates	3
LGL 209	Bankruptcy	3
MGT 12A*	Legal Environment of Business	3
MGT 104	Business Communication	3
RE 174A*	Legal Aspects of Real Estate	3
	Total Units:	26.5

*AJ 2, MGT 12A, and RE 17A recommended.

Paralegal
Certificate of Achievement

Courses in the paralegal studies program provide students with the skills and knowledge needed to work as a paralegal in civil litigation, bankruptcy or estate planning law firms; an understanding of ethical rules and regulations applicable to legal professionals; an overview of legal theory; and a practical introduction to legal research and writing.

Complete the following courses:

LGL 201	Introduction to Paralegal Studies And Ethics	2
LGL 202	Computer Technology and Electronic Research	3.5
LGL 203	Business Law Contracts and Torts	3
LGL 205	Introduction to Legal Research and Writing	3
LGL 206A	Civil Litigation I	3
LGL 206B	Civil Litigation II	3
LGL 213	Legal Ethics	2

Complete a minimum of 9 units from the following courses:

ACCT 215	General Accounting	3
AJ 2*	Introduction to Administration of Justice	3
LGL 168	Cooperative Work Experience: Paralegal	1-4
LGL208	Wills, Trusts and Estates	3
LGL 209	Bankruptcy	3
LGL 210	Intellectual Property	3
LGL 212	Applied Paralegal Studies and Technology	3
LGL 215	Environmental Law and Policy	3
LGL 221	Social Media and the Law	3
MGT 12A*	Legal Environment of Business	3
MGT 104	Business Communication	3
RE 174A*	Legal Aspects of Real Estate	3
	Total Units:	28.5

*AJ 2, MGT 12A, and RE 17A recommended.

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit A
Page 11

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					co: corequisite
4					crsd: course id
5					dc: delete course
6					dv: delete version of course
7					hrs: hours
8					lim: limitation
9					lrng obj: learning objectives
10					moe: methods of evaluation
11					nc: new course
12					nv: new version of an existing course
13					prereq: prerequisite
14					rec: recommended preparation
15					rpt: repeatability
16					sam: SAM code
17					sr: scheduled review with no significant revisions
18					ti: title
19					top: TOP code
20					tps: topics
21					txt: textbook
22					un: units
23					val: validation
24	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
25	Fine Arts	ART 52	905.15	Advanced Painting	tps; txt
26	Humanities	CHI 110	14313.00	Introduction to Chinese Conversation	dc
27	Humanities	CHI 4	14321.00	Intermediate Chinese II	dc

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

Exhibit A
Page 12

	A	B	C	D	E
28	Fine Arts	DNCE 12	9927.30	Modern Dance I	desc
29	Fine Arts	DNCE 13	9927.40	Modern Dance II	desc
30	Fine Arts	DNCE 6	9923.27	Ballet I	desc
31	Fine Arts	DNCE 7	9923.35	Ballet II	desc
32	Fine Arts	DNCE 71	14432.00	Dance Assistant	nc: 2 units;6 hrs lab; rec: Previous member of the IVC Performing Dance Emsemble DNCE 170 or equivalent experience as determined by the instructor; TOP: 1008.10; SAM: D
33	Math, CS, Engr	ENGR 100	14465.00	Research Topics in Engineering and Applied Sciences	nc: 2 units: 1 hr lec; 3 hrs lab; top: 924.00; sam: D
34	Social Sciences	HD 101	3730.00	Observation and Assessment of Young Children	tps; moe; assign; txt
35	Social Sciences	HD 110	3750.00	Principles and Practices of Teaching Young Children	lrng obj; moe; assign
36	Social Sciences	HD 115	13221.00	Introduction to Curriculum	lrng obj; moe; assign; val
37	Social Sciences	HD 130	13222.00	Teaching in a Diverse Society	lrng obj; moe; txt; val
38	Social Sciences	HD 213	8960.00	From Baby Sitter to Business Owner: Operating A Quality Child Care Program in Your Home	ti; desc; tps; lrng obj; moe; assign; txt
39	Social Sciences	HD 215	8967.00	Planning Your Family Child Care Programs	ti; desc; tps; lrng obj; moe; assign; txt
40	Social Sciences	HD 267	8972.00	Staff Development Topics for School-Age Programs	desc; tps; lrng obj; moe; txt
41	Social Sciences	HD 270	8975.00	Art, Music, and Drama for School-Age Children	desc; assign; txt, val
42	Fine Arts	MUS 51	4990.10	Applied Music: Keyboard	desc; tps; lrng obj; moe; assign; txt
43	Fine Arts	MUS 53	5000.00	Applied Music Performance Workshop	ti; desc, tps, assign.
44	Fine Arts	MUS 59	14391.00	Piano Performance and Ensemble	dc

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College and Saddleback College, Student Parking Fees

ACTION: Approval

BACKGROUND

Community college parking programs are funded exclusively from parking revenue. Education Code Sections 76360 provides the governing board of a community college district the option of increasing the parking services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever this calculation produces an increase of one dollar above the existing fees, the fee may be increased by \$1.00. Effective with the summer session of 2014, districts may begin charging a maximum fee of \$51.00 per semester, \$26.00 for summer session, \$26.00 for each intersession of at least four weeks, or \$26.00 for each quarter.

STATUS

Student parking fees were last increased in 2003, and in order to maintain a viable parking program fees must be increased. The colleges' current and recommended student parking fee schedule is shown in Exhibit A. Proposed student fees are inclusive of the online processing fee of \$3.75 per semester permit or \$4.50 per annual permit. These fees are currently paid by the students in addition to the parking permit. The proposed fees of \$40 per semester or \$80 per year are below the permissible parking fee amount of \$51 per semester, per education code.

These changes were supported by the colleges' student government associations.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the new student parking fee schedule effective fall 2014.

Proposed Student Parking Fee Rates:

Category	<i>Current Rates</i>					
	Annual	Fall	Spring	Summer	Daily	Hourly
Student	\$ 60.00	\$ 30.00	\$ 30.00	\$ 15.00	\$ 2.00	\$ 0.50
Motorcycles	\$ 25.00	\$ 10.00	\$ 10.00	\$ 5.00	\$ 2.00	\$ 0.50

Category	<i>* Effective Fall Semester 2014 *</i>					
	Annual	Fall	Spring	Summer	Daily	Hourly
Student**	\$ 80.00	\$ 40.00	\$ 40.00	\$ 25.00	\$ 5.00	\$ 1.00
Motorcycles	\$ 40.00	\$ 20.00	\$ 20.00	\$ 10.00	\$ 5.00	\$ 1.00

** New rates will include online processing fees of \$3.75 -\$4.50 currently paid by students in addition to the parking permit. **

*** BOG student parking fees will be capped at the rate set by the State. ***

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
May 10, 2014	OC Social Entrepreneurship Competition	Shaheen Sheik-Sadhal	Keynote speaker / Entrepreneurship	\$500 Perkins 2013 - 2014
June 4- 6, 2014	Bus/Faculty Dev. Event	Shaheen Sheik-Sadhal	Speaker/Presenter Social Needs	\$400 2013-2014
June 13,2014	CTE; Faculty CA Development	Helen Eckman	Speaker and Presenter Sustainability	\$500

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Sept. 12, 2014 11am-2pm, LIB 213	Fumiko Ishii, Japanese Program, JA21	Takako Sasaki	Tying Obi for Kimono	\$500.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Special Services for ATEP Project: McKenna Long & Aldridge, LLP

ACTION: Approval

BACKGROUND

The District has used the services of McKenna Long & Aldridge, LLP since September 2008. The company provides specialized services as an advisor on Base Closure and Realignment Commission issues related to the ATEP property.

STATUS

McKenna Long & Aldridge LLP continues to assist and facilitate the District in: 1) reviewing meeting and Navy reports of the Restoration Advisory Board (RAB), 2) reviewing, and commenting on Navy and other ATEP environmental documents, 3) providing the district with options and considerations to assist with our interactions with the regulatory agencies overseeing Tustin base clean-up activities and; 4) communicating findings to the District and its other counsels.

The specialized professional rates for this project will be based on time and materials basis at a rate of: Robert E. Tritt, Partner at \$695 per hour, and Tami L. Azorsky, Partner at \$805 per hour (EXHIBIT A), which is a 3% increase from the previous rates.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (EXHIBIT A) with McKenna Long & Aldridge, LLP, for the ATEP project, on a time spent hourly rate.

Albany
Atlanta
Brussels
Denver
Los Angeles
Miami
New York

McKenna Long & Aldridge^{LLP}

303 Peachtree Street, NE • Suite 5300
Atlanta, GA 30308
Tel: 404.527.4000
mckennalong.com

Northern Virginia
Orange County
Rancho Santa Fe
San Diego
San Francisco
Seoul
Washington, DC

ROBERT E. TRITT
404.627.8130

EMAIL ADDRESS
rtritt@mckennalong.com

April 10, 2014

Via E-mail

Dr. Randy Peebles, Associate Vice Chancellor of
Business Services
South Orange County Community College District
28000 Marguerite Parkway
Health Sciences Building, District Services, Office
Number 320
Mission Viejo, California 92692

Re: New Rates

Dear Randy:

This letter updates and supplements the engagement letter between McKenna Long & Aldridge and the South Orange County Community College District, dated September 26, 2008. The engagement letter provides that our firm will bill the District at its hourly rates as in effect from time to time.

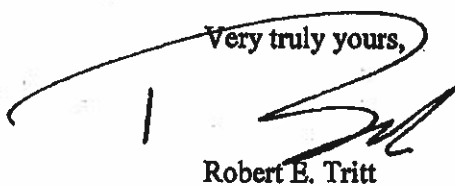
Effective May 20, 2014, the new rates for myself and Tami L. Azorsky have been adjusted to be as follows:

Robert E. Tritt (Partner)	\$695
Tami L. Azorsky (Partner)	\$805

If you need any further information with respect to this please do not hesitate to contact me.

April 10, 2014
Page 2

Very truly yours,

A handwritten signature in black ink, appearing to be "R. Tritt", written over a horizontal line.

Robert E. Tritt

RET/ac

ACCEPTED AND AGREED:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

Its: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 14-13 to Amend FY 2013-2014 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

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

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

General Fund

Basic Skills 2013-2014 Allocation at Irvine Valley College	\$20,345
Financial Aid Administrative Allowance at Saddleback College	\$22,346
Police Department Community Service at Irvine Valley College	\$16,140
Parking Fee Services at Irvine Valley College	\$35,000
Total Increase to the General Fund	<u><u>\$93,831</u></u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 14-13 to amend the FY 2013-2014 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 14-13

May 19, 2014

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$93,831 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	\$22,346
8600	State Revenue	\$20,345
8800	Local Revenue	\$51,140
		<u>\$93,831</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$18,580
2000	Classified Salaries	\$20,407
3000	Fringe Benefits	\$3,704
5000	Other Operating Expenses and Services	\$51,140
		<u>\$93,831</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT

GENERAL FUND

RESOLUTION 14-13

May 19, 2014

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$93,831 was duly and regularly adopted by the said Board at a regular meeting thereof held on May 19, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 20th day of May 2014.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Destruction of Class 3 Disposable Records
ACTION: Approval

BACKGROUND

Title 5, Section 59022 of the California Administrative Code requires that each community college district establish an annual procedure by which the chief administrative officer, or the designee of that officer, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable. Further, Section 59022(b) states that, if such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay.

STATUS

The District has reviewed the classification of documents provided in Title 5, Section 59022 and has identified those documents listed in attached Exhibit A as those which may now be destroyed in compliance with the Code.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the destruction of documents detailed in Exhibit A.

CLASS 3 – DISPOSABLE RECORDS

DESTROY AFTER JULY 1, 2014

District Fiscal Services – Payroll

Hourly Time Cards	All Prior to Fiscal Year 2008-2009
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District Fiscal Services – Accounting

Vendor Account Payable Files	All Prior to Fiscal Year 2008-2009
Cash Receipts	All Prior to Fiscal Year 2008-2009
Grant Project Accounts	All Prior to Fiscal Year 2008-2009
Cash Disbursements	All Prior to Fiscal Year 2008-2009
Financial Aid Check Copies	All Prior to Fiscal Year 2008-2009
Student Refunds	All Prior to Fiscal Year 2008-2009
District Depository	All Prior to Fiscal Year 2008-2009
Warrant Registers	All Prior to Fiscal Year 2008-2009
Journal Entry	All Prior to Fiscal Year 2008-2009
Warrant Disbursements	All Prior to Fiscal Year 2008-2009

Human Resources

Employment Applications	All Prior to Fiscal Year 2010-2011
Recruitment Files	All Prior to Fiscal Year 2009-2010
Subpoenas/Requests for Records	All Prior to Fiscal Year 2010-2011

Irvine Valley College Financial Aid Office

Financial Aid Processing Files	All Prior to Fiscal Year 2009-2010 if no loan or attendance prior to 2008-2009
Veterans Processing Files	All Prior to Fiscal Year 2009-2010

Irvine Valley College Admissions and Records

Transcript Requests	All Prior to Academic Year 2012-2013
Verification Requests	All Prior to Academic Year 2012-2013

Saddleback College Admissions & Records

Add/Drop Cards	All Prior to Academic Year 2011-2012
AB 540 Affidavits	All Prior to Academic Year 2011-2012
Audit Requests	All Prior to Academic Year 2011-2012
Data Change Forms	All Prior to Academic Year 2011-2012
General Petitions	All Prior to Academic Year 2011-2012
K-12 Concurrent Enrollment Requests	All Prior to Academic Year 2011-2012
Positive Attendance Rosters	All Prior to Academic Year 2011-2012
Residency Reclassification Requests	All Prior to Academic Year 2011-2012

Saddleback College Student Payment/Veteran's Office

Veteran Benefit Processing Files	All Prior to Current Fiscal Year with No Activity for 3 Years
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Saddleback College Vice President for Student Services Office

Student Disciplinary Files	All Prior to Fiscal Year 2009-2010 except if disciplinary action is suspension or expulsion, in which case records are maintained indefinitely.
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Purchase Orders/Confirming Requisitions
ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-03922 through P14-04139 amounting to \$2,322,499.89 and P15-00032 through P15-00061 amounting to \$144,840.13 are submitted to the Board of Trustees for approval. Confirming requisitions dated April 9, 2014 through April 29, 2014 totaling \$86,501.57 are also submitted.

RECOMMENDATION

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

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03922	AGILENT TECHNOLOGIES C/O AGILE NT SALES OFFICE		Annual maintenance service agreement	5,232.00
P14-03923	PROMODEALER PROMODEALER.COM		Promotional jar and bottle scraper, spatula	325.00
P14-03924	B & H PHOTO		Lighting supplies	600.00
P14-03925	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Computer peripherals	181.44
P14-03926	POSTMASTER		Postage expensess	463.60
P14-03927	MONTGOMERY HARDWARE		Replace handicap door system in SSC	10,218.17
P14-03929	UNITED DIRECT MARKETING		Mail processing for Summer 2014 mailings	640.95
P14-03930	BUCHI CORPORATION		Competitive equipment - rotavapor chiller	5,151.61
P14-03931	IMAGE APPAREL FOR BUSINESS INC	SC WAREHOUSE	Shirts & jackets with SB logo for warehouse	838.72
P14-03932	AUTOMOTIVE ELECTRONIC SERVICES		Hybrid insulated tools	840.44
P14-03933	DEMCO INC.		Tape/labels/EOPS book service program/Library	85.19
P14-03934	WELLS FARGO #3317 (DISTRICT)		Decorative hanging chalkboard sign	28.09
P14-03935	AYU TECHNOLOGY SOLUTIONS, LLC		AYU Technology Solutions LLC Final Invoice	97.95
P14-03936	NORCO CORPORATION		Transportation	6,000.00
P14-03937	M-R MUSIC		Music	3,550.00
P14-03938	SOMA TECHNOLOGY, INC.		Equipment for medical assisting	996.52
P14-03939	USGS STORE		Instruction supplies, maps - Geology department	198.32
P14-03940	PATON GROUP		Inst supplies for mfg classes	1,570.90
P14-03941	MC KESSON GENERAL MEDICAL CORP		Supplies for nursing	1,904.53
P14-03942	RED CROSS STORE		Manikins for knes department	1,141.93
P14-03943	SUN MOUNTAIN SPORTS		Golf team bags	1,453.20
P14-03944	DELL MARKETING		Toner for printer	680.34
P14-03945	VWR		Replacement pH electrode	56.30
P14-03946	GRACE TRAINING SUPPLY		Supplies for nursing	2,441.42
P14-03947	INTENT DIGITAL LLC		Board room VoteLynx controller	1,695.00
P14-03948	CDW-G COMPUTER CENTERS		Board room server appliances	1,796.23
P14-03949	CHEF WORKS, INC.		Chef jackets for Culinary instructors and staff	150.68
P14-03950	DELL MARKETING		SQL servers	29,782.27
P14-03951	CDW-G COMPUTER CENTERS		Battery back-up tower/monitor/flash drives	5,338.16
P14-03952	CAL BUILDING SYSTEMS		ATEP one-time five-yr sprinkler cert	2,286.00
P14-03953	BALANCED BODY		Pilates class supplies	1,734.48
P14-03954	PACIFIC SCREENWORKS		T-shirts - Counseling BSI Proj. Freshman Advantage	1,406.16
P14-03955	GILBERT & STEARNS, INC.		Electrical support for FOB installation	3,125.00
P14-03956	ORANGE COAST FENCE COMPANY		Golf cart fence by HS building	3,868.00
P14-03957	SO. COAST FIRE PROTECTION		Fire hydrant testing in prkng lot 1	900.00
P14-03958	CINDRA SMITH		Board self-evaluation facilitation services	2,800.00
P14-03959	AUTOMOTIVE ELECTRONIC SERVICES		Instructional glove kits, hook stick/ hybrid autos	843.68

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ESCAPE ONLINE

Page 1 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03960	SHOPWARE		Hybrid instructional training programs	1,748.69
P14-03961	NAT'L GEOGRAPHIC STORE		DVD	33.37
P14-03962	LIFETIME MEMORY PRODUCTS, INC.		Memory modules for a laptop	70.20
P14-03963	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	3.0 hubs for Photography classes	1,812.89
P14-03964	WELLS FARGO #3317	.	iPad case/keyboards	405.99
P14-03965	SO. ORANGE CO. COMM. COL.DIST		Spring 2014 EOPS grants	75,000.00
P14-03966	ISLAND PROMOTIONAL PRODUCTS AD VERTISING SPECIALTIES		3 in 1 pens, flash drives, set up fees	3,280.04
P14-03967	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Laptop macbook pro	1,708.56
P14-03968	SEHI PROCOMP COMPUTER PRODUCTS		Replacement printer	1,445.90
P14-03969	SPORTS WAREHOUSE TENNIS WAREHO USE		Tennis supplies	125.60
P14-03970	ABELLA SIGN & DESIGN		Team banners	6,166.80
P14-03971	SADDLEBACK APPLIANCES		Washer/dryer for costume shop	1,185.79
P14-03972	MONOPRICE, INC.	.	AV cables and supplies	382.08
P14-03973	TROXELL COMMUNICATIONS, INC.	.	AV audio switchers and projection screens	1,918.08
P14-03974	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	Macs for programmer and network tech III	9,748.64
P14-03975	HITT MARKING DEVICES, INC.		Pre-inked stamps	193.47
P14-03976	P.J. OF SOUTHERN CALIFORNIA IR VINE	.	Food for Counseling's BSI proj. Freshman Advantage	2,563.92
P14-03977	T.Y.R. INC		DSA class 1 inspection services A400	183,000.00
P14-03978	C.E.M. LAB CORP. CIVIL ENGINEE RING MATERIAL LAB		Testing & special inspection srvc's A400	140,000.00
P14-03979	MONSTERSLAYER, INC.		Sterling tubing	489.75
P14-03980	RIO GRANDE ALBUQUERQUE		Sheet solder	64.80
P14-03981	AARDVARK CLAY AND SUPPLIES		Sponge, pallet knife, pure brilliance	174.84
P14-03982	H2 ENVIRONMENTAL CONSULTING S SERVICES, INC.	SC Science	Procedure 5 hot taps oversight services	20,323.75
P14-03983	HERFF JONES, INC. DIPLOMA SPEC IALISTS		Purchase of 425 diploma covers	3,874.79
P14-03984	DIVERSIFIED BUSINESS SERVICES		6' digital table throw cover	216.59
P14-03985	JOSTEN'S		Tassels, silver honor cords	1,139.16
P14-03986	TECHNIC BUSINESS SOLUTIONS	.	Plotter repair for duplicating	1,456.40
P14-03987	WELLS FARGO #3317		Freestanding counter weight anchor.	3,082.32
P14-03988	RIO GRANDE ALBUQUERQUE		Epoxy resin kit, silicone compound, hardner	250.77
P14-03989	THORLABS, INC.		Cable, cage system Inst.supplies for Astronomy	629.75
P14-03990	FILMTOOLS, INC.	Bldg W/Com Arts	Grip items for student check out	223.22
P14-03991	ELECTRONIX EXPRESS		Supplies for Electronics classes	154.56
P14-03992	ULINE, INC.	SC WAREHOUSE	Warehouse supplies	809.49
P14-03993	MGB CONSTRUCTION		Repair sidewalks by Library road	8,725.00

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ESCAPE ONLINE

Page 2 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03994	SEHI PROCOMP COMPUTER PRODUCTS		Replacement monitor and speakers	904.43
P14-03995	REGISTRY FOR EXCELLENCE		Knes supplies	3,016.00
P14-03996	BSN SPORTS		KNES supplies	5,988.83
P14-03997	SEHI PROCOMP COMPUTER PRODUCTS		Scanner for payroll	1,621.58
P14-03998	DELL MARKETING		Printer ink for local printers SC TAS	182.47
P14-03999	CHEFS' TOYS		Slicer to be used by staff and students	1,836.08
P14-04000	DICK BLICK COMPANY		Markers, pencils, templates, utility knife	386.77
P14-04001	DICK BLICK COMPANY		Rubber cement, templates, paper, pads	813.25
P14-04002	ADVANCED OFFICE SERVICES IMAGI NG PLUS		Copier feeder	604.80
P14-04003	LASER SOURCE		Toners needed for EOPS office printers	203.04
P14-04004	CALIBER SIGNS & IMAGING, INC.		New sign	278.01
P14-04005	MEDCO SUPPLY COMPANY		First aid kit for PE 601	100.21
P14-04006	GUEST ARTISTS		Musicians for invisible staged reading	320.00
P14-04007	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Macbook air for Distict IT	1,534.92
P14-04008	DOW DIVERSIFIED	IVC Life Sci	Chemical shelving systems, lab furniture	6,344.00
P14-04009	PAPER DIRECT		Certificate jackets for recognition celebration	580.14
P14-04010	NEW UNIVERSITY UNIV. OF CAL., IRVINE		Advertising in UC Irvine student newspaper	514.00
P14-04011	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	SC WAREHOUSE	Stores business reply envelopes.	550.80
P14-04012	UNITED SITE SERVICES OF CALIFO RNIA, INC.		Trash boxes	338.52
P14-04013	THE PATON GROUP		3D printer supplies for DMP	1,699.00
P14-04014	OCEANSIDE PHOTO & TELESCOPE		Microscope slides,screen, camera-Astronomy	263.07
P14-04015	SPORTS RESOURCE GROUP, INC.		Lactate test strips for majors' Bio students	133.80
P14-04016	GREEN THUMB INTERNATIONAL	IVC Life Sci	New items for the new ILS greenhouse	400.00
P14-04017	AG CONSTRUCTION & CONTRACTING INC		Renovate SSC 260C & 260D	11,979.00
P14-04018	GILBERT & STEARNS, INC.		Electrical work for PAC lobby/lighting f/mech. rm	2,611.00
P14-04019	SADDLEBACK APPLIANCES		GE refrigerator filter refill	60.06
P14-04020	WALTERS WHOLESALE ELECTRIC		Generator equipment	9,025.98
P14-04021	SEHI PROCOMP COMPUTER PRODUCTS		Computer monitors	1,257.61
P14-04022	PARKWAY LAWNMOWER SHOP		Long handle hedge trimmer	781.83
P14-04023	SchoolOutfitters.com		Computer/printer combo stand	151.20
P14-04024	DISPLAYS 2GO ATTN: ACCOUNTS RE CEIVABLE		Spin the wheel game	183.67
P14-04025	SEHI PROCOMP COMPUTER PRODUCTS		Printer for costume shop	699.70
P14-04026	SEHI PROCOMP COMPUTER PRODUCTS		Printer catridges	2,663.73
P14-04027	SMART VEND CORPORATION		New monitor terminal w/ cable	1,412.60

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ESCAPE ONLINE

Page 3 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-04028	ASSESSMENT TECHNOLOGIES		Online ATI material for nursing	8,578.44
	INSTI TUTE, LLC			
P14-04029	SMART LEVELS MEDIA		Arts week 2014 p.a. brochure sc fine arts	1,113.48
P14-04030	K 5600 LIGHTING, INC.	Bldg W/Com Arts	Replacement light lenses broken by students	982.04
P14-04031	MOLE-RICHARDSON	Bldg W/Com Arts	Replacement light parts	168.97
P14-04032	LIGHTING SUPPLY, INC.		Replacement lamps and ballasts for ATEP	373.68
P14-04033	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	Mac faculty refresh	23,328.48
P14-04034	McMASTER CARR SUPPLY COMPANY	.	Shop supplies, minor tools	400.00
P14-04035	COLEMAN'S LANDSCAPE DAVID B. C OLEMAN		Landscape area at PE 200	12,862.00
P14-04036	POSTMASTER		Postage for Spring 2014 Perf. Arts brochures	465.24
P14-04037	CSU FULLERTON THE DAILY TITAN		CSUF advertising -- summer enrollment	557.54
P14-04038	KIMBALL INTERNATIONAL C/O UNIT ED INTERIORS		Office furniture - OOI & research office	13,431.27
P14-04039	FOLSOM LAKE FORD		Police vehicle	30,252.83
P14-04040	DUNE CRAFT		Space sand, lab supplies for Ecology	112.21
P14-04041	KIMBALL INTERNATIONAL C/O UNIT ED INTERIORS		Office furniture	3,688.30
P14-04042	TEXTILE FABRIC CONSULTANTS		Fabric swatches for student use	527.39
P14-04043	ART SUPPLY WAREHOUSE		Planners, mats, scissors, templates vellum	742.44
P14-04044	AMS WEATHER STUDIES		AMS weather studies license/2 instructor manuals	175.82
P14-04045	CDW-G COMPUTER CENTERS		Network refresh project - cables	809.44
P14-04046	MARCIVE, INC.	.	Library database service.	48.96
P14-04047	KIEFER SPECIALTY FLOORING, INC		Gym carpet tiles	3,707.45
P14-04048	ULINE, INC.		Cardboard mailers SC A+R	867.89
P14-04049	TEAM OF ADVOCATES FOR SPECIAL KIDS		FKCE wkshp trainer	120.00
P14-04050	LYNN YOUNG		FKCE wkshp trainer	720.00
P14-04051	UNITED INTERIORS		Installation of office furniture	756.00
P14-04052	UNITED INTERIORS		Delivery & installation for office furniture	742.50
P14-04053	PACIFIC COLLEGE TESTING		CTEP site license	540.00
P14-04054	EBERHARD EQUIPMENT		Heavy duty trencher	12,857.40
P14-04055	KELLY PAPER		Parchment paper for recognition certificates	25.49
P14-04056	SchoolOutfitters.com		Replace chairs in SSC 166 for new MAP lab	1,703.76
P14-04057	STRATASYS INC	.	3D printer supplies for DMP	5,095.78
P14-04058	BELSON OUTDOORS		Bike rack to replace broken racks in A& B quads	2,635.14
P14-04059	PENN CORPORATE RELOCATION SERVICES, INC.		Remove and store items at LRC	14,440.00
P14-04060	MICROSOFT ITA		Equipment for TAACCCT grant	3,466.80
P14-04061	OPTP	.	Dance and Pilates supplies	799.47

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ESCAPE ONLINE

Page 4 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-04062	TRAVEL VIDEO STORE.COM		DVD's for travel/tourism classes	228.27
P14-04063	LIFETIME MEMORY PRODUCTS, INC.		Summer 2014 fee based supplies	1,060.29
P14-04064	ENABLE MART		Notetaking software for disabled students	709.31
P14-04065	HITT MARKING DEVICES, INC.		Stamp/name plate	36.16
P14-04066	WELLS FARGO #3317		Education code paperback	65.12
P14-04067	ALLSTEEL, INC. C/O CORP. BUSIN ESS INTERIORS		Key/lock replacement	14.77
P14-04068	HELEN LINDSEY		FKCE wkshp trainer	120.00
P14-04069	ELIVATE		Pilates and Dance supplies	167.02
P14-04070	WELLS FARGO #2785		To be used by students for Fashion events	485.22
P14-04071	SIGMA-ALDRICH CHEMICAL CO.		12B new experiments supplies	787.07
P14-04072	WELLS FARGO #3317 (DISTRICT)		Keyboard folio	345.08
P14-04073	FOUNTAIN VALLEY PAINTS		Repair of paint equipment	350.00
P14-04074	SEHI PROCOMP COMPUTER PRODUCTS		Replacement printer for IVC HR office	170.16
P14-04075	MAIN GRAPHICS		Business cards	226.80
P14-04076	JULIE GENTILE		FKCE wkshp trainer	240.00
P14-04077	HEAT TRANSFER SOLUTIONS		Rebuild boiler for PE 200	4,885.00
P14-04078	DELL MARKETING		Printer ink for local printers SC TAS	258.04
P14-04079	WALTERS WHOLESALE ELECTRIC		Generator equipment, storm switches	21,241.60
P14-04080	MIROSLAVA MANCHIK		OC Social Entrepreneurship competition	400.00
P14-04081	CULVER-NEWLIN, INC.		BGS division equipment	2,613.99
P14-04082	MARSHALL MATERIALS		FMO supplies	911.04
P14-04083	H2 ENVIRONMENTAL CONSULTING S ERVICES, INC.		Limited asbestos survey for SM-108	590.00
P14-04084	G/M BUSINESS INTERIORS	IB4	IVC Life Science bldg - Brd 8/26/13	19,913.72
P14-04085	PETERSON'S, A NELNET CO		Books	841.47
P14-04086	ANDERSON & HOWARD ELECTRIC, IN C		Lighting retrofit roadways, walkways & prkng lots	1,300,000.00
P14-04087	MONOPRICE, INC.		USB port and mount for LSB	221.34
P14-04088	HAITBRINK ASPHALT PAVING, INC.		Removal & rehabilitation of softball field #2	54,000.00
P14-04089	STATE CRANE		Move office container	1,780.00
P14-04090	SVM, LP ATTN: CHECK DEPT.		Gas cards for EOPS eligible students	1,038.95
P14-04091	WELLS FARGO #3317		Water cooling system, computer tower case	410.38
P14-04092	A.T. KRATTER & COMPANY, INC.		Magnifier/reader software for DSPS students	661.92
P14-04093	PINNACLE LANDSCAPE COMPANY		Landscape flood control area	18,732.00
P14-04094	B & P SERVICES, INC.		PE 150 HVAC ductless split heat pump	8,240.00
P14-04095	FARSTONE TECHNOLOGY INC		Virtual drive network 15 licenses	3,407.80
P14-04096	MISSION VIEJO GLASS		FMO supplies for window seal	545.00
P14-04097	REINBERGER PRINTWERKS		Commencement programs	4,568.45
P14-04098	CDW-G COMPUTER CENTERS		Network Refresh project	12,634.40
P14-04099	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Final Cut Pro X	1,937.52

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ESCAPE ONLINE

Page 5 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-04100	B & H PHOTO	.	Instructional equipment	2,127.19
P14-04101	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	iPad	2,274.48
P14-04102	HP CORPORATE HEADQUARTERS	.	HP laptop / OC WIB	965.65
P14-04103	LAERDAL MEDICAL CORP.	.	Laerdal CPR face shield for IVC CDC emergency use	112.10
P14-04104	CDW-G COMPUTER CENTERS	.	Desktop for Technology Services	1,867.75
P14-04105	CDW-G COMPUTER CENTERS	.	Scanner for Fiscal Services	501.97
P14-04106	SAFARILAND, LLC	.	Vests	1,441.80
P14-04107	CDW-G COMPUTER CENTERS	.	Scanner for Health and Wellness Center	501.97
P14-04108	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	MacBook Pro	1,696.92
P14-04109	HP CORPORATE HEADQUARTERS	.	HP Laptop	807.53
P14-04110	TODD ROBINSON	.	Installed mosaic for B400 dedication	4,850.00
P14-04111	McLOGAN SUPPLY CO., INC.	.	Supplies for film output system	870.00
P14-04112	MAC FARLANE ELECTRIC	.	Electrical Service for Custodial Warehouse	2,335.00
P14-04113	PRO LINE GYMNASIUM FLOORS	.	Floor refinishing PE 260	1,200.00
P14-04114	CA DEPARTMENT OF CONSERVATION	.	Agency review of geology report TAS swing space	3,600.00
P14-04115	CONRAD RODRIGUEZ	.	FKCE wkshp monitor	70.00
P14-04116	WEST COAST TURF	.	Baseball sod	13,653.36
P14-04117	ENABLE MART	.	Video magnifier for visually impaired students	1,040.01
P14-04118	ENABLE MART	.	Math software for DSPS students	798.29
P14-04119	J. M. McCONKEY CO.	.	Student supplies, cell pks,tech pots	474.56
P14-04120	RIEGLE PRESS, INC.	.	School calendars for Counseling division	54.00
P14-04121	SEPULVEDA BUILDING MATERIALS	.	Student supplies,planter mix & top soil	1,699.98
P14-04122	ORANGE CO. FARM SUPPLY	.	Student supplies, fertilizer & moss	987.50
P14-04123	ORANGE COUNTY REGISTER	.	Bid 316D rfq architectural srvc pool	1,126.00
P14-04124	SOCRCC	.	Membership	5,000.00
P14-04125	DAVE SMITH ENTERPRISE dba HOSP ITAL ASSOCIATES	.	Table	284.33
P14-04126	ORANGE COUNTY REGISTER	.	Social entrepreneurship advertising	3,400.00
P14-04127	REGISTER COMMUNICATIONS	.	March advertising -- social entrepreneurship	599.00
P14-04128	MICROSOFT ITA	.	Microsoft surface pro 2 for TLS and R&P	2,589.82
P14-04129	ENABLE MART	.	Voice amplifier for hearing impaired students	397.07
P14-04130	ENABLE MART	.	Speech recog software for medical DSPS students	725.70
P14-04131	SOURCE GRAPHICS	.	Service agreement for large format printer	1,719.00
P14-04132	MOTOROLA SOLUTIONS	.	Dual band radio	6,535.05
P14-04133	KAY RYALS	.	Refreshments - IVC Honors awards ceremony	425.00
P14-04134	BOUNDLESS NETWORK	.	Pens	4,995.92
P14-04135	DAVID MILLER	.	FKCE wkshp panelist	35.00
P14-04136	LISA WORKMAN	.	FKCE wkshp panelist	35.00

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ESCAPE ONLINE

Page 6 of 7

Includes P14-03922 - P14-04139

PO Number	Vendor Name	Loc	Description	Account Amount
P14-04137	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Indoor air quality assessment - Village 2	3,125.00
P14-04138	BANG PRINTING		IVC student handbook	2,114.00
P14-04139	MUSICIAN'S FRIEND, INC.		Music stands	1,262.25
Total Number of POs			217	Total <u><u>2,322,499.89</u></u>

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	193	471,108.90
12	Child Development Fund	2	172.16
40	Capital Outlay Fund	22	1,851,218.83
		Total	<u><u>2,322,499.89</u></u>

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ESCAPE ONLINE

Page 7 of 7

Includes P15-00032 - P15-00061

PO Number	Vendor Name	Loc	Description	Account Amount
P15-00032	THOMSON REUTERS		Title 5 subscription renewal	315.00
P15-00033	N-OADN NATIONAL OFFICE		NOADN membership	400.00
P15-00034	CDW-G COMPUTER CENTERS		VMWare VSphere	9,265.00
P15-00035	SURVEYMONKEY INC		Survey Monkey subscription for OE/LR division	300.00
P15-00036	NETOP		Netop 2 Year Renewal	3,137.40
P15-00037	A TO Z CIRCUIT BREAKERS		Electrical supplies	1,000.00
P15-00038	CDW-G COMPUTER CENTERS		Equitrac annual maintenance	10,165.00
P15-00039	RIDDELL AMERICAN SPORTS CORP		Football F'14 helmets/shoulder pads	6,803.82
P15-00040	WEST COAST TECHNOLOGY		Dell EqualLogic storage device maintenance renewal	31,791.96
P15-00041	XEROX CORPORATION ATTN: ARDIE HOOD		Xerox copier for accounting	5,424.96
P15-00042	EASTBAY TEAM SPORTS		Women's basketball supplies	3,552.18
P15-00043	EASTBAY TEAM SPORTS		Women's basketball shorts	213.72
P15-00044	NACUBO		NACUBO membership dues	1,658.00
P15-00045	COUNTY OF ORANGE AUDITOR-CONTR OLLER		Radio fees	1,930.00
P15-00046	CDW-G COMPUTER CENTERS		Maintenance renewal for Camtasia	311.04
P15-00047	CDW-G COMPUTER CENTERS		RSA Auth maintenance renewal	888.00
P15-00048	MUSIC THEATRE INTERNATIONAL		Rental 25th Annual Putman County Spelling Bee	3,277.80
P15-00049	ORANGE COUNTY REGISTER		OC Register April-Sept 2014	252.72
P15-00050	WELLS FARGO #3317 (DISTRICT)		Institutional membership	240.00
P15-00051	IDERA dba BBS TECHNOLOGIES, IN C.		Idera SQL Dx Mgr renewal	1,596.00
P15-00052	MUSIC THEATRE INTERNATIONAL		Royalty and rental "Fantasticks"	2,899.80
P15-00053	CODESP (Cooperative Org. for the Development of		Annual membership fee	1,850.00
P15-00054	EASTBAY TEAM SPORTS		MBB shooting shirts	909.80
P15-00055	A-1 TEXTILES		Towels for men's equipment room	509.98
P15-00056	RIDDELL AMERICAN SPORTS CORP		Football equipment reconditioning	4,087.76
P15-00057	KEN'S SPORTING GOODS		Football equipment reconditioning	1,760.19
P15-00058	PACIFIC PARKING SYSTEMS, INC.		Maintenance parking dispensers	5,040.00
P15-00059	VENTEK INTERNATIONAL		Server hosting fee / transaction fee	6,210.00
P15-00060	NCTA MEMBERSHIP CINDY SPROEHL E, LRNG SPEC.		NCTA membership	250.00
P15-00061	KEENAN & ASSOCIATES		D&O insurance RBOA	38,800.00
	ACCOUNTS RECEIVABLE			
Total Number of POs			30	Total 144,840.13

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	29	106,040.13
71	Retiree Benefit Fund	1	38,800.00
Total			144,840.13

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ESCAPE ONLINE

Page 1 of 1

Listing

Includes 04/09/2014 - 04/29/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04821	JACQUELINE ZIMBALIST	Reimbursements-Music-Register-table-USPS	538.91
RQ14-04833	PATRICIA K. FLANIGAN	Assn of Colleges for Tutoring Conf.	417.62
RQ14-05632	GARY RYBOLD	NPDA 2014 national championships	5,000.00
RQ14-05643	S & B FOODS	Fast Friday lunches	211.68
RQ14-05745	LYNETTE BERK	Reimbursement	334.15
RQ14-05765	JOYCE SEMANIK	College Source-2014 user conf/train.	1,482.00
RQ14-05774	PACIFIC COACHWAYS	Bus for Emeritus field trip	1,132.25
RQ14-05881	MICHELLE JACKSON	USITT Conference-03/26-03/29/14	1,176.08
RQ14-05895	GLENN ROQUEMORE	Travel for ACCCA Board Planning Retreat	663.80
RQ14-05928	BARBARA COX	Business Faculty Development Event	700.00
RQ14-05931	MIROSLAVA MANCHIK	Business Faculty Development Event	300.00
RQ14-05951	DAN WALSH	Conf. reimbursement-ASCCC Spring Plenary Session	1,100.00
RQ14-05996	ELVA ARAIZA SADDLEBACK COLLEGE	College Source-2014 User Conf/Train.	1,472.56
RQ14-05997	EVELIA RAMIREZ SADDLEBACK COLLEGE	College Source-2014 user conf/train.	875.00
RQ14-06097	HIGH-TECH BATTERY SOLUTIONS	Battery replacement	915.35
RQ14-06154	JACK APPLEMAN	Reimbursement for 3D printer supplies	172.80
RQ14-06162	BOB URELL	Senate State Plenary Conference	1,325.00
RQ14-06163	DIANA HURLBUT	Prepayment State Senate Plenary Conference	1,475.00
RQ14-06196	BARBARA COX	OC Social Enterprise Showcase	104.56
RQ14-06197	GAYLE'S EMBROIDERY	Basketball printing	17.28
RQ14-06215	KRISTINA WOOD	Handwriting without tears conf.	32.35
RQ14-06217	TAHINA ISLAM	Readin writing math workshop	32.35
RQ14-06226	DENICE INCIONG	Nuventive 2014 users conference	2,145.00
RQ14-06228	NICOLE ORTEGA OFFICE OF INSTRUCTION	Nuventive 2014 users conference	2,420.00
RQ14-06230	CAROL HILTON	2014 spring ACBO conference	1,100.84
RQ14-06241	GARY RYBOLD	Phi Rho Pi nat'l championship tourn 2014	8,510.00
RQ14-06242	S & B FOODS	Refreshments for meeting of paralegal instructors	165.24
RQ14-06252	MARY OPEL	Conference expenses for const. delivery workshop	75.00
RQ14-06268	NANCY MONTGOMERY	Regional Reps Meeting @State Chancellors	100.00
RQ14-06269	NANCY MONTGOMERY	Conference reimbursement	100.00
RQ14-06270	WILL GLEN	Reimbursement for tinting	300.00
RQ14-06279	LARRY RADDEN	Reimbursement Speech supplies	55.67
RQ14-06285	TERRY CHATKUPT	Reimbursement media players for DMA program	250.00
RQ14-06286	PSYCH CONSULT. ASSOC., INC.	Pre-employment evaluation	350.00
RQ14-06287	CORNER BAKERY CAFE STORE #219	OC social entrepreneurship competition-food	360.00
RQ14-06292	DAN JOHNSON	Workday training trip reimbursement	982.48
RQ14-06293	STEVE GROSS	Workday training trip reimbursement	1,041.88
RQ14-06297	WELLS FARGO #2785	Postage FKCE newsletter	200.00
RQ14-06298	LAGUNA GRAPHIC ARTS, INC.	Disbursement envelopes	135.00
RQ14-06299	LAGUNA GRAPHIC ARTS, INC.	Benefits envelopes	135.00
RQ14-06301	WELLS FARGO #3317 (DISTRICT)	CDW-G.com	136.30
RQ14-06306	IRVINE VALLEY COLLEGE BOOKSTORE	Books for Veterans	467.37
RQ14-06310	S & B FOODS	Refreshments for district-wide listening sessions	350.00
RQ14-06315	CALPERS FISCAL SERVICES DIVISON	Admin fees (CalPERS)	500.00

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ESCAPE ONLINE

Page 1 of 5

Includes 04/09/2014 - 04/29/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-06316	THOMAS L. SMITH	Reimburse for purchase of adapters	55.89
RQ14-06328	JOSTEN'S	Commencement attire rental	78.28
RQ14-06330	THOMAS L. SMITH	Reimburse for purchase of network card/cable	26.98
RQ14-06335	DR. ROBERT BRAMUCCI	Online Teaching Conference	260.00
RQ14-06337	S & B FOODS	Financial Aid Outreach Spring 2014-May	566.40
RQ14-06339	SWACC c/o KEENAN & ASSOC. ATTN: SETECH	Statewide Assoc of Com Colleges - SETECH	3,220.00
RQ14-06341	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	Nonresident withholding payment	2,308.00
RQ14-06342	S & B FOODS	Commencement refreshments 5/23/14	550.21
RQ14-06348	JUDY HENMI	Reimbursement for ASD Workshop	79.43
RQ14-06349	KIMBERLY BELL	Reimbursement for ASD workshop	79.43
RQ14-06350	JIM GASTON	Campus Tech Forum 2014 reimbursment	308.88
RQ14-06351	LISA INLOW	Groceries for student use in Culinary class	30.55
RQ14-06353	SCOTT KIM	Groceries for student use in Culinary classes	63.56
RQ14-06354	SMART & FINAL	Groceries for student use in Culinary classes	155.09
RQ14-06355	ANN MARIE BRESLIN	Reimbursement for ASD workshop	79.43
RQ14-06362	MICHAEL LONG	ConfReim-CA Cmty College Athletic Assn	246.00
RQ14-06364	JANAE DIMICK	ConfReim-American Educational Research Assn	600.00
RQ14-06365	ORLANATHA NIN	ConfReim-American Educational Research Assn	248.00
RQ14-06366	CHRISTINA HINKLE	ConfReim-AssnColleges for Tutoring/Learning Assist.	360.00
RQ14-06367	VINCENT POLLIZZI	ConfReim-CA Automotive Teachers	700.00
RQ14-06368	LORI HOOLIHAN	ConfReim-Experimental Biology conference	600.00
RQ14-06369	GEORGIOS KOURITAS	Conf Reim-Ithaca Int'l Conducting Masterclass	1,200.00
RQ14-06370	KRIS JONES	ConfReim-CA Geographical Society annual meeting	100.00
RQ14-06371	MAUREEN SMITH	ConfReim-CA Geographical Society Annual Meeting	1,145.00
RQ14-06372	ROBIN ROGERS CLOUD	ConfReim-Figure on the Beach painting workshop	560.00
RQ14-06373	JENNIFER GOLDEN	ConfReim-Ensuring Transfer Success	134.00
RQ14-06374	JAYNE KLUNDER	ConfReim-Ensuring Transfer Success	125.00
RQ14-06375	SARA NIEVES-LUCAS	ConfReim-Ensuring Transfer Success	105.00
RQ14-06376	ORLANATHA NIN	ConfReim-Ensuring Transfer Success	105.00
RQ14-06377	LAURA TOSCANO	ConfReim-Ensuring Transfer Success	105.00
RQ14-06378	MORGAN BARROWS	ConfReim-7th Annual OC Water Summit	150.00
RQ14-06379	JEDREK MULARSKI	ConfReim-Latin American Studies Association	1,111.16
RQ14-06380	DEANNA SCHERGER	ConfReim-American Literature Association	600.00
RQ14-06383	WELLS FARGO #2785	FMO supplies	137.00
RQ14-06385	DR. ROBERT BRAMUCCI	Campus Technology 2014 Forum	47.62
RQ14-06386	SO. ORANGE CO. COMM. COL.DIST	R2T4 spring 2014	2,646.00
RQ14-06389	KELLY KEYS	Organ repairs-Music	173.54
RQ14-06390	ROBERT RICKERSON	Reimbursement: bulbs for Gallery	115.99
RQ14-06395	BARBARA A. BENAVIDES	Reimbursement for Honor Transfer Center	95.43
RQ14-06397	JOE CLAYTON JR.	Training	202.00
RQ14-06404	MARK MINKLER	Conference reimbursement	130.00
RQ14-06405	WELLS FARGO #3317 (DISTRICT)	Lunch for all day SectorPoint meeting	259.20
RQ14-06411	LINDSAY FOX	Items for student use in Fashion class	7.55
RQ14-06412	JANE ROSENKRANS	Reimbursement for cleaning	218.40

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ESCAPE ONLINE

Page 2 of 5

Includes 04/09/2014 - 04/29/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-06415	WELLS FARGO #2785	License for "All In The Timing"	120.00
RQ14-06423	A-1 AWARDS	Plaque for outgoing student trustee	101.27
RQ14-06424	MATCO TOOLS MARK JACOBSON	Dowel puller	519.88
RQ14-06437	CASEY MOIR	Reimbursement	135.00
RQ14-06442	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	Repair to CDC refrigerator	192.09
RQ14-06443	KAY RYALS	Reimbursement for conference registration	25.00
RQ14-06444	BILL ATKINS DESIGN & ILLUSTR.	Applied museum studies info cards	281.92
RQ14-06447	S & B FOODS	Refreshments for CalWORKs advisory meeting	123.71
RQ14-06454	WELLS FARGO #3317 (DISTRICT)	Replacement iPad for board member	200.00
RQ14-06467	WELLS FARGO #3317 (DISTRICT)	Smartsheet.com	488.00
RQ14-06468	S & B FOODS	CTE HS Career Focus Day	500.00
RQ14-06472	WELLS FARGO #3317 (DISTRICT)	Refreshments for board meeting	500.00
RQ14-06473	MISSION VIEJO COUNTRY CLUB	Refreshments for board self-evaluation	350.00
RQ14-06475	MISSION VIEJO COUNTRY CLUB	Refreshments for DWPC retreat	3,000.00
RQ14-06483	SOUTH COAST FAMILY MEDI-CENTER, INC.	Preplacement exam	215.00
RQ14-06485	AMY L. STINSON	Field studies reimbursement	381.00
RQ14-06488	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	Supplies for CalWORKs students	142.56
RQ14-06489	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	Calculators for CalWORKs eligible students	561.17
RQ14-06490	WELLS FARGO #2785	Credit card request for tablets	732.78
RQ14-06506	GOLF CARS OF RIVERSIDE, INC	Transportation to replace circuit board	135.00
RQ14-06508	IRVINE VALLEY COLLEGE BOOKSTORE	Ambassadors Program gear/supplies	618.92
RQ14-06510	BSG GRAPHICS, INC.	Banner/signs	173.40
RQ14-06512	WILLIAM MARSHALL	TAA/WIB funded student	741.51
RQ14-06513	WELLS FARGO #1598	Dashlane Premium software	64.99
RQ14-06514	TIMOTHY JEMAL	Reimbursement for iPad keyboard case	107.99
RQ14-06515	DAKTRONICS	Marquee repair	1,485.00
RQ14-06516	KORI LEE GARNER	OCPRSA conference for reimbursement	21.10
RQ14-06517	WELLS FARGO #1606	Fork lift batteries	682.56
RQ14-06519	BERTRAND'S MUSIC	Instrument repair	599.03
RQ14-06529	MARK MC ELROY	2014 Men's golf 1A6-green fees reimbursement	405.00
RQ14-06531	S & B FOODS	Student Success Summit refreshments	2,094.66
RQ14-06534	SOPHIE MILLER	Management team meeting	700.00
RQ14-06535	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	Repair to CDC dryer	120.49
RQ14-06540	MATTHEW SHERMAN	Camping class expense reimbursement	962.83
RQ14-06541	WELLS FARGO #1598	USB drives for Bio 200 students	90.00
RQ14-06544	SCHOLARSHIPS	Scholarship for 4th sem Nursing- M	350.00
RQ14-06545	SCHOLARSHIPS	Scholarship for 4th sem Nursing- B	350.00
RQ14-06555	VINCENT POLLIZZI	Reimbursement	63.00
RQ14-06556	WOODBIDGE HIGH SCHOOL	Senior Day	507.20
RQ14-06557	LAGUNA BEACH UNIF. SCHOOL DIST	Senior Day	300.51

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ESCAPE ONLINE

Page 3 of 5

Includes 04/09/2014 - 04/29/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-06558	UNIVERSITY HIGH SCHOOL % SUZANNE FITZPATRICK	Senior Day	1,200.00
RQ14-06563	BARBARA HUGGINS	Reimbursement for loss of property	439.00
RQ14-06564	ORANGE UNIFIED SCHOOL DISTRICT ORANGE HIGH SCHOOL	Senior Day	326.25
RQ14-06565	GRISEL HEREDIA	Reimbursement for repair of damage property	435.00
RQ14-06570	TUSTIN UNIFIED SCHOOL DISTRICT	Senior Day	389.85
RQ14-06575	TASHA TRANKIEM	MIS workshop reimbursement	86.65
RQ14-06589	LAGUNA GRAPHIC ARTS, INC.	Business cards for board member	93.24
RQ14-06590	LAGUNA GRAPHIC ARTS, INC.	Business cards	51.12
RQ14-06591	TED WEATHERFORD	Reimbursement for program paper	140.00
RQ14-06593	WELLS FARGO #3317 (DISTRICT)	Refreshments for board meeting	200.00
RQ14-06595	JEFF DORSZ	Reimb for Village4 supplies	116.43
RQ15-00173	LOIS DI ALTO	Curriculum Institute 2014 Conference	1,245.00
RQ15-00174	DIANA HURLBUT	Curriculum Institute 2014 Conference	1,245.00
RQ15-00177	CHERYL DELSON	Curriculum Institute 2014 Conference	1,245.00
RQ15-00224	IRVINE VALLEY COLLEGE BOOKSTORE	Ambassadors program gear	618.92
RQ15-00290	PAPA PESTICIDE APPLICATORS ASSOC.	Pesticide seminar	80.00
		Total	144
			86,501.57

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ESCAPE ONLINE

Page 4 of 5

Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	135	84,862.56
12	Child Development Fund	4	377.28
40	Capital Outlay Fund	2	252.73
68	Self-Insurance Fund	3	1,009.00
Total		144	86,501.57

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

ESCAPE ONLINE

Page 5 of 5

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

BACKGROUND

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

STATUS

For the current reporting period ending April 30, 2014, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 04-01-14 to 04-30-14

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$15,878	
2000	Classified Salaries		\$16,795
3000	Fringe Benefits	\$37,638	
4000	Books and Supplies		\$34,242
5000	Other Operating Expenses & Services	\$80,405	
6000	Capital Outlay		\$75,887
7000	Other Outgo		\$6,997
Total Transfers - General Fund		<u>\$133,921</u>	<u>\$133,921</u>

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$2,938	
5000	Other Operating Expenses & Services	\$873	
6000	Capital Outlay		\$3,811
Total Transfers - Child Development Fund		<u>\$3,811</u>	<u>\$3,811</u>

Capital Outlay

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries		\$1,550,000
5000	Other Operating Expenses & Services	\$1,550,000	
		<u>\$1,550,000</u>	<u>\$1,550,000</u>
Total Transfers		<u>\$1,687,732</u>	<u>\$1,687,732</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. 179649 through 180359 processed through the Orange County Department of Education, totaling \$5,028,656.64; and Checks No. 011017 through 011029, processed through Saddleback College Community Education, totaling \$46,316.25; and Checks No. 009240 through 009243, processed through Irvine Valley College Community Education, totaling \$2,315.12 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 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179649	04/09/2014	A-1 AWARDS	95.26
179650	04/09/2014	ABC ICE HOUSE	64.80
179651	04/09/2014	JANE ALBO	36.43
179652	04/09/2014	ALL STATE POLICE EQUIPMENT CO.	1,227.91
179653	04/09/2014	ALLIEDBARTON SECURITY SERVICES	1,463.44
179654	04/09/2014	RED CROSS STORE	1,677.78
		Unpaid Sales Tax	128.00
		Expensed Amount	1,805.78
179655	04/09/2014	APPLE COMPUTER INC.	1,003.08
179656	04/09/2014	ASICS	984.12
		Unpaid Sales Tax	76.16
		Expensed Amount	1,060.28
179657	04/09/2014	ADVANCE BEAUTY COLLEGE, INC.	53,419.50
179658	04/09/2014	AIRPORT VAN RENTAL	400.39
179659	04/09/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	2,160.00
		Unpaid Sales Tax	172.80
		Expensed Amount	2,332.80
179660	04/09/2014	BAKER & TAYLOR	404.22
179661	04/09/2014	BARNES & NOBLE	1,264.03
179662	04/09/2014	KELLY BENNETT BENNETT PRODUCTIONS UNLIMITED	3,034.00
179663	04/09/2014	BESAFE TECHNOLOGIES, INC.	738.15
179664	04/09/2014	BIG TEX TRAILERS WEST DV TRAILERS AND MFTG.	7,249.00
179665	04/09/2014	SPORT SUPPLY GROUP	2,407.23
179666	04/09/2014	KRISTEN BUSH	1,417.50
179667	04/09/2014	CANON SOLUTIONS AMERICA, INC.	52.92
179668	04/09/2014	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT	3,500.00
179669	04/09/2014	CDW GOVERNMENT, INC.	7,470.64
179670	04/09/2014	CINTAS DOCUMENT MANAGEMENT	134.00
179671	04/09/2014	CINTAS DOCUMENT MANAGEMENT	134.00
179672	04/09/2014	CINTAS DOCUMENT MANAGEMENT	134.00
179673	04/09/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC	25,019.19
179674	04/09/2014	BANK OF AMERICA ANDREW CRAVEN	3.50
179675	04/09/2014	CROWN FENCE	910.00
179676	04/09/2014	CROWN VALLEY TRANSMISSION	2,588.00
179677	04/09/2014	CULLIGAN	57.35
179678	04/09/2014	RICHARD DAHLIN	45.00
179679	04/09/2014	DirecTV	120.98
179680	04/09/2014	MICHAEL K. DOMINIC	360.00
179681	04/09/2014	MICHELE DUGAN	120.00
179682	04/09/2014	ARNETTE EDWARDS	120.00
179683	04/09/2014	DAYLE McINTOSH CENTER FOR THE DISABLED	128.00
179684	04/09/2014	SC ASSOCIATED STUDENT BODY	620.00
179685	04/09/2014	DANIEL SMITH, INC.	1,139.15
		Unpaid Sales Tax	91.13
		Expensed Amount	1,230.28
179686	04/09/2014	Tiffany Buseth	350.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179687	04/09/2014	DAIRY DEPOT	52.80
179688	04/10/2014	ACCCA	1,850.00
179689	04/10/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	9,588.28
179690	04/10/2014	WILLIAM (BEAU) ARBUTHNOT	48.00
179691	04/10/2014	ACTLA - DR HOWARD MASUDA UNIV TUTORIAL CTR PW1062A	50.00
179692	04/10/2014	LINDA FONTANILLA	769.80
179693	04/10/2014	TEDDI LORCH	38.42
179694	04/10/2014	OAK CREEK GOLF CLUB	1,620.00
179695	04/10/2014	OC SCHOOL BOARDS ASSOC.	32.00
179696	04/10/2014	OC SCHOOL BOARDS ASSOC.	32.00
179697	04/10/2014	DONNA PRIBYL	351.31
179698	04/10/2014	NATALIE J. TIMPSON	438.09
179699	04/10/2014	ROSIE AGUILAR	354.00
179700	04/10/2014	CATHERINE GREENOUGH	247.00
179701	04/10/2014	KIM MC CORD	987.02
179702	04/11/2014	GALL'S/QUARTERMASTER	269.95
179703	04/11/2014	GOODWILL INDUSTRIES OF ORANGE COUNTY	2,000.00
179704	04/11/2014	M. SCOTT GRABAU	198.98
179705	04/11/2014	KURT HAMERNIK	880.00
179706	04/11/2014	DAVE HELMAN	100.00
179707	04/11/2014	PATTY HELTON	90.72
179708	04/11/2014	GABRIELA HERNANDEZ	35.00
179709	04/11/2014	HIGH-TECH BATTERY SOLUTIONS	860.96
		Unpaid Sales Tax	54.39
		Expensed Amount	915.35
179710	04/11/2014	HOME DEPOT CREDIT SERVICES	1,630.61
179711	04/11/2014	HUMANSIZE C/O UNITED INTERIORS	2,681.09
179712	04/11/2014	INSIGHT MEDIA	390.08
179713	04/11/2014	IVC ASSOCIATED STUDENT BODY	1,894.04
179714	04/11/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	1,979.90
179715	04/11/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	150.40
179716	04/11/2014	JACK-X-CHANGE	70.83
179717	04/11/2014	MICHAEL JAMES	15.12
179718	04/11/2014	BICHTUYEN JENSEN	15.12
179719	04/11/2014	BEVERLY JOHNSON	30.24
179720	04/11/2014	KELLY PAPER	2,759.90
179721	04/11/2014	UNIFORM HEADQUARTERS, INC. dba KEYSTONE UNIFORM DEPOT	292.63
179722	04/11/2014	SCOTT KIM	236.82
179723	04/11/2014	TAMARA KING	28.38
179724	04/11/2014	LAGUNA GRAPHIC ARTS, INC.	135.00
179725	04/11/2014	LAURA'S INT PLANTSCAPE SERV	313.40
179726	04/11/2014	LEO LE	30.24
179727	04/11/2014	DIANE LEWIS	505.58
179728	04/11/2014	TEDDI LORCH	61.38
179729	04/11/2014	LORI MANGELS	136.08
179730	04/11/2014	SCOTT MARTIN	1,500.00

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ESCAPE ONLINE

Page 2 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179731	04/11/2014	BETH J. MARTINEZ	156.06
179732	04/11/2014	MATCO TOOLS MARK JACOBSON	64.48
179733	04/11/2014	MICHAEL LOWELL MC CORMICK	166.31
179734	04/11/2014	KENT S. MC FANN	67.81
179735	04/11/2014	MC KESSON MEDICAL SURGICAL	44.92
179736	04/11/2014	KAREN MC NULTY	36.16
179737	04/11/2014	MENDTRONIX INC	494.23
179738	04/11/2014	MICRO CENTER A/R	127.39
179739	04/11/2014	MOORE MEDICAL, LLC	356.40
179740	04/11/2014	AEROFUND FINANCIAL, INC.	425.00
179741	04/11/2014	O'MEARA, MICHAEL	13.74
179742	04/11/2014	OC TREASURER-TAX COLLECTOR	14,831.00
179743	04/11/2014	OPUS INSPECTION INC	6,415.20
179744	04/11/2014	LA NELL PEEBLES	15.12
179745	04/11/2014	KATHLEEN WERLE	96.73
179746	04/11/2014	LAGUNA GRAPHIC ARTS, INC.	135.00
179747	04/11/2014	ED DURST	400.00
179748	04/11/2014	ED DURST	400.00
179749	04/11/2014	RONALD HILL	400.00
179750	04/11/2014	ORANGE EMPIRE CONFERENCE	595.00
179751	04/11/2014	ALL ELECTRONICS CORP.	127.76
179752	04/11/2014	BOUNDLESS NETWORK	482.43
179753	04/11/2014	BRAVO SIGN & DESIGN	150.00
179754	04/11/2014	ALEC CONTESTABILE	100.00
179755	04/11/2014	CSU FULLERTON ACCTG SVC CP-300	3,000.00
179756	04/11/2014	EAGLE COMMUNICATIONS	836.89
179757	04/11/2014	ELECTRONIX EXPRESS	37.28
		Unpaid Sales Tax	2.72
		Expensed Amount	40.00
179758	04/11/2014	ESSENTIAL PACKS	158.03
179759	04/11/2014	FEDEX OFFICE	214.81
179760	04/11/2014	FREEWAY AUTO SUPPLY	14.37
179761	04/11/2014	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC	1,350.00
179762	04/11/2014	DISCOUNT SCHOOL SUPPLY	491.97
179763	04/11/2014	ACSIG/EDGE	143,614.45
179764	04/11/2014	ACSIG/EDGE	44,218.30
179765	04/11/2014	HYATT LEGAL	7,453.40
179766	04/11/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,760.31
179767	04/11/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,596.45
179768	04/11/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,383,033.00
179769	04/11/2014	UNUM LIFE INSURANCE COMPANY	3,213.96
179770	04/11/2014	UNUM LIFE INSURANCE COMPANY	1,421.18
179771	04/11/2014	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,209.43
179772	04/11/2014	ACSIG/EDGE	22,966.01
179773	04/11/2014	ACSIG/EDGE	5,688.96
179774	04/11/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	319,393.00
179775	04/14/2014	DON BUSCHE	310.19

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ESCAPE ONLINE

Page 3 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179776	04/14/2014	SARA FRAZIER	97.44
179777	04/14/2014	GALL'S/QUARTERMASTER	10.69
179778	04/14/2014	HOME DEPOT CREDIT SERVICES	637.20
179779	04/14/2014	UNIFORM HEADQUARTERS, INC. dba KEYSTONE UNIFORM DEPOT	1,087.75
179780	04/14/2014	LAWNMOWERS ETC., LLC	270.68
179781	04/14/2014	LESLIE'S POOLMART, INC.	19.96
179782	04/14/2014	LIBERTY PAPER A DIVISION OF DD OFFICE PROD	186.73
179783	04/14/2014	MISSION VIEJO GLASS	3,650.00
179784	04/14/2014	AEROFUND FINANCIAL, INC.	288.24
179785	04/14/2014	ORKIN PEST CONTROL 711	2,759.00
179786	04/14/2014	APPLE COMPUTER INC.	86.35
179787	04/14/2014	CEDARCRESTONE INC	68,958.19
179788	04/14/2014	FACILITIES PLANNING & PROGRAM SERVICES, INC	700.00
179789	04/14/2014	FAST TRAX BOBCAT SERVICES	2,580.00
179790	04/14/2014	HAITBRINK ASPHALT PAVING, INC.	10,428.00
179791	04/14/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	12,025.00
179792	04/14/2014	ORANGE COUNTY REGISTER	2,470.00
179793	04/14/2014	ORANGE COAST FENCE COMPANY	3,580.55
179794	04/14/2014	PUBLIC ECONOMICS, INC.	2,325.94
179795	04/14/2014	REPRO XPRESS	218.30
179796	04/15/2014	NATALIE COONEY	74.59
179797	04/15/2014	TERESA FLUEGEMAN	53.87
179798	04/15/2014	WILL GLEN	300.00
179799	04/15/2014	HARDY DIAGNOSTICS	230.81
179800	04/15/2014	HUMBOLDT MFG. CO.	706.82
Unpaid Sales Tax			53.39
Expensed Amount			760.21
179801	04/15/2014	IDEAL DATA SOLUTIONS, INC.	666.00
179802	04/15/2014	INGARDIA BROTHERS PRODUCE, INC.	717.86
179803	04/15/2014	IPEVO	189.11
179804	04/15/2014	JOSTEN'S	78.28
179805	04/15/2014	UNIFORM HEADQUARTERS, INC. dba KEYSTONE UNIFORM DEPOT	188.61
179806	04/15/2014	MORITAKA KINA	120.00
179807	04/15/2014	LAGUNA CLAY CO.	2,674.08
179808	04/15/2014	MC KESSON MEDICAL SURGICAL	12.52
179809	04/15/2014	MEDCO SUPPLY COMPANY	402.90
179810	04/15/2014	MOORE MEDICAL, LLC	37.22
179811	04/15/2014	NAT'L GEOGRAPHIC SOCIETY EDUCATIONAL SERVICES	33.37
179812	04/15/2014	N-OADN NATIONAL OFFICE	400.00
179813	04/15/2014	OCLC, INC. DEPT #34299	566.91
179814	04/15/2014	NOHEMY ORNELAS	3,635.11
179815	04/15/2014	J.W. PEPPER & SON, INC.	851.90
179816	04/15/2014	JAY AMOS	912.00
179817	04/15/2014	EDWIN DAVIS	912.00
179818	04/15/2014	HOLIDAY INN EXPRESS PORT HUENEME	1,346.49
179819	04/16/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	395.55

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ESCAPE ONLINE

Page 4 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179820	04/16/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	424.22
179821	04/16/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	640.71
179822	04/16/2014	SAN DIEGO GAS & ELECTRIC	1,013.77
179823	04/16/2014	SOUTHERN CALIFORNIA GAS CO.	2,754.45
179824	04/16/2014	SOUTHERN CALIFORNIA GAS CO.	31.55
179825	04/16/2014	SOUTHERN CALIFORNIA GAS CO.	3,557.54
179826	04/16/2014	SOUTHERN CALIFORNIA GAS CO.	55.82
179827	04/16/2014	QUALITY HEALTH EDUCATORS LAUREEN STARKENBERG	1,100.00
179828	04/16/2014	SAFEWAY, INC.	174.30
179829	04/16/2014	SMART & FINAL	124.38
179830	04/16/2014	SAFEWAY, INC.	610.64
179831	04/16/2014	OFFICE MAX INCORPORATED	8,764.25
179832	04/16/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	16.00
		Unpaid Sales Tax	1.28
		Expensed Amount	17.28
179833	04/16/2014	EAGLE COMMUNICATIONS	1,135.00
179834	04/16/2014	EBERHARD EQUIPMENT	700.52
179835	04/16/2014	ECOLOGICAL FERTIGATION INC	702.45
179836	04/16/2014	ELECTRONIX EXPRESS	68.50
		Unpaid Sales Tax	4.68
		Expensed Amount	73.18
179837	04/16/2014	ELENCO ELECTRONICS, INC.	33.90
		Unpaid Sales Tax	2.07
		Expensed Amount	35.97
179838	04/16/2014	RON ELLISON	161.99
179839	04/16/2014	ENDZONE VIDEO SYSTEMS	655.00
		Unpaid Sales Tax	51.20
		Expensed Amount	706.20
179840	04/16/2014	EVIDENCE-BASED, INC	1,641.04
179841	04/16/2014	EWING IRRIGATION PRODUCTS	224.96
179842	04/16/2014	EXPERIAN	127.00
179843	04/16/2014	FEDERAL EXPRESS	209.32
179844	04/16/2014	FISHER SCIENTIFIC	367.11
179845	04/16/2014	FISHER SCIENTIFIC ACCT #719629-002	2,051.61
179846	04/16/2014	SHEILA FORSBERG	2,035.00
179847	04/16/2014	FREEWAY AUTO SUPPLY	165.05
179848	04/16/2014	FRY'S ELECTRONICS	1,256.85
179849	04/16/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	5,731.03
179850	04/16/2014	MARY CELESTE	88.16
179851	04/16/2014	RUBEN GUZMAN	53.11
179852	04/16/2014	HOME DEPOT CREDIT SERVICES	1,059.23
179853	04/16/2014	UC FACTORS for INDUSTRIAL TECHNICAL SERV	4,050.00
179854	04/16/2014	INFOBASE LEARNING	3,798.19
179855	04/16/2014	INGARDIA BROTHERS PRODUCE, INC.	122.57
179856	04/16/2014	LISA INLOW	30.55
179857	04/16/2014	SCOTT KIM	63.56

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ESCAPE ONLINE

Page 5 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179858	04/16/2014	GARY I. KUSUNOKI	560.00
179859	04/16/2014	NIKKANNI S. Mc LENNAN	225.00
179860	04/16/2014	MED ONE CAPITAL	7,659.15
179861	04/16/2014	MANAGING EDITOR, INC.	6,300.00
179862	04/16/2014	MOUSER ELECTRONICS	89.81
179863	04/16/2014	NEUDESIC, LLC	845.00
179864	04/16/2014	ORANGE COUNTY REGISTER	200.00
179865	04/16/2014	ORKIN PEST CONTROL 711	600.00
179866	04/16/2014	AT & T	70.99
179867	04/16/2014	AT & T	70.78
179868	04/16/2014	AT & T	36.24
179869	04/16/2014	AT&T	5,955.67
179870	04/16/2014	AT&T	12.34
179871	04/16/2014	AT&T	12.34
179872	04/16/2014	SO. ORANGE CO. COMM. COL.DIST	75,000.00
179873	04/16/2014	PINNACLE PROMOTIONS INC	1,304.81
Unpaid Sales Tax			104.38
Expensed Amount			1,409.19
179874	04/16/2014	POSTMASTER	220.00
179875	04/16/2014	POSTMASTER	463.60
179876	04/16/2014	PUBLIC SQUARED	5,500.00
179877	04/16/2014	S & B FOODS CATERING DIVISION	1,503.14
179878	04/16/2014	SOUTHERN CALIFORNIA EDISON CO.	1,927.09
179879	04/16/2014	SOUTHERN CALIFORNIA EDISON CO.	205.03
179880	04/16/2014	SO COAST A.Q.M.D.	317.07
179881	04/16/2014	SO COAST A.Q.M.D.	117.87
179882	04/16/2014	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	2,308.00
179883	04/16/2014	SWACC C/O KEENAN & ASSOCIATES	3,220.00
179884	04/16/2014	SO. ORANGE CO. COMM. COL. DIST	8,223.88
179885	04/16/2014	THOMAS GODDARD	160.00
179886	04/16/2014	GARRETT W. SIMON	160.00
179887	04/16/2014	ACADEMIC SENATE	730.00
179888	04/16/2014	ACADEMIC SENATE	730.00
179889	04/16/2014	ACADEMIC SENATE	730.00
179890	04/16/2014	JOYCE BARTLOMAIN	252.66
179891	04/16/2014	DR. ROBERT BRAMUCCI	268.23
179892	04/16/2014	TOD A. BURNETT	4,066.17
179893	04/16/2014	CHRIS CLAFLIN	1,708.23
179894	04/16/2014	STEVE GROSS	1,041.88
179895	04/16/2014	JEANNE HARRIS-CALDWELL	1,716.25
179896	04/16/2014	ALINDE HERRON	1,200.00
179897	04/16/2014	BRIDGET HOIDA-MULHOLLAND	600.00
179898	04/16/2014	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	200.00
179899	04/16/2014	DENICE INCIONG	489.14
179900	04/16/2014	MICHELLE JACKSON	1,176.08
179901	04/16/2014	DAN JOHNSON	982.48
179902	04/16/2014	MARK KRUHMIN	390.17

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ESCAPE ONLINE

Page 6 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179903	04/16/2014	KURT MEYER	433.76
179904	04/16/2014	ORLANATHA NIN	100.00
179905	04/16/2014	VERONICA OBERMEYER	1,200.00
179906	04/16/2014	NICOLE ORTEGA	508.20
179907	04/16/2014	SILVIA VAZQUEZ PARAMIO	600.00
179908	04/16/2014	LAWRENCE PEREZ	1,200.00
179909	04/16/2014	PATRICK QUIGLEY	1,200.00
179910	04/16/2014	COURTNEY RICE	129.08
179911	04/16/2014	VITO-LEONARDO SCAROLA	1,200.00
179912	04/16/2014	KATHLEEN WERLE	643.54
179913	04/16/2014	AMINA YASSINE	190.00
179914	04/16/2014	XEROX CORPORATION	23,152.87
179915	04/16/2014	XEROX CORPORATION	20.50
179916	04/17/2014	PASADENA ARTS COUNCIL FBO SALASTINA	1,500.00 *
Cancelled on 04/21/2014, Cancel Register # AP04222014			
179917	04/17/2014	SMART & FINAL	155.09
179918	04/17/2014	SOUTHERN CALIFORNIA GAS CO.	8,585.86
179919	04/17/2014	SOFTCHOICE CORPORATION	1,000.98
179920	04/17/2014	CA HAZARDOUS SERVICE	4,837.71
179921	04/17/2014	CALPERS FISCAL SERVICES DIVISON	500.00
179922	04/17/2014	BARBARA CAREY	17.28
179923	04/17/2014	CAROLINA BIOLOGICAL SUPPLY	44.18
179924	04/17/2014	CDW GOVERNMENT, INC.	1,119.31
179925	04/17/2014	CINTAS CORPORATION	59.00
179926	04/17/2014	CLIA LABORATORY PROGRAM	200.00
179927	04/17/2014	COX COMMUNICATIONS	2,383.04
179928	04/17/2014	CR&R INC.	983.88
179929	04/17/2014	CR&R	2,461.00
179930	04/17/2014	CR&R	5,001.64
179931	04/17/2014	STEVE CUFFARI	90.00
179932	04/17/2014	DELL MARKETING L.P. C/O DELL USA L.P.	892.26
179933	04/17/2014	DANIEL SMITH, INC.	133.70
Unpaid Sales Tax			10.70
Expensed Amount			144.40
179934	04/17/2014	DEWEY'S APPLIANCES	1,510.92
179935	04/17/2014	DISCOUNT SCHOOL SUPPLY	744.35
179936	04/17/2014	OFFICE MAX INCORPORATED	6,497.20
179937	04/17/2014	ALTERNATIVE DELIVERY SOLUTIONS	2,072.00
179938	04/17/2014	APPLE COMPUTER INC.	475.15
179939	04/17/2014	CABLEMASTERS	2,519.24
179940	04/17/2014	CAL BUILDING SYSTEMS	4,589.00
179941	04/17/2014	CARAHSOFT TECHNOLOGY CORP	78,036.77
179942	04/17/2014	CDW GOVERNMENT, INC.	66.90
179943	04/17/2014	DB MECHANICAL, INC.	8,208.00
179944	04/17/2014	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	25,590.00
179945	04/17/2014	C.W. DRIVER CONTRACTORS, INC.	959,411.00
179946	04/17/2014	ENAMIX, INC.	9,845.00
179947	04/17/2014	G/M BUSINESS INTERIORS	5,565.75
179948	04/17/2014	GKKWORKS	3,499.03

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ESCAPE ONLINE

Page 7 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179949	04/17/2014	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	24,350.00
179950	04/17/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	33,477.36
179951	04/17/2014	JUNIOR'S GOLF CARTS	13,367.40
179952	04/17/2014	KITCHELL CEM	46,718.00
179953	04/17/2014	NEUDESIC, LLC	90,136.00
179954	04/17/2014	NIMBLE CONSULTING	8,125.00
179955	04/17/2014	PARSONS BRINCKERHOFF, INC.	675.00
179956	04/17/2014	QUEZADA PRO LANDSCAPE, INC.	3,670.00
179957	04/17/2014	REDISQ TECHNOLOGIES	4,400.00
179958	04/17/2014	S & B FOODS CATERING DIVISION	51.25
179959	04/17/2014	S & B FOODS CATERING DIVISION	75.28
179960	04/17/2014	S & B FOODS CATERING DIVISION	48.55
179961	04/17/2014	STRATA INFORMATION GROUP	37,417.09
179962	04/17/2014	SYNERGY SOFTWARE SOLUTIONS	7,790.00
179963	04/17/2014	TROXELL COMMUNICATIONS, INC.	720.64
179964	04/18/2014	AT & T	63.53
179965	04/18/2014	PACIFIC SCREENWORKS	1,406.16
179966	04/18/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
179967	04/18/2014	RICOH USA, INC.	1,277.92
179968	04/18/2014	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	30,894.14
179969	04/18/2014	SMART & FINAL	17.61
179970	04/18/2014	JOHN TIMBERLAKE	1,666.67
179971	04/18/2014	VERIZON	71.59
179972	04/18/2014	XEROX CORPORATION	135.28
179973	04/18/2014	JACQUELINE ZIMBALIST	538.91
179974	04/18/2014	U.S. POSTAL SERVICE ATTENTION: BULK MAIL	465.24
179975	04/18/2014	OFFICE MAX INCORPORATED	6,819.69
179976	04/18/2014	OFFICE MAX INCORPORATED	72.88
179977	04/18/2014	ACBO ASSOCIATION OF CHIEF	335.00
179978	04/18/2014	CATAMARAN RESORT HOTEL	507.00
179979	04/18/2014	COLLEGESOURCE, INC.	779.00
179980	04/18/2014	TERESA FLUEGEMAN	1,418.70
179981	04/18/2014	GRACE GARCIA	207.53
179982	04/18/2014	WILL GLEN	152.62
179983	04/18/2014	ESTER GRAHAM	146.48
179984	04/18/2014	HOTEL LA ROSE	319.18
179985	04/18/2014	ROXANNE METZ	77.20
179986	04/18/2014	FRANCES MILLER	40.02
179987	04/18/2014	LA NELL PEEBLES	144.68
179988	04/18/2014	KEITH PRINZING	137.86
179989	04/18/2014	VALERIE SENIOR	342.62
179990	04/18/2014	PARISA SOLTANI	769.41
179991	04/18/2014	MARK ZANDONELLA	690.13
179992	04/18/2014	APPLE COMPUTER INC.	6,133.84
179993	04/18/2014	ARBORGATE CONSULTING, INC.	1,200.00
179994	04/18/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	2,550.00
179995	04/18/2014	OFFICE MAX INCORPORATED	242.25
179996	04/18/2014	S & B FOODS CATERING DIVISION	73.39
179997	04/18/2014	SO. COAST FIRE PROTECTION	900.00

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ESCAPE ONLINE

Page 8 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
179998	04/22/2014	MIKE BROWN GRANDSTANDS, INC.	1,500.00
179999	04/22/2014	FARIDA GABDRAKHMANOVA	611.24
180000	04/22/2014	GALE SUPPLY COMPANY	7,992.00
180001	04/22/2014	GAYLE'S EMBROIDERY	17.28
180002	04/22/2014	GOLF TEAM PRODUCTS	2,198.00
		Unpaid Sales Tax	175.84
		Expensed Amount	2,373.84
180003	04/22/2014	ESTER GRAHAM	148.53
180004	04/22/2014	GREEN THUMB INTERNATIONAL	67.04
180005	04/22/2014	HOME DEPOT CREDIT SERVICES	1,206.21
180006	04/22/2014	HUMANSIZE C/O UNITED INTERIORS	47.28
180007	04/22/2014	MPS	1,225.67
180008	04/22/2014	IRVINE RANCH WATER DIST.	2,183.93
180009	04/22/2014	DAVIT S. KHACHATRYAN,	60.48
180010	04/22/2014	KLOPFENSTEIN ART EQUIPMENT	435.32
		Unpaid Sales Tax	32.00
		Expensed Amount	467.32
180011	04/22/2014	ABOUBACAR KOUYATE	225.00
180012	04/22/2014	TATIANNIA KUILANOFF	73.08
180013	04/22/2014	LASER SOURCE	203.04
180014	04/22/2014	DIANE LEWIS	386.50
180015	04/22/2014	LIFETIME MEMORY PRODUCTS, INC.	70.20
180016	04/22/2014	MIROSLAVA MANCHIK	211.93
180017	04/22/2014	MARCIVE, INC.	48.96
180018	04/22/2014	MATCO TOOLS MARK JACOBSON	519.88
180019	04/22/2014	J. M. MC CONKEY CO.	954.29
180020	04/22/2014	MICHAEL LOWELL MC CORMICK	562.06
180021	04/22/2014	MC KESSON MEDICAL SURGICAL	115.36
180022	04/22/2014	McMASTER CARR SUPPLY CO.	250.60
180023	04/22/2014	SALLIE MILLER	120.00
180024	04/22/2014	MONOPRICE, INC.	382.08
180025	04/22/2014	MOORE MEDICAL, LLC	13.38
180026	04/22/2014	OC TREASURER-TAX COLLECTOR	18,110.50
180027	04/22/2014	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	918.00
180028	04/22/2014	LAKESHORE LEARNING MATERIALS	432.94
180029	04/22/2014	SAN DIEGO GAS & ELECTRIC	1,394.52
180030	04/22/2014	QUICK CAPTION	6,120.00
180031	04/22/2014	OFFICE MAX INCORPORATED	8,712.23
180032	04/22/2014	SMART & FINAL	34.15
180033	04/22/2014	SO. ORANGE CO. COMM. COL.DIST	2,646.00
180034	04/22/2014	WARD'S NATURAL SCIENCE	127.19 *
Cancelled on 04/25/2014, Cancel Register # AP04252014B			
180035	04/22/2014	MALCOLM WARNER	100.00
180036	04/22/2014	JEFFREY WASSERSTROM	100.00
180037	04/22/2014	JENNIFER WIJNKER	2,000.00
180038	04/22/2014	XEROX CORPORATION	4,755.02
180039	04/22/2014	XEROX CORPORATION	4,350.90
180040	04/22/2014	SAFEWAY, INC.	406.24

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ESCAPE ONLINE

Page 9 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180041	04/22/2014	PASADENA ARTS COUNCIL	1,500.00
180042	04/22/2014	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	200.00
180043	04/22/2014	W. W. GRAINGER	199.35
180044	04/22/2014	PACIFIC COACHWAYS	6,568.63
180045	04/22/2014	PACIFIC CLEANING SERVICES INC	450.00
180046	04/22/2014	LA NELL PEEBLES	21.64
180047	04/22/2014	PENINSULA PRIDE	2,226.96
180048	04/22/2014	PETCO ANIMAL SUPPLIES, INC.	27.12
180049	04/22/2014	PETERSON, LILIA	177.09
180050	04/22/2014	PHOENIX GROUP	2,781.43
180051	04/22/2014	P.J. OF SOUTHERN CALIFORNIA IRVINE	2,563.92
180052	04/22/2014	T. J. PRENDERGAST	147.98
180053	04/22/2014	PRESTIGE GOLF CARS	34.30
180054	04/22/2014	PRO CHEMICAL & DYE	780.92
		Unpaid Sales Tax	56.28
		Expensed Amount	837.20
180055	04/22/2014	PRO GROUP CO.	334.90
180056	04/22/2014	PROFESSIONAL PERSONNEL LEASING	1,842.60
180057	04/22/2014	PSYCH CONSULT. ASSOC., INC.	350.00
180058	04/22/2014	QUALITY OFFICE FURNISHINGS	4,207.71
180059	04/22/2014	LARRY RADDEN	55.67
180060	04/22/2014	RANCHO VIEJO GLASS RICHARD WHITMARK	38.88
180061	04/22/2014	ROYAL PLYWOOD CO., LLC	2,017.86
180062	04/22/2014	S & B FOODS CATERING DIVISION	867.35
180063	04/22/2014	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	345.60
180064	04/22/2014	SARGENT WELCH	169.92
180065	04/22/2014	SCANNER MASTER CORP	88.90
		Unpaid Sales Tax	6.39
		Expensed Amount	95.29
180066	04/22/2014	SCANTRON CORPORATION	76.82
180067	04/22/2014	SEHI PROCOMP COMPUTER PRODUCTS	2,246.29
180068	04/22/2014	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	5.96
180069	04/22/2014	SHRED-IT USA-SAN DIEGO	226.43
180070	04/22/2014	SIERRA SOIL, INC.	1,421.20
180071	04/22/2014	SIMPLOT PARTNERS	2,549.23
180072	04/22/2014	PENNY SKAFF	14.00
180073	04/22/2014	THOMAS L. SMITH	26.98
180074	04/22/2014	SO CAL EQUIPMENT & REPAIR	313.55
180075	04/22/2014	SOUTH COAST ROP	2,600.00
180076	04/22/2014	SO. COAST FIRE PROTECTION	265.00
180077	04/22/2014	SOUTHERN COUNTIES OIL CO.	9,909.64
180078	04/22/2014	SOURCE GRAPHICS	987.12
180079	04/22/2014	SOUTHLAND INSTRUMENTS, INC.	8,821.44
180080	04/22/2014	SPECTRUM INDUSTRIES, INC.	1,246.84
180081	04/22/2014	STRATA INFORMATION GROUP	4,000.00
180082	04/22/2014	TIM SWISS	21.56
180083	04/22/2014	SYSCO RIVERSIDE INC	627.34
180084	04/22/2014	T3 MOTION, INC.	200.00

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ESCAPE ONLINE

Page 10 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180085	04/22/2014	TECHNIC BUSINESS SOLUTIONS	141.12
180086	04/22/2014	STEVE TEH	29.95
180087	04/22/2014	TROXELL COMMUNICATIONS, INC.	195.49
180088	04/22/2014	TRUSTWAVE HOLDINGS, INC.	1,650.00
180089	04/22/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	57.87
180090	04/22/2014	USA SCIENTIFIC ACCOUNTS RECEIVABLES	124.55
180091	04/22/2014	VENTEK INTERNATIONAL	315.00
180092	04/22/2014	VISTA PAINT CORPORATE OFFICE	384.54
180093	04/22/2014	VWR	3,082.64 *
Reissued on 04/22/2014, Cancel Register # AP04222014K			
180094	04/22/2014	ROBERT WADDINGTON	120.00
180095	04/22/2014	LYNN WATKINS	166.86
180096	04/22/2014	WESTMINSTER PRESS, INC.	1,757.16
180097	04/22/2014	WESTWIND SAILING, LLC	1,000.00
180098	04/22/2014	WOLFRAM RESEARCH	95.00
		Unpaid Sales Tax	7.60
		Expensed Amount	102.60
180099	04/22/2014	LYNN YOUNG	720.00
180100	04/22/2014	PROCARE SOFTWARE	125.00
180101	04/22/2014	PADHRAIC SMYTH	10,000.00
180102	04/22/2014	THOMSON REUTERS	315.00
180103	04/22/2014	HOLLY STAMPES	350.00
180104	04/22/2014	WARD'S NATURAL SCIENCE	3,082.64
180105	04/23/2014	AT & T	27.50
180106	04/23/2014	BYRON REIDENBAUGH	55.00
180107	04/23/2014	VERIZON	299.77
180108	04/23/2014	A TO Z CIRCUIT BREAKERS	113.41
180109	04/23/2014	A-1 AWARDS	101.27
180110	04/23/2014	ABS PRODUCTS	56.17
180111	04/23/2014	AIR SOURCE INDUSTRIES, INC.	137.45
180112	04/23/2014	ALERT SERVICES, INC.	193.64
180113	04/23/2014	ALLIEDBARTON SECURITY SERVICES	2,926.88
180114	04/23/2014	ARC AMER. REPROGRAPHICS CO.	756.60
180115	04/23/2014	AMTECH ELEVATOR SERVICES	9,752.48
180116	04/23/2014	JACK APPLEMAN	334.10
180117	04/23/2014	ARAMARK UNIFORM SERVICES	470.43
180118	04/23/2014	ARAMARK UNIFORM SERVICES, INC	191.60
180119	04/23/2014	AT LAST WINDOW COVERINGS	486.16
180120	04/23/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	12,045.95
180121	04/23/2014	AIRPORT VAN RENTAL	353.28
180122	04/23/2014	B & H PHOTO VIDEO REMITTANCE	1,930.80
		PROCESSING	
		Unpaid Sales Tax	154.46
		Expensed Amount	2,085.26
180123	04/23/2014	BAKER & TAYLOR	17.26
180124	04/23/2014	LYNETTE BERK	334.15
180125	04/23/2014	BOUNDLESS NETWORK	581.01
180126	04/23/2014	BOUNDTREE MEDICAL	1,098.20
180127	04/23/2014	DR. ROBERT BRAMUCCI	11.99

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ESCAPE ONLINE

Page 11 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180128	04/23/2014	BRAVO SIGN & DESIGN	2,861.40
180129	04/23/2014	SPORT SUPPLY GROUP	810.00
180130	04/23/2014	BUCHI CORPORATION	5,151.61
180131	04/23/2014	BUDDY'S ALL STARS	635.00
180132	04/23/2014	BUTTON BOY INC.	410.00
		Unpaid Sales Tax	30.80
		Expensed Amount	440.80
180133	04/23/2014	CALIFORNIA STAGE/LIGHTING, INC	1,747.44
180134	04/23/2014	CAL BUILDING SYSTEMS	116.00
180135	04/23/2014	CAMERON WELDING SUPPLY	432.44
180136	04/23/2014	CANON SOLUTIONS AMERICA, INC.	174.90
180137	04/23/2014	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	7,999.60
180138	04/23/2014	CAROLINA BIOLOGICAL SUPPLY	258.86
180139	04/23/2014	CERTIFIED TRANSPORTATION SERVICES	4,644.34
180140	04/23/2014	CINTAS CORPORATION	59.00
180141	04/23/2014	MIKE COLLINS	75.00
180142	04/23/2014	COX COMMUNICATIONS	2,052.80
180143	04/23/2014	COX COMMUNICATIONS	2,110.56
180144	04/23/2014	COX COMMUNICATIONS	10.29
180145	04/23/2014	DE NAULT'S TRUE VALUE HARDWARE	77.60
180146	04/23/2014	DELL MARKETING L.P. C/O DELL USA L.P.	6,794.20
180147	04/23/2014	DISH NETWORK	75.85
180148	04/23/2014	DISPLAYS 2GO ATTN: ACCOUNTS RECEIVABLE	192.73
		Unpaid Sales Tax	12.75
		Expensed Amount	205.48
180149	04/23/2014	ECONOLITE CONTROL PRODUCTS, IN	249.49
180150	04/23/2014	EMBLEM ENTERPRISES	135.33
180151	04/23/2014	EMCOR/Mesa Energy Systems	1,339.00
180152	04/23/2014	FEDERAL EXPRESS	53.70
180153	04/23/2014	FISHER SCIENTIFIC	2,222.55
180154	04/23/2014	LINDSAY FOX	7.55
180155	04/23/2014	FREEWAY AUTO SUPPLY	203.38
180156	04/23/2014	DAYLE McINTOSH CENTER FOR THE DISABLED	512.00
180157	04/23/2014	BEST BUY BUSINESS ADVANTAGE	414.34
180158	04/23/2014	BOB PARRETT CONSTRUCTION, INC.	502.00
180159	04/23/2014	DANIEL SMITH, INC.	103.85
		Unpaid Sales Tax	8.31
		Expensed Amount	112.16
180160	04/23/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	597.00
		Unpaid Sales Tax	47.76
		Expensed Amount	644.76
180161	04/23/2014	DAIRY DEPOT	119.30
180162	04/23/2014	VALERIA BARRAGAN	337.13
180163	04/23/2014	CHRIS CLAFLIN	356.81
180164	04/23/2014	ANA MARIA COBOS	75.00
180165	04/23/2014	COLLEGESOURCE, INC.	779.00
180166	04/23/2014	COLLEGESOURCE, INC.	779.00
180167	04/23/2014	JANAE DIMICK	600.00

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ESCAPE ONLINE

Page 12 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180168	04/23/2014	MANUEL ESPINOSA	600.00
180169	04/23/2014	DEBORAH FREEMEL	600.00
180170	04/23/2014	JIM GASTON	308.88
180171	04/23/2014	ESTHER GRAVIS	883.86
180172	04/23/2014	EDWARD GRIJALVA	48.00
180173	04/23/2014	CARMENMARA HERNANDEZ-BRAVO	1,073.94
180174	04/23/2014	ANDREA MC GINLEY	111.53
180175	04/23/2014	ADAM NAVARRO	468.00
180176	04/23/2014	ORLANTHA NIN	248.00
180177	04/23/2014	SHAWN O'ROURKE	539.71
180178	04/23/2014	DIANE OAKS	1,097.24
180179	04/23/2014	HEIDI M. OCHOA	468.00
180180	04/23/2014	LUCAS OCHOA	468.00
180181	04/23/2014	RANDY W. PEEBLES	2,345.35
180182	04/23/2014	LARRY RADDEN	3,761.87
180183	04/23/2014	(JOHN) RICK REESE	665.00
180184	04/23/2014	BLAKE STEPHENS	121.59
180185	04/23/2014	HIROMI TAKIZAWA	475.00
180186	04/23/2014	NATALIE J. TIMPSON	103.53
180187	04/23/2014	JAN VENTURA	1,200.00
180188	04/23/2014	APPLE COMPUTER INC.	83,039.04
180189	04/23/2014	DLR GROUP	10,614.23
180190	04/23/2014	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	13,503.87
180191	04/23/2014	EPD SOLUTIONS, INC.	2,335.15
180192	04/23/2014	DAVIT S. KHACHATRYAN,	90.72
180193	04/23/2014	CANDACE KINCAID	440.19
180194	04/23/2014	KR WOLFE INC.	13,127.64
180195	04/23/2014	MC CARTHY BUILDING COMPANIES	50,659.00
180196	04/23/2014	REDISQ TECHNOLOGIES	3,960.00
180197	04/23/2014	S & K ENGINEERS	4,500.00
180198	04/23/2014	EARL PAGAL	39.28
180199	04/24/2014	CAROLINE DURDELLA	30.24
180200	04/24/2014	GRANICUS, INC.	1,075.00
180201	04/24/2014	HEWLETT PACKARD ATTN: PUBLIC SECTOR SALES	8,741.10
180202	04/24/2014	HIGHMARK	1,012.81
180203	04/24/2014	HITT MARKING DEVICES, INC.	193.47
180204	04/24/2014	HOME DEPOT CREDIT SERVICES	275.58
180205	04/24/2014	IRVINE RANCH WATER DIST.	184.52
180206	04/24/2014	JOHNSTONE SUPPLY	3,844.99
180207	04/24/2014	JOSTEN'S	1,139.16
180208	04/24/2014	ERIK KRISTIANSON	320.00
180209	04/24/2014	DIANE LEWIS	147.78
180210	04/24/2014	LIGHTING SUPPLY, INC.	373.68
180211	04/24/2014	HELEN LINDSEY	120.00
180212	04/24/2014	MAIN GRAPHICS	34.56
180213	04/24/2014	MC KESSON MEDICAL SURGICAL	1,530.53
180214	04/24/2014	MICRO CENTER A/R	367.18
180215	04/24/2014	CASEY MOIR	135.00

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ESCAPE ONLINE

Page 13 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180216	04/24/2014	MOLE-RICHARDSON CO.	168.97
180217	04/24/2014	MONSTERSLAYER, INC.	454.54
		Unpaid Sales Tax	35.21
		Expensed Amount	489.75
180218	04/24/2014	NANCY PADBERG	86.10
180219	04/24/2014	SOUTH COAST FAMILY MEDI-CENTER, INC.	215.00
180220	04/24/2014	SOUTHLAND INSTRUMENTS, INC.	1,885.00
180221	04/24/2014	VERIZON	75.06
180222	04/24/2014	WARD'S NATURAL SCIENCE	465.89
180223	04/25/2014	KATLIN CHOI	280.00
180224	04/25/2014	SPECTRUM CHEMICAL MFG. CORP.	102.54
180225	04/25/2014	W. W. GRAINGER	240.98
180226	04/25/2014	OFFICE MAX INCORPORATED	7,367.70
180227	04/25/2014	PARKHOUSE TIRE, INC.	562.81
180228	04/25/2014	PASCO SCIENTIFIC	358.28
180229	04/25/2014	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
180230	04/25/2014	PHOENIX GROUP	1,219.90
180231	04/25/2014	POCKET NURSE ENTERPRISES, INC.	1,262.89
		Unpaid Sales Tax	91.83
		Expensed Amount	1,354.72
180232	04/25/2014	PORT SUPPLY	18.46
180233	04/25/2014	PROMODEALER PROMODEALER.COM	325.00
180234	04/25/2014	PURETEC	261.85
180235	04/25/2014	QUEST DIAGNOSTICS	1,164.88
180236	04/25/2014	S & B FOODS CATERING DIVISION	3,102.95
180237	04/25/2014	SARGENT WELCH	139.57
180238	04/25/2014	SEHI PROCOMP COMPUTER PRODUCTS	5,033.77
180239	04/25/2014	SHRED-IT USA-SAN DIEGO	80.00
180240	04/25/2014	SILPAK, INC.	400.00
180241	04/25/2014	SMART LEVELS MEDIA	255.72
180242	04/25/2014	THOMAS L. SMITH	55.89
180243	04/25/2014	SOUTHERN CALIFORNIA EDISON CO.	1,823.74
180244	04/25/2014	SOUTHERN CALIFORNIA EDISON CO.	7,280.34
180245	04/25/2014	SOUTHERN CALIFORNIA EDISON CO.	18,561.19
180246	04/25/2014	SOUTHERN CALIFORNIA EDISON CO.	82.94
180247	04/25/2014	SOUTHLAND INSTRUMENTS, INC.	4,128.00
180248	04/25/2014	SURVEYMONKEY INC c/o BANK OF AMERICA	300.00
180249	04/25/2014	T3 MOTION, INC.	796.82
180250	04/25/2014	TEAM OF ADVOCATES FOR SPECIAL KIDS	120.00
180251	04/25/2014	THEATRE COMPANY	311.51
180252	04/25/2014	THORLABS, INC.	629.75
180253	04/25/2014	TOTALLY CHOCOLATE	3,475.83
		Unpaid Sales Tax	260.00
		Expensed Amount	3,735.83
180254	04/25/2014	TREE OF LIFE NURSERY	140.62
180255	04/25/2014	TRIARCH INC.	397.07
180256	04/25/2014	TROXELL COMMUNICATIONS, INC.	1,155.43
180257	04/25/2014	U.S. DATA TRUST CORPORATION	5,000.00
180258	04/25/2014	U.S. MAIL SUPPLY INC	835.47

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ESCAPE ONLINE

Page 14 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180259	04/25/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	809.49
180260	04/25/2014	UNITED DIRECT MARKETING	640.95
180261	04/25/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	443.04
180262	04/25/2014	USA MOBILITY WIRELESS, INC.	65.16
180263	04/25/2014	LUIS MAURICIO VASQUEZ	875.00
180264	04/25/2014	WARD'S NATURAL SCIENCE	152.23
180265	04/25/2014	XEROX CORPORATION	1,266.19
180266	04/25/2014	XEROX EDUCATION SERVICES, INC.	175.50
180267	04/25/2014	PONTE VINEYARD INN	2,092.33
180268	04/28/2014	PONTE VINEYARD INN	2,092.34
180269	04/28/2014	JANE ROSENKRANS	218.40
180270	04/28/2014	SVM, LP	1,038.95
180271	04/28/2014	WARD'S NATURAL SCIENCE	198.26
180272	04/28/2014	ZARA DISTRIBUTION	228.92
180273	04/28/2014	HEWLETT PACKARD	205,590.40
180274	04/28/2014	JIM GASTON	79.63
180275	04/28/2014	GOLF CARS OF RIVERSIDE, INC	135.00
180276	04/28/2014	GREEN THUMB INTERNATIONAL	173.56
180277	04/28/2014	HARDY DIAGNOSTICS	364.05
180278	04/28/2014	HOME DEPOT CREDIT SERVICES	1,779.85
180279	04/28/2014	UC FACTORS for INDUSTRIAL TECHNICAL SERV	733.91
180280	04/28/2014	INFOBASE LEARNING	7,536.14
180281	04/28/2014	INGARDIA BROTHERS PRODUCE, INC.	403.04
180282	04/28/2014	INT'L SECURITY PRODUCTS	4,383.92
180283	04/28/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	618.92
180284	04/28/2014	TIMOTHY JEMAL	107.99
180285	04/28/2014	K 5600 LIGHTING, INC.	982.04
180286	04/28/2014	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	6,150.00
180287	04/28/2014	KNORR SYSTEMS, INC.	120.56
180288	04/28/2014	LESLIE'S POOLMART, INC.	33.95
180289	04/28/2014	DIANE LEWIS	161.39
180290	04/28/2014	LIFETIME MEMORY PRODUCTS, INC.	1,060.29
180291	04/28/2014	MAIN GRAPHICS	700.92
180292	04/28/2014	MC KESSON MEDICAL SURGICAL	1,039.99
180293	04/28/2014	McLOGAN SUPPLY COMPANY, INC.	832.37
180294	04/28/2014	MC MURRAY STERN, INC.	284.50
180295	04/28/2014	MISSION AUTO EQUIP & LIFTS	210.49
180296	04/28/2014	MOORE MEDICAL, LLC	3.08
180297	04/28/2014	MULTI-LITE USA, INC.	740.23
180298	04/28/2014	MUSIC THEATRE INTERNATIONAL	400.00
180299	04/28/2014	NACUBO	1,658.00
180300	04/28/2014	ORLANATHA NIN	163.57
180301	04/28/2014	AEROFUND FINANCIAL, INC.	12,226.40
180302	04/28/2014	ORANGE COUNTY REGISTER	252.72
180303	04/28/2014	OCEANSIDE PHOTO & TELESCOPE	263.07
180304	04/28/2014	MIKE SAUTER	151.88
180305	04/29/2014	MARK BLETHEN	2,052.00
180306	04/29/2014	COX COMMUNICATIONS	1,108.04

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ESCAPE ONLINE

Page 15 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
180307	04/29/2014	SC ASSOCIATED STUDENT BODY	6,732.00
180308	04/29/2014	ALLANA BUICK & BERS, INC.	6,705.00
180309	04/29/2014	APPLE COMPUTER INC.	237.55
180310	04/29/2014	ARMOR FENCE CONCEPTS	3,879.69
180311	04/29/2014	DENISE AVILES	15.12
180312	04/29/2014	CALIFORNIA GEOLOGICAL SURVEY SCHOOL REVIEW UNIT	3,600.00
180313	04/29/2014	CDW GOVERNMENT, INC.	416.06
180314	04/29/2014	CEDARCRESTONE INC	59,716.23
180315	04/29/2014	DABCO, INC.	5,193.00
180316	04/29/2014	G/M BUSINESS INTERIORS	86,197.42
180317	04/29/2014	HMC ARCHITECTS	35,000.00
180318	04/29/2014	PENN CORPORATE RELOCATION SERVICES, INC.	336.00
180319	04/29/2014	PRESIDIO NETWORKED SOLUTIONS	26,320.40
180320	04/29/2014	S & B FOODS CATERING DIVISION	309.22
180321	04/29/2014	XEROX CORPORATION	7,468.23
180322	04/29/2014	AT & T	84.29
180323	04/29/2014	AT & T	449.67
180324	04/29/2014	AT & T	78.57
180325	04/29/2014	AT & T	78.57
180326	04/29/2014	AT & T	78.57
180327	04/29/2014	AT&T	367.47
180328	04/29/2014	AT&T	48.54
180329	04/29/2014	AT&T	551.22
180330	04/29/2014	AT&T	1,635.02
180331	04/29/2014	SAFEWAY, INC.	43.75
180332	04/29/2014	PACIFIC COACHWAYS	1,076.25
180333	04/29/2014	PACIFIC COLLEGE TESTING	540.00
180334	04/29/2014	PAPER DIRECT	540.65
		Unpaid Sales Tax	39.49
		Expensed Amount	580.14
180335	04/29/2014	POCKET NURSE ENTERPRISES, INC.	551.88
		Unpaid Sales Tax	40.43
		Expensed Amount	592.31
180336	04/29/2014	RICOH AMERICAS CORP	72.96
180337	04/29/2014	RIO GRANDE ALBUQUERQUE	293.47
		Unpaid Sales Tax	22.10
		Expensed Amount	315.57
180338	04/29/2014	S & B FOODS CATERING DIVISION	414.13
180339	04/29/2014	SADDLEBACK VALLEY U.S.D. ACCOUNTS RECEIVABLE	92.84
180340	04/29/2014	SAFEWAY, INC.	134.85
180341	04/29/2014	SEHI PROCOMP COMPUTER PRODUCTS	2,679.56
180342	04/29/2014	SIERRA SOIL, INC.	983.80
180343	04/29/2014	SIMS TREE HEALTH SPECIALISTS	990.00
180344	04/29/2014	SMART & FINAL	15.38
180345	04/29/2014	SOMA TECHNOLOGY, INC.	924.92
		Unpaid Sales Tax	71.60
		Expensed Amount	996.52
180346	04/29/2014	SPORTS RESOURCE GROUP, INC.	125.00

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ESCAPE ONLINE

Page 16 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	8.80
		Expensed Amount	133.80
180347	04/29/2014	THEATRE HOUSE, INC.	214.25
180348	04/29/2014	TROXELL COMMUNICATIONS, INC.	427.68
180349	04/29/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	1,114.13
180350	04/29/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	613.84
180351	04/29/2014	US GEOLOGICAL SURVEY, CRGIO	184.00
		Unpaid Sales Tax	14.32
		Expensed Amount	198.32
180352	04/29/2014	VISTA PAINT CORPORATE OFFICE	65.12
180353	04/29/2014	WALTERS WHOLESALE ELECTRIC	1,290.94
180354	04/29/2014	WARD'S NATURAL SCIENCE	250.61
180355	04/29/2014	VIRGINIA WONG	367.20
180356	04/29/2014	XEROX CORPORATION	1,996.65
180357	04/29/2014	CARLOS TUCCIO MAJOR APPLIANCE SERVICE	192.09
180358	04/29/2014	TREY HANNULA	100.00
180359	04/29/2014	STEPHEN HENKLE	240.00
Total Number of Checks			711
			5,033,366.47

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	2	1,627.19
Reissue	1	3,082.64
Net Issue		5,028,656.64

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	617	2,557,341.59
12	Child Development Fund	13	6,451.51
40	Capital Outlay Fund	71	2,110,213.40
68	Self-Insurance Fund	4	8,471.04
71	Retiree Benefit Fund	3	348,047.97
Total Number of Checks		708	5,030,525.51
Less Unpaid Sales Tax Liability			1,868.87
Net (Check Amount)			5,028,656.64

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 17 of 17

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
011017	04/10/2014	POSTMASTER	19,943.92
011018	04/18/2014	GREGORY J. ATWOOD THE GLASS SPECTRUM	1,440.00
011019	04/18/2014	KAYLAA FOX	2,369.15
011020	04/18/2014	GOOD TIMES TRAVEL, INC.	6,968.00
011021	04/18/2014	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	100.00
011022	04/18/2014	MASTERS NOTARY ACADEMY	455.00
011023	04/18/2014	POWERTRON BATTERY CO.	697.35
011024	04/18/2014	PANDARIN ACADEMY LORALYN WOLF	851.25
011025	04/18/2014	XEROX CORPORATION	559.32
011026	04/18/2014	SIMONE PANNEBAKER	49.00
011027	04/25/2014	WIKI THINK	12,644.08
011028	04/25/2014	DENISE LUDES	24.77
011029	04/25/2014	OFFICE MAX INCORPORATED	214.41
Total Number of Checks			13
			46,316.25

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	13	46,316.25
Total Number of Checks		13	46,316.25
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			46,316.25

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 1

Checks Dated 04/09/2014 through 04/29/2014

Check Number	Check Date	Pay to the Order of	Check Amount
009240	04/25/2014	ACTIVE NETWORK, INC.	1,338.75
009241	04/25/2014	EDUCATION TO GO	884.75
009242	04/25/2014	MAIN GRAPHICS	69.12
009243	04/25/2014	JANIS ISENBERG	22.50
Total Number of Checks			4
			<u>2,315.12</u>

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	4	2,315.12
Total Number of Checks		4	2,315.12
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>2,315.12</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 1

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: April/May 2014 Contracts

ACTION: Ratification

BACKGROUND

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

<u>CONTRACTOR NAME</u>	<u>CONTRACT AMOUNT</u>
<u>City of Santa Ana</u> Sub-contract amendment – To decrease amount of the H-1B Technical Skills Training contract #A-2012-019 by \$150,000 for a new total not to exceed \$166,600. <div style="text-align: right;">Saddleback College</div>	< \$150,000.00> (Decreased Revenue)
<u>City of Santa Ana</u> Sub-contract amendment – To decrease amount of the H-1B Technical Skills Training contract #A-2012-014 by \$86,400 for a new total not to exceed \$677,454. <div style="text-align: right;">Saddleback College</div>	< \$86,400.00> (Decreased Revenue)
<u>PlanNet Consulting</u> Consultant Agreement – For District IT fiber cabling project. <div style="text-align: right;">District Services</div>	\$61,500.00
<u>Asset Systems, Inc</u> Software Proposal – For inventory tracking software for basic aid funding project for FY 2013-2014. <div style="text-align: right;">District Services</div>	\$39,765.00
<u>Rancho Santiago Community College District</u> Grant Sub-Agreement – To fund preparation and implementation of creative entrepreneurial education projects in feeder high schools and/or affiliated community colleges. <div style="text-align: right;">Irvine Valley College</div>	\$18,500.00 (Revenue)
<u>RossCo. Promotions</u> Agreement – For the purchase of 6,000 FUND-Cards used for fundraising. <div style="text-align: right;">Saddleback College (ASG Funds)</div>	\$13,500.00
<u>Rancho Santiago Community College District</u> Grant Sub-Agreement – To support partnership development with the local business community, a business plan competition, and organized entrepreneurship networking activities. (Sub-agreement #2) <div style="text-align: right;">Saddleback College</div>	\$10,000.00 (Revenue)

<u>The Theatre Company</u> Show Rental Contract – To provide costumes for the production of “Hello Dolly” from July 11-27, 2014. Saddleback College	\$6,500.00
<u>VenTek International</u> Independent Contractor Agreement – For annual subscription, server hosting monthly fee and transaction processing services for parking pay stations. Saddleback College	\$6,210.00
<u>Sapphire Catering</u> Event Order – For catering services for the Saddleback commencement breakfast on May 23, 2014. Saddleback College	\$4,864.87
<u>Dr. Nancy Carritte</u> Independent Contractor Agreement – For professional communication coaching for employees. Irvine Valley College	\$3,850.00
<u>Music Theatre International</u> Agreement – For 7 performance dates, December 11-14, 2014 and December 17-19, 2014, of “The 25 th Annual Putman County Spelling Bee”. Irvine Valley College	\$3,277.80
<u>Roger Castellano</u> Independent Contractor Agreement – To perform as choreographer for the production of “Hello Dolly” from July 11-27, 2014. Saddleback College	\$3,000.00
<u>IBM</u> Software License Agreement – For advanced statistics academic software. District Services	\$2,618.00
<u>San Clemente Ocean Festival</u> Sponsor Agreement – To receive cash sponsorship in exchange for providing Saddleback College with publicizing rights. Saddleback College	\$2,500.00
<u>Vital Link Orange County</u> Independent Contractor Agreement – To provide summary data and executive reports based on the FY 2013-2014 annual design, for development, implementation, data collection and analysis of county-wide career technical advisory meetings. Irvine Valley College	\$2,500.00
<u>John Casagrande</u> Independent Contractor Agreement – For maintenance and support for the EOPS software for Saddleback College and Irvine Valley College. District Services	\$2,000.00
<u>E Read and Associates, Inc.</u> Independent Contractor Agreement – To provide a jurisdictional delineation report for the storm drain repair located at the southeast corner of Saddleback College. District Services	\$1,870.00

<u>State Crane Transport & Rigging</u> Agreement – To move container at Central Plant. Saddleback College	\$1,780.00
<u>Source Graphics</u> Equipment Service Agreement – For maintenance of large format printer. Irvine Valley College	\$1,719.00
<u>Dana Huff</u> Independent Contractor Agreement – To provide light and sound design management for Performance Dance Ensemble and Dance 65 concert from April 21, 2014 through May 14, 2014. Irvine Valley College	\$1,500.00
<u>Audrey Lew</u> Independent Contractor Agreement – To serve as assistant VITA site coordinator at designated Orange County United Way partner sites throughout Orange County. Irvine Valley College	\$1,200.00
<u>Mary Reusi</u> Independent Contractor Agreement – To serve as assistant VITA site coordinator at designated Orange County United Way partner sites throughout Orange County. Irvine Valley College	\$1,200.00
<u>Angela Colombo, M.D.</u> Independent Contractor Agreement – To assess medical program course content, provide review of curriculum, program and admission requirements, participate in annual Advisory Committee meeting and to be available to serve as a guest speaker and/or make presentations to new student groups. Saddleback College	\$1,000.00
<u>Ryan Dragon</u> Independent Contractor Agreement – To perform as guest artist for the Saddleback College music program on April 10, 2014. Saddleback College	\$600.00
<u>Scott Wells</u> Independent Contractor Agreement – To speak on the “Art of Modeling and Texturing” on May 14, 2014. Irvine Valley College	\$500.00
<u>Tomas Jech</u> Independent Contractor Agreement – To speak on the “Art of Animation and Story” on May 16, 2014. Irvine Valley College	\$500.00
<u>FunFlicks Outdoor Movies</u> Event Rental Agreement – For outdoor theater rental on May 8, 2014. Saddleback College (ASG funds)	\$478.00
<u>Jonathan Rowden</u> Independent Contractor Agreement – To perform as guest artist for Saddleback College Music Program on March 17, 2014. Saddleback College	\$400.00

<u>Erik Kristiansen</u> Independent Contractor Agreement – To perform as guest artist musician for the production of “Best Little Whorehouse in Texas” from April 10-13, 2014. Saddleback College	\$320.00
<u>Ohlone College</u> Affiliation Agreement – A membership fee to provide CISCO operational support to Irvine Valley College through the Western Academy Support and Training Center (WASTC) Irvine Valley College	\$300.00
<u>Joon Lee</u> Independent Contractor Agreement – To perform as guest artist for Saddleback College Music Program on April 29, 2014. Saddleback College	\$200.00
<u>Patrick Smith</u> Independent Contractor Agreement – To perform as guest artist for Saddleback College Music Program on April 29, 2014. Saddleback College	\$200.00
<u>Tommy Goddard</u> Independent Contractor Agreement – To perform as guest musician for the production of “Invisible” on April 30, 2014. Saddleback College	\$160.00
<u>Garrett Wolfe Simon</u> Independent Contractor Agreement – To perform as guest musician for the production of “Invisible” on April 30, 2014. Saddleback College	\$160.00
<u>Jeffrey W. Polunas</u> Amendment – To augment original contract for additional expenses of parking passes and sound supplies to a new total of \$1,743.96. Saddleback College	\$43.96
<u>North Orange County Community College District</u> Amendment – To extended completion date from May 30, 2014 to June 30, 2014 for the Responsive Training Fund Grant No. 12-332-088. Irvine Valley College	\$0.00
<u>Cengage Learning</u> Agreement – To grant permission to share PowerPoint slides provided by Cengage with students. Irvine Valley College	\$0.00
<u>Tustin Unified School District</u> Memorandum of Understanding – To provide guidelines to implement the IVC CONNECT Partnership Program. Irvine Valley College	\$0.00
<u>Goodwill Industries of Orange County</u> Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
<u>Heart Center of Orange County Medical Group</u> Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

<u>Southern California Skin & Laser</u> Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
<u>U.S. Healthworks</u> Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
<u>Ellucian</u> Indemnification Agreement - In regards to a public records act request. District Services	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Consolidated Elections for Members of Governing Boards

ACTION: Approval

BACKGROUND

The provisions of Education Code Section 5340 read in part:

“School District governing board or community college district governing board member elections for two or more school districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot.”

STATUS

Consistent with previous practice during election years, the Orange County Department of Education has notified the South Orange County Community College District that a resolution relative to consolidated elections and order of election needs to be adopted by the board and returned to that office by June 13, 2014. Resolution 14-14 (Exhibit A) resolves that pursuant to the authority of Education Code Sections 5304 and 5322, the Orange County Department of Education notified of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 4, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Resolution 14-14 to notify the Orange County Department of Education of the consolidated election specifications as outlined in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

**RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER**

RESOLUTION 14-14

May 19, 2014

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 5, 2014, next succeeding the election.

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 4, 2014.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 19th day of May, 2014.

Clerk, Board of Trustees
South Orange County Community College District

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RESOLUTION NUMBER 14-14

Excerpt from the Journal of the Board of Trustees of the South Orange County Community College District, State of California, for a regular meeting held on the nineteenth day of May, 2014, at 6:00 p.m. at which the following members were PRESENT:

ABSENT:

On motion of Trustee _____, seconded by Trustee _____, a Resolution and Order of Election and Specifications of the Election Order was adopted by the following vote:

AYES:

NOES:

ABSENT:

Certified a correct copy this 19th day of May, 2014

Clerk, Board of Trustees
South Orange County Community College District

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

**RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER**

RESOLUTION 14-14

May 19, 2014

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 15, 2014, next succeeding the election.

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 4, 2014.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 19th day of May, 2014.

Clerk, Board of Trustees
South Orange County Community College District

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RESOLUTION NUMBER 14-14

Excerpt from the Journal of the Board of Trustees of the South Orange County Community College District, State of California, for a regular meeting held on the nineteenth day of May, 2014, at 6:00 p.m. at which the following members were PRESENT:

ABSENT:

On motion of Trustee _____, seconded by Trustee _____, a Resolution and Order of Election and Specifications of the Election Order was adopted by the following vote:

AYES:

NOES:

ABSENT:

Certified a correct copy this 19th day of May, 2014

Clerk, Board of Trustees
South Orange County Community College District

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Information Technology Services, eNamix

ACTION: Approval

BACKGROUND

District IT has been involved in the implementation of the Workday Human Resources and Financial systems. In order to support ongoing operations and project obligations, staffing backfill is required.

STATUS

District IT is proposing that eNamix provide staff augmentation to backfill for staff involved in the Workday implementation project.

The professional fees for these services will be based on time spent at rates of \$90 or \$95 per hour (based on service type) in an amount not to exceed \$571,000, as detailed in the Scope of Work (EXHIBIT A).

Funding for these information technology services are provided by the approved basic aid funding allocated to the Workday implementation project and designated for staff backfill.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with eNamix (EXHIBIT A) for an amount not to exceed \$571,000, for the term of May 20, 2014 through June 30, 2015.

Item Submitted by: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*
Dr. Debra Fitzsimons, Vice Chancellor, Business Services

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 20th day of May, 2014 between: Requisition No.

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

hereinafter called DISTRICT, and

(Name of Contractor): eNamix, Inc.
(Street Address): 15707 Rockfield Blvd., Suite 150
(City, State, Zip Code): Irvine, CA 92618
(Telephone #): 949-916-9810

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 05/20/2014 to 06/30/2015 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

Quality Assurance (QA) services in support of IT software projects
Business Analysis (BA) services in support of IT software projects
Network Engineer (NE) services in support of PowerShell and other infrastructure projects (this role is effective from 07/01/2014 to 03/31/2015) (Also see attached Scope of Work)

2. The DISTRICT shall pay the CONTRACTOR \$95.00 per hour for QA, \$90.00 per hour for BA, and \$90.00 per hour for NE not to exceed \$571,000. The DISTRICT will pay expenses in the amount of \$0.00. The total contract amount is \$571,000 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Director – Administrative Systems or IT Director – Academic Systems, payment will be made on a monthly basis.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: John Jeltema

By: Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: John Jeltema, 949-916-9810

College Contact Person: Jim Gaston, 949-582-4336

Scope of Work to be provided by eNamix

eNamix will provide contractors with specific expertise as documented below to work on various IT projects as backfill for IT staff involved in the Workday implementation project.

Service	Hourly Rate	Hours per Month	Number of Months	Total Amount
Quality Assurance (QA) services in support of IT software projects	\$95.00	173.3	13.4	\$220,653.33
Business Analysis (BA) services in support of IT software projects	\$90.00	173.3	13.4	\$209,040.00
Network Engineer (NE) services in support of PowerShell and other infrastructure projects	\$90.00	173.3	9	\$140,400.00
Total				\$570,093.33

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide Network Refresh, CMAS Contracts, Presidio

ACTION: Approval

BACKGROUND

On July 22, 2013, the Board of Trustees approved funds to continue the upgrade of the district-wide voice and data network update. These funds have been used to upgrade critical network infrastructure and additional purchases are necessary to continue the project.

Pursuant to Public Contract Code section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedules (CMAS).

STATUS

District staff has determined that two contracts awarded by the California Department of General Services to Presidio (CMAS contract numbers: 3-11-70-2834A and 3-12-70-2834E) meet the needs of the District. The CMAS contracts are available for review in the Facilities Planning and Purchasing Department. District staff has reviewed the terms and conditions of the contracts and finds it is in the best interest of the District to use these CMAS contracts to negotiate a best value for services and equipment with Presidio.

Total cost of the equipment and consultant/implementation services for the project will not exceed the \$2,200,000 project budget approved through basic aid distribution for fiscal year 2013-2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of the two listed CMAS contracts for equipment and services purchases with Presidio (CMAS contract numbers: 3-11-70-2834A and 3-12-70-2834E). This approval applies to purchases made within the term of each contract and is contingent upon verification of the availability of funds for each purchase. Total costs for the project will not exceed \$2,200,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3340 Cellular Telephone / Smartphone Allowance, BP-3520 Refreshments and Meals at District Functions, BP-5615 Student Records, Directory Information and Privacy

ACTION: Review/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 of Trustees for "Review/ 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 May 8, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A through C.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3340

BUSINESS

EMPLOYEE CELLULAR TELEPHONE / SMARTPHONE ALLOWANCE

Employees may receive a monthly allowance for the use of a cellular telephone or smartphone if it is warranted for district business. The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone in conjunction with district business. AR 3340 will outline the monthly allowance and usage limits. Board of Trustees may be reimbursed for their actual cellular telephone/smartphone expense.

~~The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone allowance in conjunction with District business.~~

I. ~~BOARD OF TRUSTEES~~

~~The SOCCCD Board of Trustees may be reimbursed for their District business use of a cellular telephone. Requests for reimbursement shall be submitted to the Chancellor. The reimbursement shall not exceed \$65 per month.~~

H. ~~EMPLOYEES OF THE DISTRICT~~

~~The Chancellor/College Presidents/Provost may designate employees to receive a monthly allowance for the use of a cellular telephone or smartphone. The allowance shall not exceed \$65 per month for a cellular telephone or \$130 per month for a smartphone. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR 3340.~~

~~Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.~~

NOTE: Detailed language revised and moved to AR-3340.

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Adopted: 10-26-04

Revised: 7-19-05

Revised: 10-27-08

Revised: 6-22-09

Revised: 12-07-09

BOARD POLICY

3520

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The Board believes that the serving of refreshments and meals for District approved functions facilitates communication and increases public awareness of, the District and its colleges, and improves participation in District sponsored meetings and functions.

The Board of Trustees authorizes the serving of refreshments and/or meals as designated in the administrative procedures, AR-3520 - Refreshments and Meals at District Functions. ~~referenced below and designate or his/her designee to approve or disapprove all such requests prior to the event which are:~~

1. ~~Events open to the public and/or representatives of other educational agencies;~~
2. ~~Board, District wide, College wide and ATEP meetings, with college and/or district staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).~~
3. ~~Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.~~

~~The cost of refreshments and meals which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902). These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.~~

~~State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.~~

NOTE: Detailed language revised and moved to AR-3520.

Adopted: 11-05-90
Revised: 4-26-99
Revised: 9-29-03
Revised: 4-28-08

BOARD POLICY

5615

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS-

STUDENT RECORDS; COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION, AND PRIVACY

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District. Student access means that students may review or request copies of documents in their file. Original documents turned over to the District/College will remain in the student's file.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in ~~this policy~~ AR 5615, and information sought pursuant to a court order, or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information, ~~contained here, and that they may limit the information.~~

~~Directory information shall include:~~

- ~~1. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.~~
- ~~2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~
- ~~3. Dates of attendance.~~
- ~~4. Photo ID.~~
- ~~5. Enrollment status.~~

Reference:

Calif. Ed. Code, Section 76200, et seq.;

Title 5, Calif. Code of Regulations, Section 54600, et seq.

Revised: 5-15-89
Revised: 4-26-99
Revised: 8-30-04
Revised: 1-31-05
Revised: 11-17-09

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-5140 Disabled Students
Programs and Services, BP-4054 Political Activities, BP-2210
HIPAA/CMIA Privacy Policy

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on April 17, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

5140

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities shall be provided with ~~assistance in the regular~~ accommodations in the educational programs in the District to the extent possible.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can ~~profit~~ benefit from instruction as required by federal and state laws.

DSPS services shall be ~~available—provided~~ to students with ~~disabilities—verified—~~ a verified disability through the DSPS departmentCenter. The services to be provided include, but are not limited to, reasonable accommodations, academic ~~adjustments~~ accommodations, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

~~The District shall comply with all requirements established by the relevant law and regulations.~~
The District shall respond in a timely manner to accommodation requests involving academic accommodation. The District shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

References:

*Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.*

BOARD POLICY

4054

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

POLITICAL ACTIVITIES

The Board of Trustees establishes the following rules and regulations relating to the political activities of officers and employees during working hours:

1. Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.
2. This policy prohibits political activity only during an employee's working hours, and shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Non-working time" means time outside an employee's working hours, whether before or after school or during the employee's luncheon period or other scheduled work intermittency during the school day.

References:

California Education Code, Sections 7054 (b), 7055, and 7056
Government Code, Section 8314

Reviewed by BPARC on 03-14-14 No recommended change to policy.

Adopted: 6-04-69
Revised: 4-24-89
Revised: 4-26-99
Revised: 1-31-05

(7370)

BOARD POLICY

2210

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

HIPAA/CMIA PRIVACY POLICY

A. Purpose

~~Medical information regarding an individual is protected by the Confidentiality of Medical Information Act (CMIA), Calif. Civil Code, Section 56 et. seq., and may be protected by the Health Insurance Portability Accountability Act (HIPAA), Public Law 104-196. It is the intent of the South Orange County Community College District ("District") to protect the privacy of medical information in accordance with these laws.~~

~~This policy is intended to do the following:~~

- ~~1. Serve as a foundation for the District's privacy practices;~~
- ~~2. Describe what health or health-related information is considered private;~~
- ~~3. Outline, in part, individual rights regarding private medical information (PMI); see Section B.8 for definition of PMI;~~
- ~~4. Designate the HIPAA Privacy Officer and Complaint Official; and~~
- ~~5. Require employee training in Protected Health Information (PHI). PHI is defined as "individually identifiable information, in electronic, paper or oral form, which is created or received by or on behalf of the District or its health care components."~~

~~The colleges and the District Office shall also be responsible for developing additional policies and procedures as necessary to safeguard PMI. Such policies are subject to approval by the Privacy Officer and must be consistent with this policy. Any and all policies and procedures relating to the subject matter of the policy in existence at the time this policy is adopted by the District's Board of Trustees shall be subject to this policy. As part of the implementation of this policy, the Privacy Officer shall review and revise any and all existing District policies and procedures relating to the subject matter of this policy, including but not limited to those policies and procedures utilized by Saddleback College's Student Health Center and Irvine Valley College's Health and Wellness Center. This Policy pertains to all District individuals who have access to, use, or disclose PMI. The District's Privacy Officer develops and implements policies and procedures with respect to HIPAA compliance and receives HIPAA non-compliance allegations.~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

B. Definitions

1. Authorization

~~Authorization means the execution of a written document required for the District to use or disclose PHI. Authorization must be obtained in advance of use or disclosure except for purposes of emergency treatment. The Authorization attached hereto as Exhibit "A" to this Policy is the only form approved for use by District employees.~~

2. Business Associate

~~A Business Associate (BA) is a person or an entity not a member of the District's workforce who performs a function and/or activity for a Covered Entity involving the use, disclosure or creation of PHI. The function and/or activity performed does not have to be a covered function and/or activity, but must be a function and/or activity that the Covered Entity would have had to perform themselves. All entities that perform as a BA of the District will be required to enter into a BA Agreement with the District. A BA could be, for example, a copy service that has access to PHI, or a flexible spending account's third party administrator.~~

3. Covered Entity

~~A "Covered Entity" is a health plan, a health care clearinghouse, or a health care provider that transmits any health information in electronic form in connection with a HIPAA transaction as defined by HIPAA (45 C.F.R. § 160.103).~~

4. Covered Functions

~~Covered functions refers to those functions of a covered entity, the performance of which subjects the covered entity to the HIPAA requirements, i.e. use, disclosure, or creation of PHI.~~

5. Hybrid Entity

~~A hybrid entity is a single legal entity, portions of which are covered entities within the meaning of the HIPAA that perform covered functions. The District is such a hybrid entity (45 C.F.R. § 160.103). The District's operations which perform covered functions and, therefore, are designated as health care components, are: the District's Student Health Center at Saddleback College and the Health and Wellness Center at Irvine Valley College, which engage in standard electronic HIPAA transactions.~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

~~6. Limited Data Sets~~

~~PHI that excludes the direct identifiers of the individuals, relatives, employers, or household members of the individual, listed below in subsections (a) through (p); constitutes a limited data set. Limited data sets may be used or disclosed, without written authorization, where three criteria are met: (1) the use and/or disclosure is only for purposes of research, public health, or health care operations; (2) the covered entity obtains a data use agreement from the recipient whereby the recipient agrees to limit the use of the limited data set to the purpose allowed by the rules, to limit who can use or receive the data and not to re-identify the data or contact the individuals; and (3) where the covered entity does not have knowledge that the remaining information can be used to identify an individual.~~

- ~~a. Names;~~
- ~~b. Postal address information, other than town or city, State, and zip code;~~
- ~~c. Telephone numbers;~~
- ~~d. Fax numbers;~~
- ~~e. Electronic mail addresses;~~
- ~~f. Social security numbers;~~
- ~~g. Medical record numbers;~~
- ~~h. Health plan beneficiary numbers;~~
- ~~i. Account numbers;~~
- ~~j. Certificate/license numbers;~~
- ~~k. Vehicle identifiers and serial numbers, including license plate numbers;~~
- ~~l. Device identifiers and serial numbers;~~
- ~~m. Web Universal Resource Locators (URLs);~~
- ~~n. Internet Protocol (IP) address numbers;~~
- ~~o. Biometric identifiers, including finger and voice prints; and~~
- ~~p. Full face photographic images and any comparable images.~~

~~7. Notice of Privacy Practices~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

~~_____ The District shall issue a "District Notice of Privacy Practices" for its Covered Entities. The notice shall specify individual rights under HIPAA as well as the District's contact information and the method of filing a complaint.~~

~~_____ 8. Private Medical Information~~

~~_____ For purposes of this policy, Private Medical Information (PMI) includes medical and psychological information covered by both HIPAA and the CMIA. PMI is any information that could specifically identify an individual's past, present, or future health condition. For example, medical billing records and a doctor's note. As a precautionary measure, all medical information shall be treated by District employees as PMI unless it can be clearly demonstrated to the Privacy Officer that said information is outside the scope of HIPAA or the CMIA.~~

~~_____ 9. Security~~

~~_____ Security in this policy is defined as all measures taken by the District and its agents, contractors, officers and employees to insure that PMI is protected in a manner which complies with the HIPAA and the CMIA. Security measures include, but are not limited to, policies, procedures, practices, directives, manuals, training, and methods as they relate to compliance with HIPAA and the CMIA. Security measures may also include mechanical and technological protections such as locks, secure access rooms and containers, computer hardware and software with security levels and protocols, secure communication devices and settings, and any other method, device or practice that limits improper access to PHI.~~

~~C. Policy~~

~~_____ 1. Allowable Uses/Disclosures of PHI~~

~~_____ PMI shall only be used and/or disclosed on a need to know basis or where authorization has been received. In general, PMI may not be used or disclosed by the District without an authorization except in the following circumstances:~~

- ~~_____ a. When the information is provided to the individual whose PMI it is;~~
- ~~_____ b. When the information is required by the United States Secretary of Health and Human Services to investigate compliance with the HIPAA;~~
- ~~_____ c. When the information is requested pursuant to a valid subpoena;~~
- ~~_____ d. When the information is part of a limited data set as defined above;~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

- ~~_____ e. When the information is provided to a business associate (safeguarded by a business associate agreement);~~
- ~~_____ f. When the information is provided to another government agency that is administering a public benefit health plan;~~
- ~~_____ g. When the individual, whose PMI is being disclosed, has been given an opportunity to contest the disclosure of PMI in advance;~~
- ~~_____ h. When the information is used for public health activities authorized by law;~~
- ~~_____ i. When disclosure of the information is necessary to report child abuse or neglect as authorized by law;~~
- ~~_____ j. When the information is provided to a person who may have been exposed to a communicable disease;~~
- ~~_____ k. When the information is disclosed to a government authority, which is authorized by law to receive reports of abuse, neglect, or domestic violence, because there is reasonable belief that the individual is a victim of abuse, neglect, and/or domestic violence;~~
- ~~_____ l. When the information is used for law enforcement purposes;~~
- ~~_____ m. When the District believes that disclosure of the information is necessary to avert a serious threat to health or safety;~~
- ~~_____ n. When the information is used for government programs providing public benefits;~~
- ~~_____ o. When the information is required for worker's compensation purposes;~~
- ~~_____ p. When the information is used or disclosed to a business associate or to an institutionally related foundation for the purpose of raising funds for its own benefit. PHI released can only be in the form of demographic information relating to an individual and dates of health care provided to an individual used for fundraising;~~
- ~~_____ q. When the information is disclosed for underwriting and related purposes.~~

~~_____ 2. Internal Audit~~

~~_____ In order to ensure appropriate use and disclosure PMI, each college and he District Office shall audit itself on a semi annual basis. Each college and the District Office shall identify PMI in its possession, then determine whether there are potential HIPAA and CMLA violations and develop a plan for correction.~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

~~Upon completion of the audit, the information shall be delivered to the District Privacy Officer. The Privacy Officer shall work with each college and the District Office creates a Remediation Plan, if necessary.~~

~~3. Individual Rights~~

~~An individual has the following rights as to his or her PHI protected under HIPAA. Individuals covered by HIPAA have the following rights:~~

- ~~a. The right to request restrictions on certain uses and disclosures of protected health information as provided by 45 C.F.R. § 164.522(a);~~
- ~~b. The right to receive his or her PHI confidentially as provided by 45 C.F.R. § 164.522(b), as applicable;~~
- ~~c. The right to inspect and copy his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.524;~~
- ~~d. The right to request amendments to his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.526; and~~
- ~~e. The right to receive an accounting of disclosures of protected health information as provided by 45 C.F.R. § 164.528.~~

~~For individually identifiable medical information protected by the CMIA, but not HIPAA, an employee shall have the right to review and copy his or her medical information.~~

~~4. District Privacy Official and Contact Person~~

~~The District Privacy Official is the Vice Chancellor of Technology and Learning Services. The Privacy Official is responsible for resolving complaints under HIPAA and/or the CMIA. This official shall be identified as the person to receive complaints of alleged HIPAA and/or CMIA violations. Specific duties include, but are not limited to:~~

- ~~a. Pursuant to HIPAA, develop privacy policies and procedures and the Notice of Privacy Practice;~~
- ~~b. Develop training documents for the workforce on policies and procedures regarding PHI;~~
- ~~c. Set up a complaint process and sanctions;~~
- ~~d. Track all PHI;~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

- ~~_____ e. Ensure policies are implemented for determining when an individual can inspect, copy, amend, or request restrictions on their PHI disclosures;~~
- ~~_____ f. Receiving complaints from individuals concerning violations of HIPAA and/or CMIA and requirements;~~
- ~~_____ g. Logging all complaints received and tracking the disposition of the complaints;~~
- ~~_____ h. Reviewing complaints for allowable uses and disclosures and disposing of complaints that identify allowable uses and disclosures;~~
- ~~_____ i. Reviewing complaints for non HIPAA and/or non CMIA related issues and referring the individuals to the appropriate organization, if any;~~
- ~~_____ j. Identifying and investigating all HIPAA and/or CMIA related complaints including allegations of: inappropriate use or disclosure of PMI; inappropriate disposal of PMI; denial of access to PMI; denial of amendments to PMI;~~
- ~~_____ k. Coordinating and collaborating with members of the workforce to investigate and develop actions to resolve the complaints;~~
- ~~_____ l. Resolving complaints, seeking approval of the resolution (from the complainants) and overseeing implementation of the resolution; Resolutions can include changes in business practices or information technology changes; personnel actions; contract changes or terminations, etc.;~~
- ~~_____ m. Serving as the District's liaison with the federal and/or state government with respect to any inquiries into HIPAA and/or CMIA privacy violation complaints.~~

~~_____ The District's Contact Person for complaints concerning HIPAA and/or the CMIA, as well as questions regarding the Notice of Privacy Practices is the Vice Chancellor of Technology and Learning Services.~~

~~_____ 5. Sanctions and Penalties~~

~~_____ Employees may be subject to discipline, up to and including termination for violations of this policy, which includes the inappropriate use or disclosure of PMI, in accordance with existing provisions of law, policies of the Board of Trustees, or applicable collective bargaining agreements.~~

~~_____ In addition, federal authorities may sanction employees and the District for violations of the HIPAA privacy rule as follows:~~

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

~~_____ a. Civil penalties of not more than \$100 per incident. Not more than \$25,000 per person, per calendar year, per standard;~~

~~_____ b. Criminal penalties for violations of the Privacy Rule:~~

~~_____ 1) A person who knowingly and in violations of the privacy rule either (a) obtains individually identifiable health information relating to an individual; or (b) discloses individually identifiable information to another person may have a criminal penalty assessed against them. Any violator may be fined up to \$50,000 or imprisoned for up to one (1) year, or both;~~

~~_____ 2) Where a known violation is committed under false pretenses, the person may be fined up to \$100,000 or imprisoned for up to five (5) years, or both;~~

~~_____ 3) Where a known violation is committed with the intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, a person can be fined up to \$250,000, and/or incarcerated for not more than ten (10) years.~~

~~_____ Any violation of CMIA that results in economic loss or personal injury to a patient is punishable as a misdemeanor. Any person and/or entity that negligently, knowingly, or willfully disclose medical information, in violation of CMIA, may be assessed fines or civil penalties.~~

~~_____ 6. Training~~

~~_____ The District shall train employees so that they understand their obligations under this policy. The training requirement may be satisfied by providing new employees with a copy of this privacy policy and documenting that new members have reviewed the policies. From time to time, the District may provide training through live instruction, video presentations, or interactive software programs.~~

~~_____ 7. Audit and Compliance~~

~~_____ Each college and the District Office is responsible for compliance with this policy. The Privacy Officer may, in his or her discretion, audit and examine the procedures and practices of any college and the District Office to ascertain compliance with the requirements of this policy.~~

RECOMMEND TO DELETE BP- 2210 and ADD AR-2210

Adopted: 8-29-05

Revised: 9-24-09

[Review Only:](#)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2014-2015 Full-Time Faculty Hiring Amendment

ACTION: Approval

BACKGROUND

The hiring of qualified full-time faculty is a priority in advancing the missions of Irvine Valley College (IVC) and Saddleback College (SC). In an effort to meet the institution's obligation to provide academic accommodations in a timely manner, SC requests to hire a full-time nursing instructor in a categorical position.

The Board previously approved the 2014-2015 full-time faculty hiring agenda item on October 28, 2013.

The Enrollment Growth for Associate Degree Nursing (RN) Programs grant, provided by the California Community Colleges Chancellors Office, provides categorical funding for a new Full-time Nursing Faculty - Categorical position. SC requests the full-time faculty hiring list be modified to include the new Full-time Nursing Faculty - Categorical position.

STATUS

Through the collegial consultation processes at SC, a new full-time faculty position was approved by the Academic Senate on May 5, 2014. The college president has reviewed the faculty hiring priority recommendations and has submitted to the Chancellor his recommendation to amend the 2014-2015 full-time faculty hiring list to include this new position as shown on Exhibit A.

The full-time faculty Nursing – Categorical position will be 100% categorically funded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the amended 2014-2015 full-time faculty hiring list for SC to include the new full-time faculty Nursing – Categorical position at SC.

Item Submitted by: *Dr. David Bugay, Vice Chancellor, Human Resources & Employer/Employee Relations*

Saddleback College
Tenure Track Hiring Authorization
2014-2015 Academic Year

Division	Academic Discipline	Position Type	Previously Approved by BOT
Business Science & Econ. Workforce Dev.	Real Estate	Replacement	10/29/2012
Health Science & Human Services	Medical Lab/Tech/Phlebotomy	Replacement	11/17/2008
Health Science & Human Services	Human Services	Replacement	10/25/2010
Liberal Arts	Composition	Replacement	10/25/2010
Math Science & Engineering	Math	Replacement	10/28/2013
Math Science & Engineering	Math	Replacement	10/28/2013
Math Science & Engineering	Computer Science	Replacement	10/25/2012
Online Education & Learning Resources	Instructional Librarian	Replacement	10/25/2010
Social & Behavioral Science	Child Development	Replacement	10/26/2009
Social & Behavioral Science	History	Replacement	10/28/2013
Social Behavioral Science	Anthropology	Replacement	10/28/2013
Counseling Services	Counselor	New	10/28/2013
Liberal Arts	Composition	New	10/28/2013
Transfer, Career & Special Programs	Veteran Coordinator/Counselor	New	10/28/2013
Transfer, Career & Special Programs	LD Specialist/DSPS Counselor	New	10/29/2012
Business Science & Econ. Workforce Dev.	Accounting	New	10/24/2011
Health Science & Human Services	Nursing	New	10/28/2013
Social & Behavioral Science	Sociology	New	10/29/2012
Social & Behavioral Science	Environmental Studies	New	10/29/2012
Counseling Services	Counselor	New	10/28/2013
Social & Behavioral Science	Psychology	New	10/28/2013
Liberal Arts	Composition	New	10/28/2013
Business Science & Econ. Workforce Dev.	Accounting	New	10/29/2012
Health Science & Human Services	Nursing	New	11/19/2012
Health Science & Human Services	Nursing	New	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Recess to Public Hearing – District Initial Proposal to the SOCCCD Faculty Association

ACTION: Public Hearing

BACKGROUND

On April 28, 2014, the Board of Trustees received and accepted the initial proposal from the District to the SOCCCD Faculty Association for review and study.

STATUS

The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to the SOCCCD Faculty Association (Exhibit A).



Initial Proposal to Amend and Modify the SOCCCD Academic Employee Master Agreement April 28, 2014

1. Article XIV: Assignment, Contract Year, Hours of Services, and Professional Duties

- a. **Office Hours:** Explore ideas to ensure faculty accessibility and accountability in the administration of faculty office hours.
SOCCCD District Wide Objectives and Goals: 1.2; 2.1; 2.2; 4.1
- b. **College Service:** Explore ideas to ensure faculty accessibility and accountability in the administration of college service.
SOCCCD District Wide Objectives and Goals: 1.1; 1.2; 1.3; 4.1; 4.2
- c. **Flex:** Explore ideas to ensure faculty accessibility and accountability in attendance of faculty regarding Flex activities.
SOCCCD District Wide Objectives and Goals: 1.1; 1.2; 1.3; 1.4; 1.5
- d. **Academic Calendar:** Revise language to provide more flexibility to schedule classes outside of the current calendar for special program, department or division needs.
SOCCCD District Wide Objectives and Goals: 2.1; 2.2; 3.1; 3.2; 4.1; 4.2; 4.3

2. Article XV: Workload

- a. **Department Chair Stipend:** Revise the current formula to a table that can more easily be administered.
SOCCCD District Wide Objectives and Goals: 1.2; 4.1; 4.2
- b. **Extra duty days:** Remove the potential overlap of extra duty days with the faculty member's contractual workload assignments.
SOCCCD District Wide Objectives and Goals: 1.1; 1.2; 1.3; 1.4; 4.1
- c. **Schedule Counselors according to the needs of the Students:** Establish the ability to shift counselor calendars to meet changes in the demand for their services for students.
SOCCCD District Wide Objectives and Goals: 2.1; 4.1; 4.2
- d. **Large Lecture:** Revise the large lecture stipend, the related reduced work load provision and on-line instruction.
SOCCCD District Wide Objectives and Goals: 2.1; 4.2

3. Article XVII: Evaluations

- a. Revise the evaluation of probationary faculty to include access and use of the student evaluation of faculty in the Tenure Review Committee process.
- b. Revise the evaluation of probationary faculty to include a growth or improvement plan each year.
- c. Revise the evaluation of probationary faculty to include an additional evaluation in the first year of probation.
- d. Revise the evaluation of all faculty to include activities outside of the classroom based upon job postings, job descriptions, collective bargaining agreement, and board policy.
- e. Revise the evaluation of all faculty to include student learning outcomes in the evaluation.

SOCCCD District Wide Objectives and Goals: 1.1; 1.2; 1.3; 1.4; 1.5; 2.1; 2.2

4. Article XXVI: Bonded Sabbatical and Professional Development

- a. Revise the process to exclude faculty with poor performance evaluations from participation in sabbaticals until performance is Satisfactory or higher.
- b. Revise the language to reduce the total number of sabbaticals available.

SOCCCD District Wide Objectives and Goals: 1.1; 1.2; 1.3; 2.2; 4.1; 4.2

5. Article XXVII: Benefits

- a. Establish a two-tier benefit plans with different options to reduce overall cost of benefits.
- b. Review and revise parking fees.

SOCCCD District Wide Objectives and Goals: 4.1; 4.3

6. Article XXX: Wages

Consider appropriate salary adjustments based on the financial constraints.

SOCCCD District Wide Objectives and Goals: 4.1; 4.2

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A, B and C are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A, B and C.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. BRESLIN, ANN MARIE, is to be employed as Learning Disability Specialist/DSPS Counselor, Pos #4897, Division of Transfer, Career & Special Programs, Saddleback College, effective July 28, 2014. Approximate Salary Placement: Class II, Step 1. This is a new position approved by the Board of Trustees on October 28, 2013. (Exhibit B, Attachment 1)
- b. GAMACHE, KEITH, is to be employed as Sign Language Instructor, Pos #4882, School of Humanities and Languages, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a new position approved by the Board of Trustees on October 28, 2013. (Exhibit B, Attachment 2)
- c. MORRIS, APRIL, is to be employed as Accounting Instructor, Pos # 1708, School of Business Sciences, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class I, Step 1. This is a replacement position for Torrance Thorpe, who retired. (Exhibit B, Attachment 3)
- d. SCHERMERHORN, BROCKTON, is to be employed as Real Estate Instructor, Pos #4894, Division of Business Science, Economic Workforce Development, Saddleback College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a new position approved by the Board of Trustees on October 28, 2013. (Exhibit B, Attachment 4)
- e. DORNER, MEREDITH, is to be employed as Biology Instructor (General/Majors), Pos #1661, School of Life Sciences & Technologies, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Kenneth Christopher Riegler, who retired. (Exhibit B, Attachment 5)

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>
Pastrana, Leo	MA/Edu. Counseling	Counseling/IVC	II/1	05/27/14

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** - Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Chen, Jessica	MA/Asian Studies	Chinese/IVC	II/1	6/16/14

Equivalency is based on a degree in Asian Studies from California State University, Long Beach with a Chinese literature emphasis. Ms. Chen has been teaching Chinese for more than 20 years. She has been teaching beginning, intermediate and advanced Chinese classes at the University of California, Irvine since 2000. Additionally, Ms. Chen is a native speaker of Mandarin Chinese. She previously taught at National Taiwan University in Taipei, Taiwan.

Whitson, James	BA/Liberal Arts	Theatre Arts/SC	I/1	05/27/14
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Equivalency is based on Mr. James Whitson's extensive professional career in film, television and theatre. Mr. Whitson has performed in theatre, television, national commercials, Sitcoms, and TV movies. Although Mr. Whitson does not have experience in teaching at a college level he does have experience in teaching, and will be team teaching with Dr. Delany who is a seasoned college professor with many years of experience on the university level. Mr. Whitson's years of experience as a professional actor do qualify him to be an instructor of a Rehearsal and Performance class at Saddleback College.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Cox, Barbara	Project Coordinator/SC	4,000.00	01/21/14-05/22/14
Knapp, Rebecca	Assoc. Project Coordinator/SC	5,500.00	01/21/14-05/22/14
McCarthy, Barry	Project Associate/SC	1,500.00	01/21/14-05/22/14
Quinlan, Emily	AVID (Student Success Init.)/SC	1,741.02	01/21/14-05/22/14

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Alexander, Ariel	Foundation Gala Performance/SC	250.00	04/12/14-04/12/14
Boyer, Paul	Account. Tutoring Lab/Perkins/SC	1,120.00	01/21/14-05/15/14
Engels, Michael	Develop. CTE Catalog/SC	2,000.00	03/01/14-04/30/14
Fox, Lindsay	CTE Articulation Workshop/SC	100.00	04/29/14-05/30/14
Gonzalez, Frank	S-STEM Pgrm PI/Math Lead/SC	6,527.00	05/27/14-08/08/14
Gonzalez, Frank	B2E Pgrm Math Lead/SC	3,403.00	05/27/14-08/08/14
Inlow, Lisa	Curriculum Development/CTE	1,000.00	08/25/13-12/15/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

- It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Kussoy, Carolina	Develop Youth Entrep. Pgrm/IVC	2,200.00	05/27/14-06/30/14
McFann, Kent	CTE Articulation Workshop/SC	100.00	04/29/14-04/30/14
McLaughlin, June	Youth Entrep. Pgrm/Paralegal/IVC	8,500.00	07/27/14-06/30/14
Scott, Daniel	Develop Youth Entrep. Pgrm/IVC	3,400.00	05/27/14-06/30/14
Taylor, Karen	CTE Articulation Workshop/SC	100.00	04/29/14-04/30/14
Yell, Lacey	Perf. Arts Prod. Choreographer/SC	250.00	03/08/14-03/08/14
Zoval, James	S-STEM Pgrm Co-PI/Sci. Lead/SC	3,260.00	05/27/14-08/08/14
Zoval, James	B2E Pgrm Science Lead/SC	3,403.00	05/27/14-08/08/14

D. WORKLOAD BANKING

- LLORENTE, ALEX, ID #1037, Accounting/Business Law/Management Instructor, Division of Business Science, Economic Workforce Development, Saddleback College, Pos #1605, is requesting a leave of absence for the Spring 2015 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

E. REDUCED WORKLOAD PROGRAM WITH STRS RETIREMENT

- EGASSE, JEANNE, ID #2461, Spanish Instructor, Pos #1529, School of Humanities and Languages, Irvine Valley College, has requested to participate in a reduction in teaching contract to 71.6% workload beginning the academic year 2014-15 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2011-2014, effective date to participate in the CalSTRS Reduced Workload Program is August 11, 2014.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

- BORELLA, PETER, ID #1010, Geology Instructor, Division of Mathematics, Science & Engineering, Saddleback College, Pos #1480, resignation effective May 23, 2014 and retirement effective May 24, 2014. Payment is authorized for any compensated time off. (Start date: August 17, 1981)
- HILL, MERTON, ID #3240, Marine Science Instructor, Division of Mathematics, Science & Engineering, Saddleback College, Pos #1711, resignation effective May 23, 2014 and retirement effective May 24, 2014. Payment is authorized for any compensated time off. (Start date: August 15, 2005)
- MEZA, RALPH, ID #17537, Counselor (General & Articulation), Division of Counseling and Special Services, Saddleback College, Pos #2960, voluntary resignation effective May 23, 2014, with benefits extended through June 30, 2014. Payment is authorized for any compensated time off. (Start date: August 2, 2010)

ATTACHMENT 1

NAME: ANN MARIE BRESLIN

POSITION: LEARNING DISABILITY SPECIALIST/DSPS COUNSELOR
Transfer, Career & Special Programs
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. Education (Counseling & Guidance)
California Polytechnic State University
San Luis Obispo, CA

B.S. Psychology (Counseling & Family Psychology)
California Polytechnic State University
San Luis Obispo, CA

EXPERIENCE:

Ann Marie Breslin has been a part-time Learning Disabilities Specialist in the Disabled Students Programs & Services Department at Irvine Valley College since January 2014 and at Cypress College since 2013. She is committed to student success, and is passionate about providing learning disability assessments, accommodations, and counseling to students with disabilities. Previously, Mrs. Breslin served students as a DSPS Counselor, a DSPS Instructor, and a Student Services Specialist at Fullerton College Disability Support Services. Prior to her work at the college level, Mrs. Breslin worked as a District Counselor in San Diego City Schools. She has over eight years of experience serving students with disabilities at the college level.

LICENSES AND CERTIFICATES:

- Learning Disabilities Specialist Certificate- CCC Chancellor's Office
- Pupil Personnel Services Credential in School Counseling- CCTC

PROFESSIONAL AFFILIATIONS:

- Member of CAPED (California Association for Postsecondary Education and Disability)

ATTACHMENT 2

NAME: MEREDITH DORNER

POSITION: BIOLOGY INSTRUCTION
Life Sciences and Technologies
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.S. Biology
State University of New York
Buffalo, NY

M.A. Anthropology
University of California, San Diego
San Diego, CA

B.S. Biology
Smith College
Northampton, MA

EXPERIENCE: Meredith Dorner has been full time Biology Professor at Copper Mountain College for three years and a part-time instructor in the Anthropology Department at Saddleback College since 2008. She has taught a wide variety of biology and anthropology courses at many schools. Ms. Dorner has been writing curriculum for both biology and anthropology for the past three years and has worked to further develop distance education at Copper Mountain College. While completing her first M.S. in Biology at the State University of New York, Buffalo, she conducted research in marine molecular ecology and was a teaching assistant in a variety of biology courses. While finishing her second M.A. degree in Anthropology at the University of California, San Diego, Ms. Dorner researched chimpanzee behavior and first began teaching at the community college level. She is currently pursuing her Ph.D. in Education at Chapman University studying science education. She has over seven years of experience teaching transfer level courses at the college level.

HONORS/AWARDS:

- Scholarly Creative Grant, Chapman University, California (2013)
- Ph.D. Graduate Fellowship, Chapman University, California (2012-2014)
- Graduate Research Grant from Graduate Group in Evolutionary Biology and Ecology, SUNY at Buffalo, New York (2001); Presidential Scholar, SUNY at Buffalo, New York (2000-2002)
- Dean's Fellow, SUNY, Buffalo, New York (2000-2002)
- Howard Hughes Medical Institute Fellow (1999)

LICENSES AND CERTIFICATES:

- Online Educator Occupational Skills Award, Saddleback College

PROFESSIONAL AFFILIATIONS:

- Member of Human Anatomy and Physiology Society (HAPS).
- Member of National Association of Biology Teachers (NABT)
- Member of National Center for Science Education (NCSE)
- Member of National Science Teachers' Association (NSTA)
- Member of Sigma Xi

ATTACHMENT 3

NAME: KEITH GAMACHE

POSITION: SIGN LANGUAGE INSTRUCTOR
School of Humanities and Languages
Irvine Valley College
Full-Time Tenure Track

EDUCATION:

M.A. Teaching, Liberal Studies
Lewis and Clark College
Portland, OR

B.A. History
Brigham Young University
Provo, UT

EXPERIENCE

Keith Gamache has taught American Sign Language (ASL) at several different colleges since 1997. They include basic and intermediate courses in ASL, ASL Literature, ASL/English Comparative Analysis, ASL Linguistics, Deaf Studies, Introduction to Interpreting, and Translation Studies. He has been a course developer with two colleges, designing ASL and Interpreting courses. He used to work in the private sector with Sorenson Communications, giving training to interpreters working as video relay interpreters all over the country. He is currently a contractual course developer with the University of North Colorado, designing online ASL courses for the MA degree in the ASL Teaching program. While working on his doctoral studies in Interpretation at Gallaudet University (ABD), he also worked with the ASL Diagnostic and Evaluation Services assessing levels of ASL proficiency.

LICENSES/CERTIFICATES

- PRAXIS Deaf and Hard of Hearing Certification, 2002
- California Basic Education Skills Test Certification, 2002
- ASLTA ASL Professional Certification, 2005
- RID Certified Deaf Interpreter, 2010

PROFESSIONAL AFFILIATIONS

- Member of NAD (National Association for the Deaf)
- Member of RID (Registry of Interpreters for the Deaf)
- Member of CIT (Conference of Interpreter Trainers)
- Member of ASLTA (American Sign Language Teachers Association)
- Member of DHI (Deaf History International)

ATTACHMENT 4

NAME: APRIL MORRIS

POSITION: ACCOUNTING INSTRUCTOR
School of Business Sciences
Irvine Valley College
Full-Time Tenure Track

EDUCATION:

B.A. Business Administration (Accounting)
California State University, Fullerton
Fullerton, CA

EXPERIENCE:

April Morris has been a part-time instructor in the Accounting Department at Irvine Valley College since the Fall of 2011 and a part-time professor at California State University, Fullerton since the Fall of 2013 and has taught a variety of accounting and finance courses. Prior to this, she has been both a financial consultant, as well as appointed interim President to start-up companies. Ms. Morris' background also includes nine years with an international CPA firm followed by nine years as the Vice President of Finance, Chief Financial Officer, and member of the Board of Directors for a New York Stock Exchange-listed company.

HONORS/AWARDS:

- Recipient of the President's Award at California State University, Fullerton during my senior year
- Recipient of the top Woman in Business award in 1996 from the Orange County Business Journal

LICENSES AND CERTIFICATES:

- CPA

ATTACHMENT 5

NAME: BROCKTON SCHERMERHORN

POSITION: REAL ESTATE INSTRUCTION
Business Science, Economic Workforce Development
Saddleback College
Full-Time, Tenure Track

EDUCATION:

J.D. Law
Trinity Law School
Santa Ana, CA

B.A. Legal Studies
Chapman University
Orange, CA

EXPERIENCE:

Brockton Schermerhorn has been a part-time instructor in the Real Estate Department at Saddleback College since 2007 and has taught a wide variety of Real Estate courses including: Real Estate Principles, Real Estate Practice, Real Estate Finance, Real Estate Appraisal I, Legal Aspects of Real Estate, and Professional Selling Fundamentals. For the past several years, Dr. Schermerhorn has also been a department co-chair for the Saddleback College Real Estate Program, which has recently become one of the top two real estate programs in the California Community College System in terms of enrollment, and the top program in terms of student success. Dr. Schermerhorn has years of experience working in various capacities in the field of real estate.

HONORS/AWARDS:

- Saddleback College President's Award for Leadership and Innovation, 2012
- Saddleback College Real Estate Department part-time Professor of the Year, 2007, 2009
- Saddleback College Real Estate Student of the Year, 2004
- Trinity Law School Honors award in Contracts
- Trinity Law School Honors Award in Criminal Law
- Trinity Law School Honors Award in Criminal Procedure
- Chapman University President's Award
- Chapman University Political Science Department Award

LICENSES AND CERTIFICATES:

- Juris Doctorate, Trinity Law School, 2008

ATTACHMENT 1

A. IRVINE VALLEY COLLEGE – ADDITIONAL RETROACTIVE CHAIR AND CO-CHAIR STIPEND COMPENSATION: GENERAL FUND FOR SPRING 2012 & SPRING 2013

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for **additional** retroactive stipend owed for Spring 2012 & Spring 2013 semesters. This amount is to be paid in addition to the retroactive stipends approved by the Board of Trustees on April 28, 2014.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Semester</u>
		<u>Amount (\$)</u>	
Castroconde, Miriam	Chair, Mathematics/IVC	4.34	Spring 2013
Davis-Allen, Lisa	Chair, Art/IVC	998.16	Spring 2013
Fesler, Susan	Chair, Languages/IVC	2.88	Spring 2013
Manuel-Ellison, R	Chair, Theatre/IVC	193.20	Spring 2013
¹ Pestolesi, Thomas	Chair, Kin/Health/Athletics/IVC	1,534.53	Spring 2012
Tiongson, Edwin	Chair/Co-Facilitator, Speech/IVC	219.93	Spring 2013
Tresler, Matthew	Chair, Music/IVC	384.27	Spring 2013
Weatherford, T.	Chair, Dance/IVC	191.44	Spring 2013

B. IRVINE VALLEY COLLEGE – RETROACTIVE CHAIR AND CO-CHAIR STIPEND COMPENSATION: GENERAL FUND FOR SPRING 2014

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for retroactive stipend owed for Spring 2014 semester. This amount is to be paid in addition to the stipends approved by the Board of Trustees on February 24, 2014.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Semester</u>
		<u>Amount (\$)</u>	
Castroconde, Miriam	Chair, Mathematics/IVC	434.15	Spring 2014
Davis-Allen, Lisa	Chair, Art/IVC	1,156.02	Spring 2014
DeRoulet, Daniel	Co-Chair, English/IVC	374.50	Spring 2014
Haeri, Melanie	Chair, Reading/IVC	12.10	Spring 2014
Hochwald, Seth	Co-Chair, Computer Science/IVC	104.14	Spring 2014
Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	71.25	Spring 2014
Loke, Chan	Co-Chair, Computer Science/IVC	104.14	Spring 2014
Manuel-Ellison, R.	Chair, Theatre/IVC	258.90	Spring 2014
Rodriguez, Roland	Co-Chair, Life Sciences/IVC	71.25	Spring 2014
Rybold, Gary	Chair, Communication Arts/IVC	319.93	Spring 2014
Titus, Jodi	Chair, Geography/IVC	286.41	Spring 2014
Tresler, Matthew	Chair, Music/IVC	303.85	Spring 2014
Tucker, Kari	Chair, Psychology/IVC	27.73	Spring 2014
Urell, Robert	Chair, Business Sciences/IVC	433.79	Spring 2014
Weatherford, T.	Chair, Dance/IVC	226.82	Spring 2014
Wolken, Matthew	Chair, Drafting/Engineering/IVC	24.59	Spring 2014

¹ Jerry Hernandez and Thomas Pestolesi were reported incorrectly on the original retroactive submission approved by the Board of Trustees April 28, 2014. For Spring 2012, Mr. Hernandez was reported as the Department Chair; Mr. Pestolesi was actually the Department Chair.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. CARTER, YANCIE is to be employed as Senior Matriculation Specialist, Pos. #3590, School of Admissions, Records and Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, 12 months per year, effective May 1, 2014. This is a replacement Jennifer Tarulli, who resigned.
 - b. BALLO, ERLYNNE is to be employed as Senior Matriculation Specialist, Pos. #4934, School of Admissions, Records and Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, 12 months per year, effective May 5, 2014. This is position was approved by the Board of Trustees on January 27, 2014.
 - c. FRASER, KYLE is to be employed as Dispatcher/Records, Pos. #4748, Office of Campus Safety and Security, Saddleback College, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, effective May 5, 2014. This position was approved by the Board of Trustees on February 25, 2013.
 - d. ¹PARRA, MICHAEL is to be employed as Program Assistant-Categorical, Pos. #3612, Disabled Students Programs and Services, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 118, Step 1, 29 hours per week, 12 months per year, effective May 1, 2014. This is a replacement for Summer Smith, who resigned.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Bilsborough, Alan	Library Assistant I/IVC	115/1	04/21/14
Bilsborough, Alan	Library Assistant II/IVC	119/1	04/21/14
Bilsborough, Alan	Library Assistant III/IVC	121/1	04/21/14
Costanzo, Marina	Accounting Spec./IVC	127/1	04/01/14
Griffith, Marites	Library Assistant I/IVC	115/1	04/21/14
Griffith, Marites	Library Assistant II/IVC	119/1	04/21/14
Griffith, Marites	Library Assistant III/IVC	121/1	04/21/14
Ho, Doantrang	Accounting Specialist/Dist.	127/1	04/21/14
Kirk, Alicia	Program Assistant, Categorical/SC	118/1	04/01/14
Lee, Hannah	Lab. Technician, Life/Phys. Sci./IVC	122/1	04/01/14
O'Donnell, Leah	Library Assistant I/IVC	115/1	04/21/14
O'Donnell, Leah	Library Assistant II/IVC	119/1	04/21/14
O'Donnell, Leah	Library Assistant III/IVC	121/1	04/21/14

¹ Son of Lori Parra, Extended Opportunity Program Specialist-Bilingual, and brother of Jacqueline Parra, Project Specialist, Division of Counseling Services and Special Programs, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Sullivan, Judy	Library Assistant I/IVC	115/1	04/21/14
Sullivan, Judy	Library Assistant II/IVC	119/1	04/21/14
Sullivan, Judy	Library Assistant III/IVC	121/1	04/21/14
Taylor, Gerri	Library Assistant I/IVC	115/1	04/21/14
Taylor, Gerri	Library Assistant II/IVC	119/1	04/21/14
Taylor, Gerri	Library Assistant III/IVC	121/1	04/21/14

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Adrian, Christopher	Project Specialist/Dist.	18.00	05/02/14-06/30/14
Alavi, Nina	Project Specialist/SC	9.50	03/15/14-06/30/14
Angoshtari, Mir Omid	Project Specialist/SC	10.50	05/16/14-06/30/14
Bilsborough, Alan	TMD Aide/IVC	20.00	04/21/14-06/30/14
Chon, Jessie	Project Specialist (IT)/IVC	20.00	04/16/14-06/30/14
Cooke, Briana	Project Specialist/SC	9.50	03/15/14-06/30/14
Espinoza, Agustin	Project Specialist (IT)/SC	20.00	04/15/14-06/30/14
Esteban, Jennifer	Coaching Aide/SC	15.00	04/15/14-06/30/14
Faulkner, Richard	Project Specialist/IVC	20.00	04/28/14-06/30/14
Hambric, Sandra	Spec. Proj. Coord./IVC	25.00	04/16/14-06/30/14
Johnson, Matthew	Project Specialist/SC	20.00	04/24/14-06/30/14
McClure, Tyne	Coaching Aide/IVC	15.00	05/02/14-06/30/14
Meyers, Cole	Project Specialist/IVC	12.50	04/16/14-06/30/14
Reitsema-Pretorius, Catharine	TMD Aide/SC	20.00	04/15/14-06/30/14
Rodriguez, Maria de Lourdes	Project Specialist/SC	20.00	04/22/14-06/30/14
Sanchez, Ricardo	Project Specialist (IT)/SC	15.00	04/01/14-06/30/14
Young, Jennifer	Medical Professional/SC	70.00	04/01/14-06/30/14

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Chen, Maya	04/16/14-06/30/14
Saebi, Arad	04/01/14-06/30/14

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Derham, Edward	Interpreter IV/IVC	45.00/hr	04/01/14-06/30/14
Farrukh, Baber	Tutor/IVC	15.00/hr	04/02/14-06/30/14
Gray, Carrie	Comm. Ed./SC	2500.00/cs	04/08/14-06/30/14
Gunawan, Daphne	Tutor/IVC	15.00/hr	04/09/14-06/30/14
Hoang, Lisa	Cert. Test Proctor/IVC	12.50/hr	04/15/14-06/30/14
Johnson, Michael	Clinical Skills Spec./SC	30.00/hr	03/24/14-06/30/14
Limbo, Harvey	Tutor/IVC	15.00/hr	04/09/14-06/30/14
Martin, Kristi	Comm. Ed./SC	2500.00/cs	04/08/14-06/30/14
Montgomery, Linda	Workforce Trainer/IVC	72.00/hr	04/22/14-06/30/14
Novak, Jacqueline	Clinical Skills Spec./SC	30.00/hr	04/24/14-06/30/14
Oshiro, Gail	Interpreter IV/IVC	45.00/hr	04/09/14-06/30/14
Phan, Hai	Workforce Trainer/IVC	72.00/hr	04/28/14-06/30/14
Ramos, David	Interpreter IV/IVC	45.00/hr	04/08/14-06/30/14
Shaw Kingery, Youlin	Tutor/IVC	15.00/hr	04/16/14-06/30/14
Stacy, Eryk	Workforce Trainer/IVC	72.00/hr	04/14/14-06/30/14
Trumbo, Dawn	Comm. Ed./SC	2500.00/cs	04/08/14-06/30/14
Zirhut, Yvette	Captionist/IVC	30.00/hr	04/08/14-06/30/14

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 **2014/2015** 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>
Abbott, Amy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Acocella, Laura	Model/SC	22.00/hr	07/01/14-06/30/15
Acosta, Anthony	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Adney, Curtis	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Afshari Aliabad, Roxsan	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Aisner, Tyler	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Aldecoa, Joseph	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Alexander, Ted	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Allah, Nancy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Allen, Jonelle	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Alyassini, M Bilal	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Aman, Omeed	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Andrade, Lauren	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Appleman, Jack	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Arth, Allison	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Arzate, Thomas	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Ash, Andrew	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Babaei, Shohreh	Tutor/SC	15.00/hr	07/01/14-06/30/15
Bahde, Anthony	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Baldonado, Elgitz	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Baldree, Kelsey	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Barnhill, Barry	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Barraza, Christina	Model/SC	22.00/hr	07/01/14-06/30/15
Beck, Jonathan	Model/SC	22.00/hr	07/01/14-06/30/15
Beckley, Shelley	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Bedolfe, Tamara	Tutor/SC	15.00/hr	07/01/14-06/30/15
Bell, John	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Berg, Anthony	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Binder, Farla	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Binnell, Craig	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Birney, Felicia	Tutor/SC	15.00/hr	07/01/14-06/30/15
Blundell-Siska, Mary	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Bobell, Rebecca	Tutor/SC	15.00/hr	07/01/14-06/30/15
² Boland, Mary	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Bonetti, Tanya	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Boyle, Miki	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Brazeau, Brianna	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Bregozzo, Dorothy	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
³ Brewington, Elizabeth	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
³ Brewington, H.	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
³ Brewington, John	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Briar, Jeffrey	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Brock, Ashlee	Tutor/SC	15.00/hr	07/01/14-06/30/15
Broida, David	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Brown, David	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Brozek, Alexandra	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Bruno, John	Model/SC	22.00/hr	07/01/14-06/30/15
Buckwalter, Kurt	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Budai, Rachel	Model/SC	22.00/hr	07/01/14-06/30/15

² Mother of Christina Mahoney, Clerk-Short Term, Office of Community and Contract Education, Saddleback College.

³ Elizabeth Brewington, Clinical Specialist, Health Sciences & Human Services, Saddleback College and John Brewington, Clinical Specialist, Health Sciences & Human Services, Saddleback College are spouses and brother/brother-law respectively of H. James Brewington, Interpreter, DSP&S, Saddleback College & Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Buechler, Michael	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Buffington, Brett	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Bui, Calvin	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Bullette, Robin	Model/IVC	70.00/hr	07/01/14-06/30/15
Burgess, Laurie	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Burke, Shaun	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Burns, Kathryn	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Butler, Robert	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Calabretta-Dawson, Mara	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Calen, Catherine	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Call, Linda	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Caramagno, Sebastian	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Carlsen, Heather	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Casado, Sandra	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Castellaw, Tyler	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Cathcart, Jermaine	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Caverly, Carolin	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Celestino, Brandi	Captionist/SC	45.00/hr	07/01/14-06/30/15
Chaabani, Faisal	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Chae, Jong	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Chambers, Carol	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Chau, Joseph	Tutor/SC	15.00/hr	07/01/14-06/30/15
Cheng-Chen, Judy	Model/IVC	70.00/hr	07/01/14-06/30/15
Cho, Weonjin	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Choi, Young	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Chornomud, Ivette	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Chou, Der Ling	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
⁴ Churchill, Caylie	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
⁴ Churchill, Tori	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Clements, Matthew	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Coddington, Kathleen	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Cole, John	Model/SC	22.00/hr	07/01/14-06/30/15
Colonelli, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Concialdi, Steve	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Conway, Carolina	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Cooper, Stacy	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Coplan, Adam	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15

⁴ Siblings, both work for Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Corbett, Gabriel	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Coutras, Kelly	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Crispino, Aaron	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Culp, Robin	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
D'Aleo, Nancy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Danko, Carolyn	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Danz, Christina	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Davidson, Kelsey	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Davis-Soriano, Michelle	Captionist/SC	45.00/hr	07/01/14-06/30/15
De Koning, Shannan	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
De Voy, Stephanie	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Deason, Ryan	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
DeJohn, Zackary	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Denaro, Aaron	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Deweese, Mallory	Tutor/SC	15.00/hr	07/01/14-06/30/15
Dexter, Stephen	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Diamond, Jean	Tutor/SC	15.00/hr	07/01/14-06/30/15
Difilippo, Jennifer	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Dilley, Steven	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Dillon, Justin	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Dinh, Amber	Tutor/IVC	15.00/hr	07/01/14-06/30/15
⁵ Do, Tin	Tutor/SC	15.00/hr	07/01/14-06/30/15
⁵ Do, Tu	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Dodd, Timothy	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Doran, Sean	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Dormaier, Ruth	Model/SC	22.00/hr	07/01/14-06/30/15
Dumas, Summer	Tutor/SC	15.00/hr	07/01/14-06/30/15
Duong, Tanya	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Durand, Cassandra	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Edsall, Craig	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Ehsani, Aida	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Elespuru, Kathryn	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Elliott, Christopher	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Fairbanks, Eric	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Fairchild, Cole	Tutor/SC	15.00/hr	07/01/14-06/30/15
Farrukh, Baber	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Felfeli, Mehran	Tutor/IVC	15.00/hr	07/01/14-06/30/15

⁵ Siblings, Tin Do is employed in the Division of Online Education and Learning Resources, Saddleback College; Tu Do is employed in the Learning Assistance Program, School of Library Services, Irvine Valley College, and as a part-time Faculty for the Biology Department, School of Life Sciences and Technology, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Fernald, Theresa	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Fiore-Burton, Rene	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Fiorenza, Matthew	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Fisher, Timothy	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Fong, Fleur	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Forehan, Marjorie	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Foster, David	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Fotoohi, Kamran	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Francisco, David	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Freeland, Tina	Model/SC	70.00/hr	07/01/14-06/30/15
Freeman, Judi	Model/IVC	70.00/hr	07/01/14-06/30/15
Fumera, Joy	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Funke, Christina	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Fusco, Michael	Tutor/SC	15.00/hr	07/01/14-06/30/15
Gaerlan, Cherrilyn	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Gallardo, Joseph	Tutor/SC	15.00/hr	07/01/14-06/30/15
Gamo, Elysia	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Garber, Logan	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Garcia, Joshua	Tutor/SC	15.00/hr	07/01/14-06/30/15
Garcia, Renee	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Garcia, Tony	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Garcia Contreras, Rogelio	Tutor/SC	15.00/hr	07/01/14-06/30/15
Gates, Stephanie	Model/IVC	30.00/hr	07/01/14-06/30/15
Geary, Erika	Tutor/SC	15.00/hr	07/01/14-06/30/15
Gerard, Matthew	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Gialamas, Gus	Model/SC	100.00/hr	07/01/14-06/30/15
Gibson, John	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Gil, Eloisa	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Gilmore, Richard	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Glassman, Ifat	Model/IVC	22.00/hr	07/01/14-06/30/15
Gleason, Linda	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Gluckson, Ruthe	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Goffin, Charles	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Golemo, Jordan	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Goodley, Mark	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Goodman, Abigail	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Goodman, Alex	Tutor/SC	15.00/hr	07/01/14-06/30/15
Goossens, Nelson	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Gorman, Ron	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Goss, Deborah	Tutor/SC	15.00/hr	07/01/14-06/30/15
Gotschall, Brook	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Grace, Klair	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Gracey, Michael	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Gray, Jason	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Greenspan, Frances	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Griffin, Angelina	Model/IVC	22.00/hr	07/01/14-06/30/15
Grijalva, Louie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Gross, Cynthia	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Grossman, Marc	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Groudan, Marc	Model/SC	22.00/hr	07/01/14-06/30/15
Grudynski, Christy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Guest, Noah	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Gunawan, Daphne	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Hale, Alexander	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Hale, Katherine	Model/IVC	22.00/hr	07/01/14-06/30/15
Hall, Jasmine	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Hamilton, Lauren	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Hanacek, Amy	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Hanna Chase, Donna	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Hannon, Karen	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Hanson, Gina	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Harriger, James	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Harris, Randeleigh	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Hasebe, Brandon	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Haskins, Brian	Model/SC	70.00/hr	07/01/14-06/30/15
Heck, Steven	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Helmstetter, Patrick	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Henderson, Carrie	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Hernandez, Annette	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Hernandez, Mark	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Hildebrand, Paul	Model/SC	22.00/hr	07/01/14-06/30/15
Hoang, Lisa	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Hobbs, Scott	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Hoffski, James	Model/SC	22.00/hr	07/01/14-06/30/15
Holzappel, Leah	Interpreter III/SC	25.00/hr	07/01/14-06/30/15
Honeycutt, Michelle	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Hosseini Qanatqazi, Abbas	Tutor/SC	15.00/hr	07/01/14-06/30/15

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Hosseiny, Habib	Tutor/SC	15.00/hr	07/01/14-06/30/15
Hsu, Yau Ren	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Huggins, Barbara	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Hutchinson, Charlene	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Incavo, Kathleen	Captionist/SC	45.00/hr	07/01/14-06/30/15
Ivanoff, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Jacinto, Carolyn	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Jackson, Victoria	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Jacobs, Louise	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Janiga, Beulahjoy	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Janke, Janelle	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Johannsen, Daryl	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Johnson, Belma	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Johnson, Katharine	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Johnson, Matthew	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Johnson, Michael	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Johnson, Robert	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Jones, Christopher	Tutor/SC	15.00/hr	07/01/14-06/30/15
Jordan, Katherine	Interpreter III/SC	25.00/hr	07/01/14-06/30/15
Juarez, Louis	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Kabbara, Sami	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Kamholz, Erika	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Kandel, Marlene	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Karimi Tararani, Maryam	Tutor/SC	15.00/hr	07/01/14-06/30/15
Kelly, Meagan	Interpreter III/SC	25.00/hr	07/01/14-06/30/15
Kemp, Leif	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Keramati Shiekhole, Marjan	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Khashai, Fatemeh	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Khudadatova, Nadezhda	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Kilic, Nehir	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Kim, Debbie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Kinnaird, John	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Klytta, Kevin	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Knight, Kenneth	Model/SC	22.00/hr	07/01/14-06/30/15
Kopenhefer, Melissa	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Kostapapas, Eoanna	Captionist/IVC	45.00/hr	07/01/14-06/30/15
Kramer, Kathryn	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Kruhmin, Kyle	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Lackey, Patricia	Model/SC	22.00/hr	07/01/14-06/30/15

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
⁶ Landingham, Lindsey	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Lane, Eugenia	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Langille, Rachel	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Larragoiti, Nancy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Lawrence, David	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Lawson, Anne	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Lawson, Danielle	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Lawson, Hannah	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Lazar, Garrick	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Le, Khoa	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Lee, Christopher	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Lefevre, Zachary	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Lewallen, Carole	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Li, Annie	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Lillicrop, John	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Limbo, Harvey	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Linnen, Jason	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Little, Laura	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Lojpur, Gojko	Tutor/SC	15.00/hr	07/01/14-06/30/15
Lorge, Lori	Model/SC	22.00/hr	07/01/14-06/30/15
Lowe, Lesley	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
⁷ Mackey, Brittney	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
⁷ Mackey, Marica	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
⁷ Mackey, Sierralynn	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Maldonado, Dominick	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Mancera, Frank	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Marada, Jake	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Marandola, Alessandra	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Marangi, Kent	Model/SC	100.00/hr	07/01/14-06/30/15
Marino, Valerie	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
McClusky, Katherine	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
McGinley, Patricia	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Mendoza, Felipe	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Merda, Megan	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Messenger, Lisa	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Meyer, Tara	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15

⁶ Daughter of Gabrielle Landingham, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

⁷ Siblings, all work for Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Michele, Mikki	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Miller, Nancy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Mirnia, Mojan	Tutor/SC	15.00/hr	07/01/14-06/30/15
Mischler, Kristina	Tutor/SC	15.00/hr	07/01/14-06/30/15
Molina, Victoria	Interpreter IV/IVC	42.00/hr	07/01/14-06/30/15
Monacelli, Brian	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Monjazebe, Nelly	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Montgomery, Edie	Tutor/SC	15.00/hr	07/01/14-06/30/15
Moody, Debbie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Moon, James	Tutor/SC	15.00/hr	07/01/14-06/30/15
Mooney, Susan	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Moore, Cailon	Tutor/SC	15.00/hr	07/01/14-06/30/15
Moore, Christopher	Model/SC	22.00/hr	07/01/14-06/30/15
Moradi Nargesi, Mahnaz	Tutor/SC	15.00/hr	07/01/14-06/30/15
Moran, Elaine	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Morefield, Michael	Interpreter IV/IVC	42.00/hr	07/01/14-06/30/15
Morgan, Taylor	Tutor/SC	15.00/hr	07/01/14-06/30/15
Moscarello Merritt, Michele	Model/IVC	70.00/hr	07/01/14-06/30/15
Murphy, Chelsea	Model/SC	22.00/hr	07/01/14-06/30/15
⁸ Murphy-Klein, Laurie	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Murtz, Albert	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Napoli, William	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Neely, Edwin	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Nelson, Candy	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Nelson, Christy	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Nguyen, Katie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Niaki, Shayan	Tutor/SC	15.00/hr	07/01/14-06/30/15
Niggemann, Richard	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Nissenson, Lenard	Model/SC	22.00/hr	07/01/14-06/30/15
Noel, Kindel	Tutor/SC	15.00/hr	07/01/14-06/30/15
Nourmohamadian, Gina	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Noyes, Jo Ann	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
O'Connell, Jalon	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Oliveros, Darie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Orozco Pacheco, Reina	Tutor/SC	15.00/hr	07/01/14-06/30/15
Oshiro, Gail	Interpreter IV/IVC	42.00/hr	07/01/14-06/30/15
Ovadia, Nargues	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15

⁸ Mother of Mikayla Klein, Recreation Aide, Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Owen, Rebekah	Tutor/SC	15.00/hr	07/01/14-06/30/15
Oye, Bradley	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Padden, Thomas	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Pakshir, Peyman	Tutor/IVC	15.00/hr	07/01/14-06/30/15
⁹ Paretta, Alexandra	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
⁹ Paretta, Francesca	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Park, Wan	Tutor/IVC	15.00/hr	07/01/14-06/30/15
¹⁰ Parker, Barbara	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
¹⁰ Parker, Jackie	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Parker, Maxwell	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Parks, Timothy	Model/SC	22.00/hr	07/01/14-06/30/15
Patam, Leomar	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Pats, Viktoryia	Tutor/SC	15.00/hr	07/01/14-06/30/15
¹¹ Patterson, Pamela	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Perez, Lawrence	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Peterson, Edward	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Phelan, Linda	Model/SC	22.00/hr	07/01/14-06/30/15
Phillip, Diana	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Pierce, Philip	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Pilcher, Martine	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Pinto, Andrew	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Pouresfandiari, Shahram	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Pourreza, Atousa	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Powers Hubbard, Connor	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Prather, Jeanette	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Quade, Joyce	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Quinn, Olivia	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Rafique, Wali	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Ramos, David	Interpreter V/IVC	45.00/hr	07/01/14-06/30/15
Ray, Kerry	Model/SC	22.00/hr	07/01/14-06/30/15
Realmuto, Brandon	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Records, Louise	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Renteria, David	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Revelle, Rebecca	Model/SC	22.00/hr	07/01/14-06/30/15
Richter, Crystal	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Rigali, Rebecca	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15

⁹ Siblings; both employed with Community and Contract Education, Saddleback College.

¹⁰ Siblings; both employed with Office of Academic Program and EWD, Irvine Valley College.

¹¹ Aunt to Amber Patterson, Adapted Kinesiology Aide, Div of Transfer, Career and Special Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Rodgers-Griffin, Allison	Interpreter II/SC	16.00/hr	07/01/14-06/30/15
Rodriguez, Jubilee	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Rosen, Anne	Tutor/SC	15.00/hr	07/01/14-06/30/15
Rosendale, Steven	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Rounds, Michael	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Rozas, Mackenzi	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Ruffino, Michael	Model/SC	22.00/hr	07/01/14-06/30/15
Ruppert, Beverly	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Ryan, Stacie	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Rydzeki, Alexis	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Saalberg, Christopher	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Safarian, Maryam	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Saintignon, Angelica	Tutor/SC	15.00/hr	07/01/14-06/30/15
Sandell, Elizabeth	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Sanii, Raika	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Sayrafi, Mahrud	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Schaefer, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Schantz, Doris	Tutor/SC	15.00/hr	07/01/14-06/30/15
Schiff, Maureen	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Schoon, JoAnna	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Schwied, Emma	Tutor/SC	15.00/hr	07/01/14-06/30/15
Scott, Allison	Interpreter III/SC	25.00/hr	07/01/14-06/30/15
Scott, Ann	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
¹² Searcy, Carly	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Shaw, Glenda	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Shaw-Kingery, Youlin	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Shenoy, Rachna	Tutor/SC	15.00/hr	07/01/14-06/30/15
Sherwood, Kelley	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Shields, Judith	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
¹³ Shirazi, Dorsa	Tutor/IVC	15.00/hr	07/01/14-06/30/15
¹³ Shirazi, Roksana	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Shoemaker, Parry	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Siah, Aurash	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Sica, David	Rec. Leader/IVC	20.00/hr	07/01/14-06/30/15
Sipes, Jessica	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Skalsky, Ashley	Tutor/SC	15.00/hr	07/01/14-06/30/15

¹² Daughter of Arronlea Searcy, Student Help, Office of Community Education, Saddleback College; and sister of Nathan Searcy, Recreation Aide, Office of Community Education and Contracts, Saddleback College.

¹³ Siblings, both employed with Learning Assistance Program, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Skaron, Deborah	Tutor/SC	15.00/hr	07/01/14-06/30/15
Skelding, Benjamin	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Skinner, Diane	Interpreter IV/SC	42.00/hr	07/01/14-06/30/15
Smith, Clayton	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Smith, Elizabeth	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Smith, Jordan	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Smith, Kascy	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Smith, Katherine	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Smith, Ronald	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Song, Kyong	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Sonoyama, Yoshie	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Sorenson, Jeffrey	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Soto, Brooke	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Sposato, Rebecca	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Spriggs-Cole, Sharon	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Stahler, John	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Staley, Matthew	Tutor/SC	15.00/hr	07/01/14-06/30/15
Stamen, Barbara	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Stanley, Barak	Rec. Leader/SC	20.00/hr	07/01/14-06/30/15
Stickel, Karl	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Stockler, Barbara	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Stratton, Carmen	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Stuart, Idamae	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Su, Tiffany	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Swansen, Jacob	Sr. Lifeguard/SC	16.00/hr	07/01/14-06/30/15
Ta, Ryan	Tutor/SC	15.00/hr	07/01/14-06/30/15
Taylor, Karen	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Taylor, Tracey	Model/IVC	22.00/hr	07/01/14-06/30/15
Thomas, Hunter	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Thompson, Christine	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Thompson, David	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Thompson, Jonathan	Model/SC	22.00/hr	07/01/14-06/30/15
Tindall, Alexis	Tutor/SC	15.00/hr	07/01/14-06/30/15
Torabi, Shadi	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Torche, Teri	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Trani, Nicholas	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Trapani, Peter	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2014/2015** 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>
Tupper, Linda	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Turney, Jason	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Uhlman, John	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Unger, Jason	Tutor/SC	15.00/hr	07/01/14-06/30/15
Unoura, Susan	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Valdez-Johnson, Shanne	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Vitello, Anthony	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Vogel, Jeff	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Voisard, Norbert	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Waddell, Cynthia	Interpreter III/SC	25.00/hr	07/01/14-06/30/15
Walker, Lori	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Walker, Stacy	Model/IVC	22.00/hr	07/01/14-06/30/15
Wang, You-Sui	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Wecklich, Steven	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Weller, Debra	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Whidden, Pamela	Model/SC	22.00/hr	07/01/14-06/30/15
Williams, Destin	Interpreter I/SC	13.00/hr	07/01/14-06/30/15
Willis, Ursula	Tutor/SC	15.00/hr	07/01/14-06/30/15
Wingert, Joseph	Clinical Specialist/SC	30.00/hr	07/01/14-06/30/15
Wojaczynski, Scott	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Wolf, Amberley	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Wolken, Matthew	Comm. Ed./IVC	2500.00/cs	07/01/14-06/30/15
Wood Harris, Jan	Comm. Ed./SC	2500.00/cs	07/01/14-06/30/15
Woodward, Wenying	Model/SC	22.00/hr	07/01/14-06/30/15
¹⁴ Woolard, Abigail	Lead Interpreter/IVC	50.00/hr	07/01/14-06/30/15
¹⁴ Woolard, Caleb	Interpreter V/SC	45.00/hr	07/01/14-06/30/15
Xie, Huayang	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Yaklyvich, Erin	Model/SC	22.00/hr	07/01/14-06/30/15
Yang, Chih	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Yang, Hongzhe	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Ye, Zhensheng	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Yeh, Tienyao	Certified Test Proctor/IVC	12.50/hr	07/01/14-06/30/15
Yi, Julia	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Zadoorian, Teddy	Rec. Aide/SC	10.00/hr	07/01/14-06/30/15
Zamanian, Ali	Tutor/IVC	15.00/hr	07/01/14-06/30/15
Zirhut, Yvette	Captionist/IVC	45.00/hr	07/01/14-06/30/15
Zondervan, Daniel	Workforce Trainer/IVC	72.00/hr	07/01/14-06/30/15
Zurilgen, Aubriana	Model/SC	22.00/hr	07/01/14-06/30/15

¹⁴ Spouses; Abigail works in the Office of Special Programs and Services, Irvine Valley College, and Caleb works in Guidance and Counseling, Irvine Valley College.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. PROGRAM COORDINATOR, CATEGORICAL, a grant funded position, Classified Bargaining Unit Salary Schedule Range 134, School of Online and Extended, Irvine Valley College, seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective May 20, 2014. Employment in the categorical funded position is contingent upon funding by the AB 86 grant.
2. PROGRAM ASSISTANT, CATEGORICAL, a grant funded position, Classified Bargaining Unit Salary Schedule Range 118, Division of Health Sciences and Human Services, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week position to its staff complement, effective July 1, 2014 through June 30, 2015. Employment in the categorical funded position is contingent upon funding by the Enrollment Growth for ADN grant.
3. SENIOR MATRICULATION SPECIALIST, CATEGORICAL, a government grant funded position, Classified Bargaining Unit Salary Schedule Range 127, Division of Counseling Services, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement effective June 1, 2014. Employment in the categorical funded position is contingent upon funding by government grants.

C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

1. **IRVINE VALLEY COLLEGE** seeks authorization to change the hours per week and/or months per year for the following Classified positions within their organization.
 - a. **ELIMINATE** PUBLIC SAFETY ASSISTANT, Pos. #4736, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 113, part-time, 25 hour per week, 12 months per year from its staff complement, and **CREATE** PUBLIC SAFETY ASSISTANT, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 113, full-time 40 hours per week, 12 months per year position to its staff complement, effective May 20, 2014. (Position #4736 was approved by the Board of Trustees on January 22, 2013)
 - i. **CHANGE** VIKYRA VYRAK, ID #19013, from Public Safety Assistant, Pos. #4736, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 113, Step 3, 25 hours per week, 12 months per year; to Public Safety Assistant, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 113, Step 3, 40 hours per week, 12 months per year; effective May 20, 2014.

D AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. DISTRICT seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** PAYROLL PROCESS SPECIALIST, Pos. #4089, Payroll, Office of Business Services, Classified Bargaining Unit Salary Schedule Range 135, full-time, 40 hours per week, 12 months per year from its staff complement, and **CREATE** LEAD PAYROLL PROCESS SPECIALIST, Payroll, Office of Business Services, Classified Bargaining Unit Salary Schedule Range 137, full-time 40 hours per week, 12 months per year position to its staff complement, effective June 1, 2014. (Position #4089 was approved by the Board of Trustees on May 26, 2009) (Job Description, Exhibit B, Attachment 1)
 - i. **RECLASSIFY** CANDACE KINCAID, ID #3819, from Payroll Process Specialist, Pos. #4089, Payroll, Office of Business Services, Classified Bargaining Unit Salary Schedule Range 135, Step 6, 40 hours per week, 12 months per year; to Lead Payroll Process Specialist, Payroll, Office of Business Services, Classified Bargaining Unit Salary Schedule Range 137, Step 6, 40 hours per week, 12 months per year; effective June 1, 2014.

E. REORGANIZATION

1. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create classified positions within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** LIBRARY ASSISTANT II, Pos. #4681, School of Library Services, Classified Bargaining Unit Salary Schedule Range 119, full-time, 40 hours per week, 10 months per year from its staff complement, and **CREATE** LIBRARY ASSISTANT II, School of Library Services, Classified Bargaining Unit Salary Schedule Range 119, full-time, 40 hours per week, 12 months per year position to its staff complement, effective May 20, 2014. (Position #4681 was approved by the Board of Trustees on October 29, 2012)
 - b. **ELIMINATE** LIBRARY ASSISTANT I, Pos. #4313, School of Library Services, Classified Bargaining Unit Salary Schedule Range 115, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** LIBRARY ASSISTANT I, two (2) positions, Classified Bargaining Unit Salary Schedule Range 115, School of Library Services, 20 hours per week, 10 months per year positions to its staff complement, effective May 20, 2014. (Position #4313 was approved by the Board of Trustees on October 25, 2010)
 - i. **RECLASSIFY** JHUMA CHAKRABORTY, ID #15941, from Library Assistant I, Pos. #4313, School of Library Services, Classified Bargaining Unit Salary Schedule Range 115, Step 6, 40 hours per week, 12 months per year; to Library Assistant II, School of Library Services, Classified Bargaining Unit Salary Schedule Range 119, Step 5, 40 hours per week, 12 months per year; effective May 20, 2014.

E. REORGANIZATION - Continued

2. IRVINE VALLEY COLLEGE seeks authorization to eliminate a classified manager position, create an classified administrator position, and change the reporting structure within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** DIRECTOR OF FISCAL SERVICES, Pos. #4556, classified management, Office of College Fiscal Services, Integrated Academic and Classified Administrators/Managers Salary Schedule Range 18, full-time, 40 hours per week, 12 months per year from its staff complement, and **CREATE** VICE PRESIDENT OF COLLEGE ADMINISTRATIVE SERVICES, Office of College Administrative Services, Integrated Academic and Classified Administrators/Managers Salary Schedule Range 24, full-time, 40 hours per week, 12 months per year position to its staff complement, effective May 20, 2014. (Pos. #4556 was approved by the Board of Trustees on May 21, 2012) (Job Description, Exhibit B, Attachment 2)
 - i. **RECLASSIFY** DAVIT KHACHATRYAN, ID #13574, from Director of Fiscal Services, Pos. #4556, Office of College Fiscal Services, Integrated Academic and Classified Administrators/Managers Salary Schedule Range 18, Step 6, 40 hours per week, 12 months per year; to Vice President of College Administrative Services, Office of College Administrative Services, Classified Administrators/Managers Salary Schedule Range 24, Step 3, 40 hours per week, 12 months per year; effective May 20, 2014.
 - ia. **REORGANIZE** the reporting structure for the Chief of Police from reporting directly to the College President, to begin reporting directly to the Vice President of College Administrative Services, effective May 20, 2014.
 - ib. **REORGANIZE** the reporting structure for the Director of Technology Services from reporting directly to the College President, to begin reporting directly to the Vice President of College Administrative Services, effective May 20, 2014.
 - ic. **REORGANIZE** the reporting structure for the Director of Facilities from reporting directly to the College President, to begin reporting directly to the Vice President of College Administrative Services, effective May 20, 2014.
 - id. **REORGANIZE** the reporting structure for the staff of the Office of College Fiscal Services from reporting to the Director of Fiscal Services, to begin reporting directly to the Vice President of College Administrative Services, effective May 20, 2014.

F. OUT OF CLASS ASSIGNMENTS

1. ¹⁵HEREDIA, GRISEL, ID #17280, Admissions and Records Specialist II, Pos. #3228, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 120, Step 4, 40 hours per week, Division of Admissions, Records, and Enrollment Services, Saddleback College, temporary assignment ended on May 9, 2014, and has been temporarily reassigned to Senior Admissions and Records Specialist, Pos. #3378, Classified Bargaining Unit Salary Schedule Range 126, Step 1, including a 2% bilingual stipend, 40 hours per week, Division of Admissions, Records, and Enrollment Services, Saddleback College effective May 12, 2014. This is a temporary replacement for Constance Harrington, who retired.
2. MCGANN, KATHLEEN, ID #10794, Senior Admissions and Records Specialist, Pos. #3378, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 126, Step 2, 40 hours per week, Division of Admissions, Records, and Enrollment Services, Saddleback College, temporary assignment ended on May 9, 2014, and returned to permanent assignment as Admissions and Records Specialist I, Pos. #2738, Classified Bargaining Unit Salary Schedule Range 116, Step 6, 40 hours per week, 12 months per year, Division of Admissions, Records, and Enrollment Services, Saddleback College, effective May 12, 2014.
3. YANG, KAREN, ID #15183, Senior Administrative Assistant, Pos. #4773, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Division of Counseling Services, Saddleback College, temporary assignment ended on April 11, 2014, and returned to permanent assignment as Administrative Assistant, Pos. #4505, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 24 hours per week, 12 months per year, Division of Liberal Arts, Saddleback College, effective April 14, 2014.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BOWMAN, MARIE, ID #8899, Disabled Student Program Specialist, Pos. #3220, Disabled Students Programs and Services, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 123, Step 6, 40 hours per week, 12 months per year, resignation effective May 30, 2014 and retirement May 31, 2014. Payment is authorized for any compensated time off. (Permanent Start date: August 1, 2008)
2. RENFRO, HEDY, ID #3497, Senior Administrative Assistant, Pos. #3497, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, resignation effective July 4, 2014 and retirement July 5, 2014. Payment is authorized for any compensated time off. (Permanent Start date: June 26, 2000)
3. TOSCANO, AMY HSUEH-LIN, ID #16454, Accompanist, Pos. #4300, School of Fine Arts, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 126, Step 6, 15 hours per week, 10 months per year, resignation effective May 21, 2014. Payment is authorized for any compensated time off. (Permanent Start date: September 8, 2008)

¹⁵ Permanent assignment is Admissions & Records Specialist I, Pos. #2743, 40 hours per week, 12 months per year.

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic year.

Fine Arts and Media Technology, Saddleback College

Argent, Heidi	Argent, Stephanie	Berkson, Brianne
Berkson, Nancy	Boukather, Cody	Calane, Danielle
Danesh, Salman	DiBernardo, Kelcey	Howe, Bailey
Howe, Teresa	Loyola, Matias	Mayo, Kaiulani
Purkins, Jeffrey	Zamarripa, Jose	

KSBR, Fine Arts and Media Technology, Saddleback College

Bagdasarian, Nancy	Blanding, Franchesca	Brooks, China
Brown, Beverly	Chen, Maya	Cooper, Vincent
Corwin, Bonnie	Croisette, Catherine	Cullors, Anthony
Darby, Lucy	Davis, Sandra	Garcia, Danny
Goodman, Bob	Goodman, Esther	Jasper, Andrea
Jasper, Grace	Jeong, Inn Jae	Kong, Angella
Levin, Neil	Long, Denise	McCall, Preston
McKelvey, Brian	McKinney, Septene	Ortiz, Elizabeth
Pagliochini, Nicholas	Polinski, Mary	Riccio, Peter
Robinson, Linda	Shab, Don	Strong, Robert
Strong, Susan	Teachenor, Luzi	Wardwell, Diane
Van Winkle, Norm		

DSP&S, Guidance and Counseling, Irvine Valley College

Regas, Rima

ATTACHMENT 1

South Orange County Community College District

LEAD PAYROLL PROCESS SPECIALIST, JC ID # - Classified Bargaining Unit Salary Schedule Range 137

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction from higher level management staff, performs complex analytical and technical duties in support of the District's payroll and benefits functions including in the areas of employer tax filing, benefit administration, and census reporting of payroll and benefits data; performs specialized analysis and reporting in the areas of payroll, taxes, and benefits data; ensures accuracy and compliance with applicable federal, state, and county agencies; and assists management staff in the implementation of the District's payroll policies, procedures, and system administration; and provides lead direction to assigned positions.

DISTINGUISHING CHARACTERISTICS

The Lead Payroll Process Specialist is a single incumbent classification and is the highest level within the Payroll Specialist job family. Incumbents in this class demonstrate a comprehensive knowledge and understanding of benefits and of the payroll process and provide lead direction to positions in lower level classifications. The classification is distinguished from the Senior Payroll Specialist by its specialized responsibility for employer tax filing, payroll and benefit audits, and processing of W-2 Wage and Tax Statements. The position in this classification works independently, receives limited supervision, and must maintain a degree of confidentiality within a framework of standard policies and procedures. This position acts on behalf of the District and has responsibility for ensuring the accuracy and timeliness of employer tax deposits and reporting to all federal and state agencies. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit. The position assigned to this classification is also required to keep abreast of current law and procedures as they apply to the application and reporting of payroll, tax, and benefit compliance.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform the full range of complex analytical and technical duties related to the computation, preparation, payment, reconciliation, and filing of federal and state tax returns; audit and issue W-2 Wage and Tax Statements and prepare and provide payroll related 1099 tax forms; serve as the liaison between the District and taxing agencies.
2. Prepare and reconcile quarterly employer tax returns; generate and reconcile applicable federal, Social Security, Medicare, and State payroll electronic tax deposits; prepare and reconcile quarterly state tax return for unemployment insurance; prepare, reconcile, and process quarterly Multiple Worksite Report for state Employment Development Department.
3. Verify, audit, process, and impute tax and/or earnings adjustments for group term life insurance, group legal services, and EAP; compute exceptions as necessary.
4. Verify, audit, and process the value cost of employer health provided benefit on W-2 Wage and Tax Statements; compute exceptions as necessary.
5. Audit and reconcile various County payroll reports and information; analyze and evaluate payroll/retirement discrepancies and initiate necessary adjustments to ensure accurate pay and retirement reporting.

South Orange County Community College District
Page 2 - Lead Payroll Process Specialist

REPRESENTATIVE DUTIES

6. Make payroll adjustments and earnings corrections that involve issuing W-2c forms and completing 941-X, W-3c, and other required forms as necessary.
7. Coordinate with Risk Management to ensure correct workers' compensation payments are received from third party administrator; calculate and process appropriate tax adjustments to employee's payroll; maintain appropriate records and documentation.
8. Review and process enrollment and change forms for benefits administration; complete applicable documents for submission to insurance carriers; maintain database for benefit eligible employees and dependents; initiate payment process and reconcile vendor billings; coordinate fringe benefits billing processes.
9. Identify, administrate, and coordinate the various benefits plans to the respective employees/retirees/dependents as previously negotiated in bargaining agreements.
10. Assume responsibility for the administration, coordination, and maintenance of the Retiree Drug Subsidy (RDS) program through the Center for Medicare/Medicaid Services Agency (CMS) to ensure federal subsidy as part of funding reimbursements of the District's benefit prescription plans; coordinate program activities with other District staff.
11. Assume responsibility for completing and submitting Data Match file for IRS/SSA/CMS in order to ensure compliance with laws regarding Medicare beneficiaries and their spouses.
12. Prepare and generate comprehensive reports; compile, analyze, and organize payroll and/or benefits data for various State reporting and information inquiries as requested.
13. Coordinate the reconciliation of payroll and benefits account for payroll and salary fringe benefits with the Accounting Department.
14. Compile statistical data and assist in the tabulation of data for federal, state, and local government units, auditors, and staff.
15. May assist management staff in overseeing the daily operations of the Payroll Department including the coordination of workflow and resolving and troubleshooting problems.
16. Provide lead direction to assigned positions; as necessary, identify and resolve training needs; determine priorities and establish timelines as appropriate.
17. Perform general clerical work; type a variety of letters, documents, and requisitions; answer questions in person and over the phone.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a payroll and benefits program including various reporting requirements.

Accounting theory and principles, practices, and methods of payroll accounting and auditing.

Principles and practices of financial record keeping.

Principles of analysis used in the interpretation of accounting, payroll, and financial data.

Critical thinking and problem-solving techniques used in identifying problems and developing solutions.

Principles of lead supervision and training.

School district payroll systems and procedures.

Employee deduction concepts and practices.

Parameters and applications of health and welfare contracts as necessary to process employee benefits.

Pertinent federal, state, and District laws, codes, regulations, policies, and procedures.

Federal and state tax laws and reporting requirements including taxable fringe benefit reporting.

QUALIFICATIONS

Knowledge of:

Computer applications and software used in payroll and benefit program areas.
Capabilities and limitations of automated systems.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Mathematical principles.
Oral and written communication skills.

Ability to:

Perform technical and complex payroll accounting functions supporting the District's employer tax filing, benefit administration, and census reporting of payroll and benefit data.
Use and apply specialized knowledge to prepare, maintain, and analyze various payroll and benefit records, accounts, and reports; maintain assigned databases.
Analyze data and identify variances and differences.
Determine the District's actual tax liability.
Ensure compliance with applicable rules, regulations, policies, and procedures.
Interpret, apply, and explain federal, state, and local laws, rules, regulations, policies, and procedures.
Plan and prioritize work to meet deadlines.
Compile and analyze data and prepare a variety of financial statements, reports, and analyses for federal, state and local agencies and the District.
Compile and prepare federal and state tax reports.
Examine and verify financial documents and reports.
Audit, review, analyze, and reconcile accounting and fiscal reports.
Maintain an accurate database for payroll reporting, related deductions, and employee benefits.
Respond to inquiries and requests for information related to payroll and employee benefits.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
Understand and follow oral and written instructions
Make arithmetic calculations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with minimal direction and oversight.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from a college or university with major course work in finance, accounting, business administration, or a related field.

Experience:

Four years of responsible payroll experience, including two years of increasingly responsible experience in school district payroll reporting, tax reporting, and fringe benefit reporting.

South Orange County Community College District
Page 4 - Lead Payroll Process Specialist

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with staff and others. At least minimal environmental controls to ensure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Prepared by Forsberg Consulting Service, May, 2014

ATTACHMENT 2

South Orange County Community College District

VICE PRESIDENT FOR COLLEGE ADMINISTRATIVE SERVICES, JC ID #661 - Classified Manager - Integrated Academic and Classified Administrators and Managers Salary Schedule Range 24

DEFINITION

To plan, organize, coordinate, direct and control the College's administrative support programs, operations, activities and staff, including, but not limited to, Fiscal Services (including budget, accounting and contracts), Facilities, Police, Contracted Services, Technology Services, Student Payments Office and Veterans Office, 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, Chief of Police, and other personnel as assigned.

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 College Administrative Services

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, police, 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.

South Orange County Community College District
Page 3 – Vice President for College Administrative Services

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.

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.

South Orange County Community College District
Page 4 – Vice President for College Administrative Services

LICENSES OR OTHER REQUIREMENTS:

Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

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, Police, Student Payments Office, and Veterans Office.

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 College Administrative Services

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

Approved by the Board of Trustees: April 30, 2012

Revised by Marlys Grodt: April 14, 2014

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Management Reorganization

ACTION: Approval

BACKGROUND

A recent statewide study of all California Community Colleges shows that, on average, community colleges employ one administrator for every 583 full-time equivalent students (FTES). Another state-wide study of the number of vice president positions at 74 California community colleges in multi-college districts found 80 percent of those colleges to have at least three vice presidents. It is typical for medium and larger colleges to employ three, sometimes four, vice presidents. In those colleges that chose to have two vice presidents, one of the positions is typically a vice president of administrative services.

In comparison, Irvine Valley College (IVC) employs one administrator for every 756 FTES. As a medium size college with an enrollment of 9,300 FTES it has only two vice presidents, covering instructional and student services areas. The administrative services function is currently being shared among various offices, with the President's Office carrying the largest amount of load.

STATUS

In order to continue to carry out the mission of IVC effectively, a management reorganization plan presented in Exhibit A is recommended. This reorganization will provide for the required leadership to focus on building a new college campus (ATEP: College of the Future), and addressing new initiatives such as student success and completion, while maintaining the excellence at IVC. The organizational changes are summarized below.

College President:

- College Foundation
- PIO/Marketing/Publications

Vice President for College Administrative Services Position:

- Campus Police
- Technology Services
- Facilities
- Fiscal Services

Vice President for Instruction:

- Research, Planning and Accreditation

There is no net administrative position added as a result of this reorganization and the fiscal impact is minor/absorbable within college's general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College management reorganization.

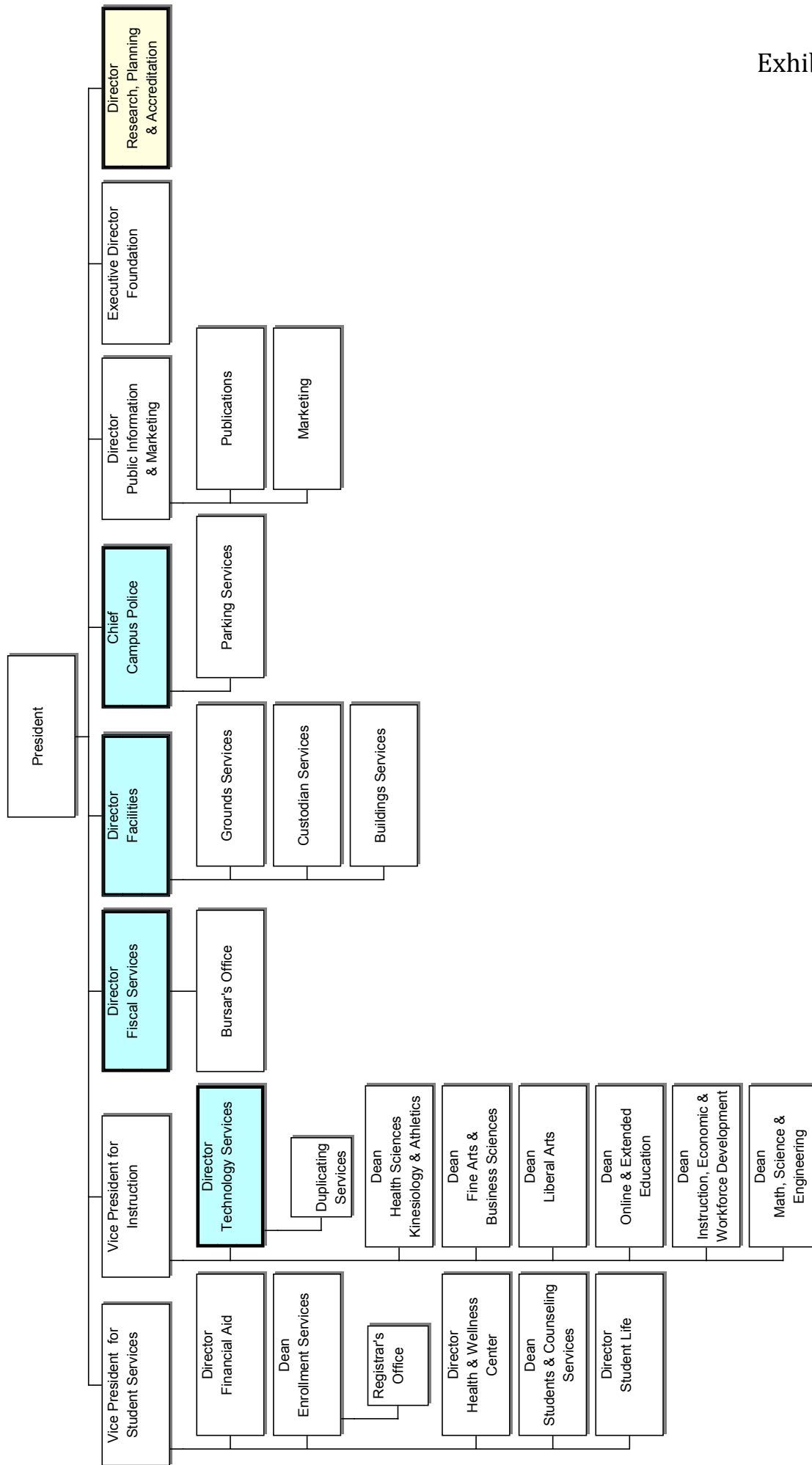
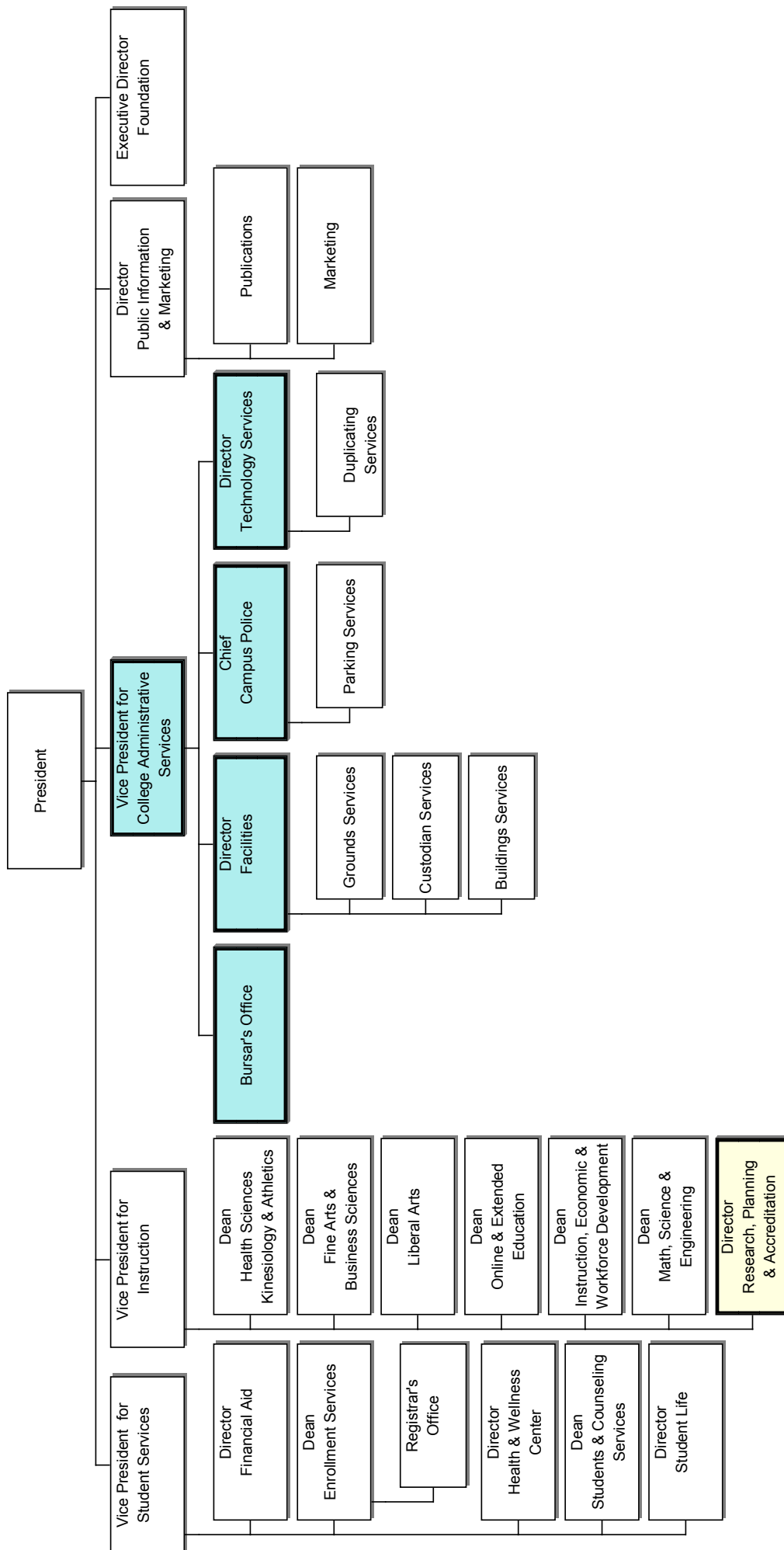


Exhibit A



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Annual Accreditation Reports

ACTION: Information

BACKGROUND

During the 2013-2014 academic year, accreditation was reaffirmed at Saddleback College and Irvine Valley College. In accordance with the normal accreditation process, the colleges are required to submit an annual report to the Accrediting Commission for Community and Junior Colleges.

STATUS

Both Saddleback College and Irvine Valley College have prepared their Annual Accreditation Reports, which were submitted to the Accrediting Commission for Community and Junior Colleges by the March 31 deadline. The Saddleback College Annual Report is provided as Exhibit A. The Irvine Valley College Annual Report is provided as Exhibit B.



Western Association of Schools and Colleges

Accrediting Commission for Community and Junior Colleges

2014 Annual Report**Final Submission**

03/31/2014

Saddleback College
 28000 Marguerite Parkway
 Mission Viejo, CA 92692

General Information

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Kathy Werle
3.	Phone number of person preparing report:	(949) 582-4795
4.	E-mail of person preparing report:	kwerle@saddleback.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	http://www.saddleback.edu/cc/13-14/intro.pdf
5b.	Provide the URL (link) from the college website to the colleges online statement of accredited status with ACCJC:	http://www.saddleback.edu/accreditation/
6.	Total unduplicated headcount enrollment:	Fall 2013: 26,408 Fall 2012: 27,287 Fall 2011: 27,989
7.	Total unduplicated headcount enrollment in degree applicable credit courses for fall 2013:	20,334
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2013:	1,548
9.	Number of courses offered via distance education:	Fall 2013: 192 Fall 2012: 175 Fall 2011: 170
10.	Number of programs offered via distance education:	2
11.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2013: 8,041 Fall 2012: 7,306 Fall 2011: 7,662

EXHIBIT A

12.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2013: 0 Fall 2012: 0 Fall 2011: 0
13.	Were all correspondence courses for which students enrolled in fall 2012 part of a program which leads to an associate degree?	No

Student Achievement Data

#	Question	Answer									
14a.	What is your Institution-set standard for successful student course completion?	70.85%									
14b.	Successful student course completion rate for the fall 2013 semester:	70.26%									
15.	<p>Institution Set Standards for program completion: While institutions may determine the measures for which they will set standards, most institutions will utilize this measure as it is core to their mission. For purposes of definition, certificates include those certificate programs which qualify for financial aid, principally those which lead to gainful employment. Completion of degrees and certificates is to be presented in terms of total numbers. Each student who receives one or more certificates or degrees in the specified year may be counted once.</p> <table> <tr> <td>a.</td><td>If you have an institution-set standard for student completion of degrees and certificates combined, what is it?</td><td>4305</td></tr> <tr> <td>b.</td><td>If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?</td><td>1168</td></tr> <tr> <td>c.</td><td>If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?</td><td>3138</td></tr> </table>		a.	If you have an institution-set standard for student completion of degrees and certificates combined, what is it?	4305	b.	If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?	1168	c.	If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?	3138
a.	If you have an institution-set standard for student completion of degrees and certificates combined, what is it?	4305									
b.	If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?	1168									
c.	If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?	3138									
16a.	Number of students (unduplicated) who received a certificate or degree in the 2012-2013 academic year:	1,684									
16b.	Number of students who received a degree in the 2012-2013 academic year:	1,113									
16c.	Number of students who received a certificate in the 2012-2013 academic year:	571									
17a.	If your college has an institution-set standard for the number of students who transfer each year to 4-year colleges/universities, what is it?	3,378									
17b.	Number of students who transferred to 4-year colleges/universities in 2012-2013:	3,282									
18a.	Does the college have any certificate programs which are not career-technical education (CTE) certificates?	Yes									

EXHIBIT A

18b.	If yes, please identify them:	The college has 3 ESL certificates and 1 General Education certificate.			
19a.	Number of career-technical education (CTE) certificates and degrees:	160			
19b.	Number of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	131			
19c.	Number of CTE certificates and degrees for which the institution has set a standard for licensure passage rates:	n/a			
19d.	Number of CTE certificates and degrees for which the institution has set a standard for graduate employment rates:	n/a			
20.	2011-2012 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:				
	Program	CIP Code 4 digits (##.##)	Examination	Institution set standard	Pass Rate
	Nursing	51.38	national	0 %	93.55 %
	Paramedic	51.09	national	0 %	71 %
	Phlebotomy	51.10	national	0 %	94 %
	Cosmetology	12.04	state	0 %	71 %
	EMT	51.08	national	0 %	64 %
21.	2011-2012 job placement rates for students completing certificate programs and CTE (career-technology education) degrees:				
	Program	CIP Code 4 digits (##.##)	Institution set standard	Job Placement Rate	
	n/a		0 %	0 %	
22.	Please list any other institution set standards at your college:				
	Criteria Measured (i.e. persistence, starting salary, etc.)	Definition			Institution set standard
	n/a				
23.	Effective practice to share with the field: Describe examples of effective and/or innovative practices at your college for setting institution-set standards, evaluating college or programmatic performance related to student achievement, and changes that have happened in response to analyzing college or program performance (1,250 character limit, approximately 250 words).				
	Over the course of the last year, Saddleback College engaged in college wide dialogue related to setting internal standards of performance. The office of Planning, Research and Accreditation developed three methodologies to identify and adopt standards. These methods				

included using national and state level databases to identify a set of peer institutions and using historical institutional performance. Three approaches to standard development were presented and discussed by the Academic Senate, the college Educational Planning and Assessment Committee, the VPI Council (consisting of instructional deans and academic and classified administrators), the broader college management team, and the Consultation Council (main planning and decision making body at the college). Ultimately the college was able to examine its performance in comparison to other statistically similar colleges as well as examine its performance over time. This dialogue led to the adoption of the standards presented in this report. The report was used as a tool to stimulate dialogue and discussion surrounding college performance in specific areas.

Student Learning Outcomes and Assessment

Note: Beginning fall 2012, colleges were expected to be at the proficiency level of Student Learning Outcomes assessment (see the ACCJC Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes). At this time, colleges are expected to be in full compliance with the Accreditation Standards related to student learning outcomes and assessment. All courses, programs, and student and learning support activities of the college are expected to have student learning outcomes defined, so that ongoing assessment and other requirements of Accreditation Standards are met across the institution.

#	Question	Answer
24.	Courses	
	a. Total number of college courses:	1625
	b. Number of college courses with ongoing assessment of learning outcomes	1625
	Auto-calculated field: percentage of total:	100
25.	Courses	
	a. Total number of college programs (all certificates and degrees, and other programs as defined by college):	248
	b. Number of college programs with ongoing assessment of learning outcomes	248
	Auto-calculated field: percentage of total:	100
26.	Courses	
	a. Total number of student and learning support activities (as college has identified or grouped them for SLO implementation):	17
	b. Number of student and learning support activities with ongoing assessment of learning outcomes:	17
	Auto-calculated field: percentage of total:	100
27.	URL(s) from the college website where prospective students can find SLO assessment results for programs:	http://www.saddleback.edu/asenate/student-learning-outcomes-and-administrative-unit-outcomes
28.	Number of courses identified as part of the GE	300

	program:	
29.	Percent of GE courses with ongoing assessment of GE learning outcomes:	100%
30.	Do your institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes
31.	Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:	300
32.	Number of Institutional Student Learning Outcomes defined:	16
33.	Percentage of college instructional programs and student and learning support activities which have Institutional Student Learning Outcomes mapped to those programs (courses) and activities (student and learning support activities).	100%
34.	Percent of institutional outcomes (ILOs) with ongoing assessment of learning outcomes:	100%
35.	<p>Effective practice to share with the field: Describe effective and/or innovative practices at your college for measuring ILOs, documenting accomplishment of ILOs in non-instructional areas of the college, informing college faculty, staff, students, and the public about ILOs, or other aspects of your ILO practice (1,250 character limit, approximately 250 words).</p> <p>The college has identified 16 ISLOs that fall under four general categories of effective communication, intellectual and practical skills, community/global consciousness and responsibility, and breadth of subject area knowledge. ISLOs are published in the college catalog and on the college website. ISLOs are primarily assessed through course-level SLOs or through service-unit Administrative Unit Outcomes. Annually, the college also identifies a single ISLO to assess independently in a more comprehensive manner. Currently, the Educational Planning and Assessment (EPA) Committee is preparing to implement a collegewide assessment of the social responsibility ISLO. Results of these assessments are discussed with administrators, faculty, and staff during in-service presentations, where solutions to identified problems are also developed. In addition, during the 2013-2014 academic year a program was piloted, as part of the Degree Qualifications Profile Project (DQPP), in which capstone courses or signature projects were utilized within a program to assess the attainment of multiple ISLOs as a student nears the end of his or her program. It is hoped that this pilot will provide a model to be implemented in programs across campus.</p>	
<p>Each of the following narrative responses is limited to 250 words. As you develop your responses, please be mindful of success stories that can be reported in the last question of this section. We look forward to including this information from colleges in our report to the Commission and the field in June.</p>		
36.	<p>Please discuss alignment of student learning outcomes at your institution, from institutional and course to program level. Describe your activities beyond crosswalking or charting all outcomes to courses in a program (often called "mapping"), to analysis and implementation of alignment in the planning of curriculum and delivery of instruction. Discuss how the alignment effort has resulted in changes of expected outcomes and/or how students' programs of study have been clarified. Note whether the described practices apply to all instructional programs at the college (1,250 character limit, approximately 250 words).</p>	

	<p>SLOs are arranged in a hierarchy from the course level to the program level to the institutional level. Each course SLO is linked to at least one PSLO and to at least one ISLO. PSLOs are also linked directly to ISLOs. Results are presented college-wide and the EPA Committee facilitates discussions on the use of results in curricular and/or pedagogical changes. Some programs directly assess PSLOs, and some of the ISLOs are directly assessed through collegewide efforts. For example, from 2009-2011, the information competency ISLO was assessed through a common SLO in each course designed to meet this general education requirement. The results of this assessment effort provided the basis for a collegewide dialogue on best strategies for teaching students how to use and evaluate source materials. A number of programs then revised their Course Outlines of Record (CORs) in alignment with these strategies, and many revised their instructional practices. The Degree Qualifications Profile Project resulted in complete revision of the college's ISLOs, which are now more comprehensive in scope. A process to realign course-level SLOs and PSLOs to the revised ISLOs was piloted. Efforts are now underway to broadly apply the DQP framework.</p>
37.	<p>Describe the various communication strategies at your college to share SLO assessment results for usage by internal and external audiences. Explain how communications take into account how the information is expected to influence the behavior or decisions of particular audiences. Discuss how communication of student learning outcomes assessment information and results impacts student behavior and achievement (1,250 character limit, approximately 250 words).</p> <p>Reports on results are integrated into Program Reviews and Administrative Unit Reviews where the use of these results is discussed in detail. Programs and units also present their reviews to Consultation Council, the primary decision-making body of the college, and discuss how assessment results are used to programs and services. These reports are available internally via TracDat, and externally via department and unit websites. A report on collegewide assessment results is also run annually and published on the EPA website. Results are also discussed at various college meetings and during faculty development presentations. The SLO Coordinator meets regularly with department faculty to discuss strategies on the effective use of the results, such as in revising curriculum or assignments. Within departments, SLOs are posted on department webpages and on all course syllabi. Faculty are encouraged to discuss the SLOs with their students and to develop assignments with the outcomes clearly articulated, such as through the use of rubrics, in order to improve student attainment of the outcomes. Results are also shared externally with program advisory boards, which make recommendations for curriculum changes.</p>
38.	<p>Explain how dialog and reporting of SLO assessment results takes place at the departmental and institutional levels. Note whether practices involve all programs at the college. Illustrate how dialog and reporting impact program review, institutional planning, resource allocation, and institutional effectiveness (1,250 character limit, approximately 250 words).</p> <p>SLOs are assessed annually college wide. Units must include the SLO, the criteria for success, the results, and the use made of the results. Discussion and usage of results is a required part of PRs and AURs. As part of the PR/AUR process, assessment results are an integral part of the college's institutional effectiveness and resource allocation processes. Dialog initially takes place at unit meetings and also between unit chairs/managers and the SLO Coordinator. Discussions are reported at EPA committee meetings in an effort to find patterns across the college and to identify specific recommendations for individual programs and units. The information is used to orchestrate wider dialogue at in-service presentations or other faculty/staff development activities. Results and their use are also communicated to the shared governance leaders in Consultation Council during the presentations of PRs and AURs. PRs, which include assessment results, are also read by all members of the Academic Senate, and AURs, which include assessment results, are read by all members of the Management Team. Knowledge of SLO results, is widespread, with significant dialogue taking place on a variety of levels and within decision making bodies.</p>
39.	<p>Please share with us two or three success stories about the impacts of SLO practices on student</p>

learning, achievement, and institutional effectiveness. Describe the practices which led to the success (1,250 character limit, approximately 250 words).

SLO practices have had a significant impact on student learning and achievement at the college. As a result of SLO assessment, the English department came to the realization that there were a number of SLOs their English 200 (Fundamentals of Compositions) students were not successful at attaining. Through extensive dialog about the SLOs results, the course curriculum, and their pedagogical practices, the department decided to revamp their entire course outline to increase its rigor. The English department produced a 7-page report on their findings and recommendations. Multiple discussions took place at the Academic Senate and Curriculum Committee meetings and amongst department chairs and administration. English 200 students are now more successful in attaining the course SLOs and in progressing to English 1A, the college-level course required for an associate's degree or to transfer. In Phlebotomy, program SLOs are used to monitor and effect student success in passing the National Center for Competency Testing (NCCT) phlebotomy and ensuring employability. SLO results were used to make instructional changes and the program was able to increase the number of students passing the exam.

Substantive Change Items

#	Question	Answer
40.	Number of submitted substantive change requests:	2012-13: 0 2011-12: 0 2010-11: 0
41a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	Delivery mode (Distance Education or Correspondence Education)
41b.	Explain the change(s) for which you will be submitting a substantive change proposal:	The college will be reviewing all distance education courses to better assess the number of programs in which a degree or certificate can be earned 100% online.

Other Information

#	Question	Answer
42a.	Identify site additions and deletions since the submission of the 2013 Annual Report:	none
42b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	none
43.	List all of the institution's instructional sites out of state and outside the United States:	none

The data included in this report are certified as a complete and accurate representation of the

reporting institution.

If you need additional assistance, please contact the commission.

Sincerely,

ACCJC
10 Commercial Blvd., Suite 204
Novato, CA 94949
email: support@accjc.org
phone: 415-506-0234



Western Association of Schools and Colleges

Accrediting Commission for Community and Junior Colleges

| [Help](#) | [Lc](#)

2014 Annual Report REVIEW

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618

General Information

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Craig Hayward
3.	Phone number of person preparing report:	(949) 451-5788
4.	E-mail of person preparing report:	chayward@ivc.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	http://www.ivc.edu/catalog/Documents/catalog2013/intro.pdf
5b.	Provide the URL (link) from the college website to the colleges online statement of accredited status with ACCJC:	http://www.ivc.edu/resources/administration/accreditation/Pages/default.aspx
6.	Total unduplicated headcount enrollment:	Fall 2013: 14,964 Fall 2012: 14,865 Fall 2011: 15,162
7.	Total unduplicated headcount	13,180

REVIEW ACCJC Annual Report

	enrollment in degree applicable credit courses for fall 2013:	
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2013:	2,703
9.	Number of courses offered via distance education:	Fall 2013: 98 Fall 2012: 102 Fall 2011: 101
10.	Number of programs offered via distance education:	12
11.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2013: 3,318 Fall 2012: 3,450 Fall 2011: 3,414
12.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2013: 0 Fall 2012: 0 Fall 2011: 0
13.	Were all correspondence courses for which students enrolled in fall 2012 part of a program which leads to an associate degree?	Yes

Student Achievement Data

#	Question	Answer
14a.	What is your Institution-set standard for successful student course completion?	72 %
14b.	Successful student course completion rate for the fall 2013 semester:	74.5 %
15.	Institution Set Standards for program completion: While institutions may determine the measures for which they will set standards, most institutions will utilize this measure as it is	

	<p>core to their mission. For purposes of definition, certificates include those certificate programs which qualify for financial aid, principally those which lead to gainful employment. Completion of degrees and certificates is to be presented in terms of total numbers. Each student who receives one or more certificates or degrees in the specified year may be counted once.</p> <table border="1"> <tr> <td>a.</td><td>If you have an institution-set standard for student completion of degrees and certificates combined, what is it?</td><td>2433</td></tr> <tr> <td>b.</td><td>If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?</td><td>583</td></tr> <tr> <td>c.</td><td>If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?</td><td>1850</td></tr> </table>				a.	If you have an institution-set standard for student completion of degrees and certificates combined, what is it?	2433	b.	If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?	583	c.	If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?	1850			
a.	If you have an institution-set standard for student completion of degrees and certificates combined, what is it?	2433														
b.	If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees, per year?	583														
c.	If you have separate institution-set standards for certificates, what is your institution-set standard for the number of student completion of certificates, per year?	1850														
16a.	Number of students (unduplicated) who received a certificate or degree in the 2012-2013 academic year:	2,856														
16b.	Number of students who received a degree in the 2012-2013 academic year:	836														
16c.	Number of students who received a certificate in the 2012-2013 academic year:	2,020														
17a.	If your college has an institution-set standard for the number of students who transfer each year to 4-year colleges/universities, what is it?	1,850														
17b.	Number of students who transferred to 4-year colleges/universities in 2012-2013:	2,250														
18a.	Does the college have any certificate programs which are not career-technical education (CTE) certificates?	Yes														
18b.	If yes, please identify them:	IGETC Certificate & CSU Breadth Certificate														
19a.	Number of career-technical education (CTE) certificates and degrees:	47														
19b.	Number of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	0														
19c.	Number of CTE certificates and degrees for which the institution has set a standard for licensure passage rates:	0														
19d.	Number of CTE certificates and degrees for which the institution has set a standard for graduate employment rates:	25														
20.	<p>2011-2012 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:</p> <table border="1"> <thead> <tr> <th>Program</th><th>CIP Code 4 digits (##.##)</th><th>Examination</th><th>Institution set standard</th><th>Pass Rate</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Program	CIP Code 4 digits (##.##)	Examination	Institution set standard	Pass Rate							
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21.	<p>2011-2012 job placement rates for students completing certificate programs and CTE (career-technical education) degrees:</p> <table border="1"> <thead> <tr> <th>Program</th><th>CIP Code 4 digits (##.##)</th><th>Institution set standard</th><th>Job Placement Rate</th></tr> </thead> <tbody> <tr> <td>Accounting, AS</td><td>5520302</td><td>70 %</td><td>100 %</td></tr> <tr> <td>Accounting, Certificate</td><td>520302</td><td>65 %</td><td>80 %</td></tr> </tbody> </table>				Program	CIP Code 4 digits (##.##)	Institution set standard	Job Placement Rate	Accounting, AS	5520302	70 %	100 %	Accounting, Certificate	520302	65 %	80 %
Program	CIP Code 4 digits (##.##)	Institution set standard	Job Placement Rate													
Accounting, AS	5520302	70 %	100 %													
Accounting, Certificate	520302	65 %	80 %													

	Administrative Assistant/Word Processing, AS	520401	70 %	100 %						
	Administrative Assistant/Word Processing, Certificate	520401	70 %	100 %						
	Business Administration/Mgmt., AS	520201	64 %	79 %						
	Business Administration/Mgmt, Certificate	520201	70 %	100 %						
	Child Development, AS	190709	60 %	75 %						
	Child Development, Certificate	190709	52 %	67 %						
	Computer Languages, AS	110201	70 %	100 %						
	Computer Languages, Certificate	110201	40 %	50 %						
	Design, Model-making & Rapid Prototyping, Certificate	480501	40 %	0 %						
	Digital Media Art, AS	100303	70 %	100 %						
	Digital Media Art, Certificate	100303	40 %	20 %						
	Drafting Technology, AS	151301	70 %	100 %						
	Drafting Technology, Certificate	151301	53 %	67 %						
	Electronics Technology, AS	470101	70 %	100 %						
	Electronics Technology, Certificate	470101	70 %	100 %						
	Fitness Specialist, Certificate	310504	40 %	50 %						
	Law Enforcement, AS	430102	70 %	100 %						
	Local Area Networks, Cisco, AS	110901	70 %	100 %						
	Local Area Networks, Cisco, Certificate	110901	40 %	50 %						
	Real Estate, AS	521501	70 %	100 %						
	Supervision, AS	431011	70 %	100 %						
	Web Authoring, AS	110801	40 %	0 %						
	Web Authoring, Certificate	110801	70 %	100 %						
22.	Please list any other instituion set standards at your college:									
	<table><tr><th>Criteria Measured (i.e. persistence, starting salary, etc.)</th><th>Definition</th><th>Institution set standard</th></tr><tr><td>Persistence</td><td>Fall-to-fall persistence rate per IPEDS definition</td><td>42%</td></tr></table>	Criteria Measured (i.e. persistence, starting salary, etc.)	Definition	Institution set standard	Persistence	Fall-to-fall persistence rate per IPEDS definition	42%			
Criteria Measured (i.e. persistence, starting salary, etc.)	Definition	Institution set standard								
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23.	<p>Effective practice to share with the field: Describe examples of effective and/or innovative practices at your college for setting institution-set standards, evaluating college or programmatic performance related to student achievement, and changes that have happened in response to analyzing college or program performance (1,250 character limit, approximately 250 words).</p> <table><tr><td><p>This year we will be holding our second annual Student Success Summit which brings together faculty and staff from across our District to share effective and exciting strategies for enhancing student success. Topics include use of Student Learning Outcomes, accelerated basic skills, how to get and use data effectively, creating meaningful SLO assessments, Early College, innovations in student education planning, and more. This initiative has generated a great deal of interest and participation. It is an effective professional development tool that is cost-effective and builds a culture of collegiality, data use, faculty inquiry and student-centeredness.</p></td></tr></table>				<p>This year we will be holding our second annual Student Success Summit which brings together faculty and staff from across our District to share effective and exciting strategies for enhancing student success. Topics include use of Student Learning Outcomes, accelerated basic skills, how to get and use data effectively, creating meaningful SLO assessments, Early College, innovations in student education planning, and more. This initiative has generated a great deal of interest and participation. It is an effective professional development tool that is cost-effective and builds a culture of collegiality, data use, faculty inquiry and student-centeredness.</p>					
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Student Learning Outcomes and Assessment

Note: Beginning fall 2012, colleges were expected to be at the proficiency level of Student Learning Outcomes assessment (see the ACCJC Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes). At this time, colleges are expected to be in full compliance with the Accreditation Standards related to student learning outcomes and assessment. All courses, programs, and student and learning support activities of the college

are expected to have student learning outcomes defined, so that ongoing assessment and other requirements of Accreditation Standards are met across the institution.

#	Question	Answer
24.	Courses	
	a. Total number of college courses:	778
	b. Number of college courses with ongoing assessment of learning outcomes	599
	Auto-calculated field: percentage of total:	77
25.	Programs	
	a. Total number of college programs (all certificates and degrees, and other programs as defined by college):	63
	b. Number of college programs with ongoing assessment of learning outcomes	62
	Auto-calculated field: percentage of total:	98.4
26.	Student and Learning Support Activities	
	a. Total number of student and learning support activities (as college has identified or grouped them for SLO implementation):	14
	b. Number of student and learning support activities with ongoing assessment of learning outcomes:	14
	Auto-calculated field: percentage of total:	100
27.	URL(s) from the college website where prospective students can find SLO assessment results for programs:	http://www.ivc.edu/academics/slo
28.	Number of courses identified as part of the GE program:	375
29.	Percent of GE courses with ongoing assessment of GE learning outcomes:	100 %
30.	Do your institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes
31.	Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:	375
32.	Number of Institutional Student Learning Outcomes defined:	14
33.	Percentage of college instructional programs and student and learning support activities which have Institutional Student Learning Outcomes mapped to those programs (courses) and activities (student and learning support activities).	96 %
34.	Percent of institutional outcomes (ILOs) with ongoing assessment of learning outcomes:	100 %
35.	Effective practice to share with the field: Describe effective and/or innovative practices at your college for measuring ILOs, documenting accomplishment of ILOs in non-instructional areas of the college, informing college faculty, staff, students, and the public about ILOs, or other aspects of your ILO practice (1,250 character limit, approximately 250 words).	

Irvine Valley College has been working on engaging students in the Institutional Outcomes of the college. The Student Learning Outcomes Task Force (SLOTF) has identified that students at IVC are not only interested in the Learning outcomes of the college but are very concerned that courses and programs they take will help them be successful with the next stage of their education or career. Therefore, the SLOTF has worked at soliciting feedback from the IVC students. The process has included presentations at student government meetings (ASIVC), encouraging student involvement on the Student Learning Outcomes Task Force, and developing departmental websites listing SLOs and their connection to the program. The Math department has created a website listing the SLOs for each of their courses and the progress that students will make if they follow the degree path. All courses are required to include the SLOs for the course on their syllabi but some go beyond that and require that the students sign an agreement that they understand the SLOs for the course.

Each of the following narrative responses is limited to 250 words. As you develop your responses, please be mindful of success stories that can be reported in the last question of this section. We look forward to including this information from colleges in our report to the Commission and the field in June.

Please discuss alignment of student learning outcomes at your institution, from institutional and course to program level. Describe your activities beyond crosswalking or charting all outcomes to courses in a program (often called "mapping"), to analysis and implementation of alignment in the planning of curriculum and delivery of instruction. Discuss how the alignment effort has resulted in changes of expected outcomes and/or how students' programs of study have been clarified. Note whether the described practices apply to all instructional programs at the college (1,250 character limit, approximately 250 words).

36.

The English department at Irvine Valley College has created a process whereby they measure SLOs for each of their courses with the same rubric to help track the development of students and to create a consistent assessment practice across the department. They meet every semester to discuss assessment results, teaching strategies and modifications. One way that they have used this information is by creating an accelerated course that combines basic skills English and the pre-college English course so that students who have tested two levels below college English will only need to take one semester to reach college English. By using the rubrics, they are able to see if these students were as prepared for college English as those who took the two courses separately. Additionally, the English department has used the results from the new combined course to add new instructional techniques to their college English and pre-college English classes; most notably the use of the computer lab for essay critiques and submission. The English department chair and SLO liaison have made presentations regarding their SLO process at the SLOTF meetings and professional development events at the request of the IVC faculty.

Describe the various communication strategies at your college to share SLO assessment results for usage by internal and external audiences. Explain how communications take into account how the information is expected to influence the behavior or decisions of particular audiences. Discuss how communication of student learning outcomes assessment information and results impacts student behavior and achievement (1,250 character limit, approximately 250 words).

37.

SLO assessment results are communicated at IVC through a variety of external and internal means. Externally, the college has a web page for students and the public with the intention of sharing program assessment results. Additionally, IVC has encouraged the student government to provide a student representative for the SLO Task Force. The purpose for engaging students in this manner is to create awareness and responsibility for them to choose the course and programs that best meet their needs. By adding an additional level of understanding to the courses and programs, students will be better able to make decisions regarding their academic future, thus increasing their chance for success. Internally, IVC uses the SLO liaisons and coordinator to facilitate information between departments and various governing bodies. The SLO Coordinator is a member of the Institutional Effectiveness Committee, the Curriculum Committee, the Instructional Council Meeting and the Academic Senate. The SLO liaisons facilitate SLO assessment results within schools and departments, bring concerns and successes to the SLOTF, and participate in professional development activities.

38.

Explain how dialog and reporting of SLO assessment results takes place at the departmental and institutional levels. Note whether practices involve all programs at the college. Illustrate how dialog and reporting impact program review, institutional planning, resource allocation, and institutional effectiveness (1,250 character limit, approximately 250 words).

	<p>SLO assessment results are included on the agenda for all departmental/school meetings. Additional meetings are held for those departments that are too large to discuss the results within the timeframe of the departmental meeting; specifically math and English. The discussion of SLO results and use of results are then stored into our SLO database, TracDat. Additionally, every school and program must complete an ongoing Program Review using the TracDat database that includes SLO assessment results, student learning and success objectives and strategies. These are then linked to the college's resource request procedure. Resource requests that reference SLO assessment results are given higher priority. Each department/program must show the connection between their request for funds and their intent to improve student achievement which includes the use SLOs at the course and program level. The College's planning groups are able report out on the connection of resource requests to strategic objectives, program review objectives and SLO assessment results as part of our ongoing assessment of institutional effectiveness.</p>
39.	<p>Please share with us two or three success stories about the impacts of SLO practices on student learning, achievement, and institutional effectiveness. Describe the practices which led to the success (1,250 character limit, approximately 250 words).</p> <p>The Sports Medicine department used SLOs to determine how students were performing in various instructional areas. The results indicated that the students were performing lower in anatomy identification than the instructors had thought. With this information, the instructors were able to use these results to create new learning tools specially aimed at human anatomy identification. The SLO assessment results were greatly improved the following semesters and the students were better prepared for their other sports medicine courses. Successful use of the SLO process, such as this one, helps to inspire other faculty at IVC on how to use SLOs for student success and for data collection. The School of Library services has used the SLO process to identify student support needs. Through the use of a survey, they were able to identify that students need a central location for technical support beyond phone assistance. The library also used data from the circulation and reference desks to show the number of requests for technical assistance by type and by hour. They then used the results to include an IT help desk in the library as an objective in their program review, with the support of the IT department.</p>

Substantive Change Items

NOTE: These questions are for monitoring purposes only and do not replace the ACCJC substantive change approval process. Please refer to the Substantive Change Manual regarding communication with the Commission.


#	Question	Answer
40.	Number of submitted substantive change requests:	2012-13: 0 2011-12: 0 2010-11: 1
41a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	Courses and/or Programs (additions and deletions)
41b.	Explain the change(s) for which you will be submitting a substantive change proposal:	Course revisions and updates per Title 5 changes, e.g., repeatability.

Other Information

#	Question	Answer
42a.	Identify site additions and deletions since the submission of the 2013 Annual Report:	n/a
42b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	ATEP

REVIEW ACCJC Annual Report

43.	List all of the institution's instructional sites out of state and outside the United States:	n/a
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Go To Question #:  [REVIEW/EDIT](#)

The Annual Report must be certified as complete and accurate by the CEO (Dr. Glenn Roquemore). Once you have answered all the questions, you may send an e-mail notification to the CEO that the report is ready for certification.

Only the CEO may submit the final Annual Report.

[Send e-mail Notification to CEO to certify report](#)

[ACCJC](#) | [Contact Us](#)

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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>
April 16, 2014	SSC 211	Caroline Gee	Student Club : Psi Beta	Jessica Van Der Stad- Director of (AFSP) – American Foundation of Suicide Prevention	Depression and Suicide
April 22, 2014 9:00am	Village 303	Lisa Inlow	FN 173 Catering	Melanie Kronamen	Marketing

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>
April 21, 2014 5:30pm	BSTIC 101	Carolina Kussoy	CIM-ENTR 217	Brandon Sowers	Social Media Marketing
April 28, 2014 5:30pm	BSTIC 115	Carolina Kussoy	CIM-ENTR 217	Dennis Yang	Non-Profit Marketing
May 5, 2014 5:30pm	BSTIC 115	Carolina Kussoy	CIM-ENTR 217	John Mendola	Analytics for Social Media Marketing
May 6, 2014 10:30am	BSTIC 214	William Atkins	Graphic Design 1, DMA 55	Raul Moreno, Linda Selheim	Media Design School, San Diego, CA
May 6, 2014 11:50am	B 248	Susan McClintic	HD 110	Sandra Avzaradel	Early Childhood Learning
May 12, 2014 5:30pm	BSTIC 115 or BSTIC 101	Carolina Kussoy	CIM-ENTR 217	Huy Nguyen	Future of Social Media Marketing

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports (EXHIBIT A) about projected basic aid receipts and approved projects.

STATUS

As of April 30, 2014, total estimated Basic Aid receipts are \$519.4M and total approved projects are 505.3M. The balance of \$14.1M includes the reserve of \$7.8M and unallocated funds of \$6.3M.

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.

Changes from the April, 2014 report include the release of \$2,272,000 to the unallocated basic aid account for a state reimbursement received for the Saddleback College Learning Resource Center renovation that was approved at the April 28, 2014 Board meeting.

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 19, 2014

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	171,397,949	153,862,693	9,544,786	3,994,632	3,818,817	177,022	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
IVC ATEP Swing Space (2014)	984,000						984,000
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
IVC New Parking Lot (2013)	2,026,000						2,026,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
<i>SC Building Repairs - Library Remodel (2003)</i>	<i>9,819,000</i>	<i>77,892</i>	<i>511,511</i>	<i>745,863</i>	<i>1,817,215</i>	<i>(630,004)</i>	<i>7,296,522</i>
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	6,210,313	153,424	-	13,800	94,380	167,292	5,781,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	-	258,563	1,840,003	295,740	64,934,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	209,901,322	9,160,567	4,916,741	8,559,803	5,367,531	3,858,665	178,038,015
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	795,055						795,055
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,320,055	-	-	-	323,678	396,204	2,600,173

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 19, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855				-	126,511	431,344
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647						2,316,647
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,187,318	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,088,457
BASIC AID PROJECT TOTALS	505,341,709	207,474,606	22,177,680	24,565,423	15,040,767	27,810,105	208,273,128

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 19, 2014**

<i>Project Description</i>		<i>Approved Amount</i>	1999/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual	Balance Remaining for 2013/14
	Commitments		312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	54,193,413
	Cumulative Commitments		312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	505,341,709
	Receipts		316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
	Cumulative Receipts		316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
	Cumulative Expenses		207,474,606	229,652,286	254,217,709	269,258,476	297,068,581	505,341,709
	Uncommitted Basic Aid Funds		108,720,978	125,565,319	139,737,859	163,998,136	183,076,430	14,072,530
<i>Change from April 2014 Report:</i>		<i>Approved Amount</i>						<i>2013/14 and Forward</i>
SC Building Repairs - Library Remodel (2003)		(2,272,000)						(2,272,000)
Total Change from April 2014 Report		(2,272,000)	-	-	-	-	-	(2,272,000)

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
May 19, 2014

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Underground utility relocation and reroute installation is completed.

In Progress: Preparing credits for design portion of the LEED certification. Construction team is coordinating with campus for soil export to the driving range. *Site excavation and grading is underway.* Coordination of welding protocols and structural steel fabrication is underway. *Central plant coordination continues as construction scope begins.* Construction extending utilities between central plant and the sciences building is underway. *Retaining wall mock ups have been completed and are under review.*

Recently Completed: Coordination for utilities re-route and utilities points of connections is complete. All underground utilities have been tested and inspected and are functional. All campus utility cut overs are complete. All roadway replacement work is complete. *Infrastructure work preceding soil relocation to portion of golf driving range is completed.*

Focus: Coordination for pile drilling and rough grading planning meetings were conducted with all involved trades, college and district participation. *Structural steel coordination meetings are underway involving all associated trades, college, and district participation.* Grading and building pad preparation is underway and pile foundation drilling plan is under final review.

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: December 2015	DSA Close Out: Pending

2. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. With the project shifting focus from the Loop Road to its secondary effects (Site Improvements), several previously budgeted projects have been integrated into a single project budget for scales of economy: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: Site Improvements include site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Criteria scope development. *Solicitation of a surveying services professional to survey the necessary areas on campus.*

Recently Completed: *Programming meetings continue with stakeholders. Agreement issued to obtain a Jurisdictional Delineation report for the storm drain at the Southeast corner of the campus discharging onto County of Orange property.*

Focus: Project scope development in accordance with project budget.

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$4,254,000	\$6,210,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012 and 10/25/2013. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds from

the ATAS renovation project for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000 with an understanding that this project will hold a high priority when requesting future basic aid funding.

Status: DSA has provided review comments, and architect is revising drawings to resubmit.

In Progress: Color selection with Saddleback Campus, Courtyard tree review and area redesign, CD milestone approvals.

Recently Completed: Meeting with arborist for maintaining the oak tree in the courtyard.

Focus: Final selection of building colors, native plants, campus milestone approval. Construction anticipated to begin January 2016 upon completion of the TAS Auto Tech Swing Space project.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$3,714,000	\$9,521,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012 and 6/17/13. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000.00.

Status: Design Documents have been *approved by campus*.

In Progress: 50% *Construction Document* phase.

Recently Completed: *Campus approval for the 100% Design Documents.*

Focus: Submit 50% *Construction Documents* with probable costs for campus milestone approval.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$1,000,000	\$3,950,000	\$4,950,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$3,950,000	\$4,950,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012 and 6/17/13. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000.00.

Status: Programming phase underway.

In Progress: Reviewing program scope options for schematic design phase.

Recently Completed: Initial presentation of programming scope of work and probable costs.

Focus: Identify program scope and obtain campus approval.

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2015	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: The final Notice of Completion was filed on September 24, 2007.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed: Resubmittal of required documents to DSA for close out.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state's contribution for equipment funding reimbursement.

Status: Project construction is complete and occupied. The Architect is gathering all required DSA forms to submit for project closeout.

In Progress: DSA Closeout and Surety negotiations.

Recently Completed: Issuance of final project change orders and filing Notice of Completion. *Document update with state chancellor's office in step toward close out.*

Focus: Negotiations between Surety and District to resolve added costs of schedule delay.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 28, 2014	DSA Close Out: Pending

3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Construction documents are at the City of Irvine for final back-check approval.

In Progress: *Legal review and negotiation with the City of Irvine for required Easement Deed and Agreements.*

Recently Completed: Approval of the District's Assignment of Agreement with the Irvine Company. *Assignment of Agreement with the Irvine Company submitted to the County of Orange for filing.*

Focus: Conclude agency negotiations and prepare documents to bid. Southern California Edison to prepare 3rd and final easement needed for project.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

4. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: *DSA review comments received for structural, Fire, life and safety, and ADA compliance.*

In Progress: Design Builder is responding to comments from DSA, district, consultants and IVC Facilities. *Design Builder is preparing documents for final review with DSA.*

Recently Completed: *DSA review of initial submitted documents.*

Focus: Design Builder to *incorporate* responses to 100% CD documents comments from District Consultants and IVC Facilities, and respond to DSA *structural*, fire life safety, and ADA compliance review comments. *Design Builder completing buyout of trades.* Ongoing furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: May 2015	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects including the ATEP Building Foundations and Infrastructure Demolition are complete.

In Progress: Development of demolition plans for the property associated with the City of Tustin land exchange.

Recently Completed: *Constructability review on construction documents.*

Focus: *Provide submittal to City of Tustin for grading permit. Bid Land Exchange Demo project.*

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects. *Initial* programming completed January 2012. IVC Technical Specifications approved during A400 project development. Saddleback College completed review of the technical specifications.

In Progress: Irvine Valley College has requested funding for their building through the Basic Aid Allocation Resource committee in order to address the need to relocate classes

currently housed in buildings transferred to the City of Tustin in land exchange and leased for a limited period.

Recently Completed: Development Master Planning Workshop No. 1.

Focus: Development Master Planning to maximize use of site.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	300,000	\$1,004,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012 and 6/17/2013.

Status: Irvine Valley and Saddleback College are beginning to employ the Maintenance Direct portion of the software modules.

In Progress: Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website. Develop contract for infrastructure condition assessment.

Recently Completed: Analyzed recently completed projects and the associated schedule of values to develop customized cost model(s). The information that was reported from the condition assessment efforts was used by the colleges to develop scheduled maintenance project request with the Basic Aid Allocation Resource Committee.

Focus: Upload information with State Chancellor's Office FUSION website. Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: January 2014	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through April 30, 2014 (EXHIBIT A). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of April 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	4,689,189	690,365	14.72%
State Sources	8600-8699	16,576,274	20,368,455	14,195,683	69.69%
Local Sources	8800-8899	187,210,910	187,658,096	183,686,872	97.88%
Other Financing Sources	8900-8912			8,682	
Total Revenue		205,224,590	212,715,740	198,581,602	93.36%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	247,035,363	232,901,225	94.28%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	68,704,539	55,269,567	80.45%
Other Staff Salaries	2000-2999	41,249,943	43,214,595	29,679,000	68.68%
Employee Benefits	3000-3999	35,816,180	36,635,777	27,809,413	75.91%
Supplies & Materials	4000-4999	5,090,739	5,046,229	2,260,670	44.80%
Services & Other Operating	5000-5999	20,660,367	22,628,966	12,195,494	53.89%
Capital Outlay	6000-6999	5,781,881	6,642,820	2,302,578	34.66%
Payments to Students	7500-7699	398,441	1,010,752	456,126	45.13%
Total Expenditures		\$ 176,330,169	183,883,678	129,972,848	70.68%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,316,647	2,316,647	100.00%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,507,406	3,247,406	92.59%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	33,804,051	100.00%
Intra Fund Transfers Out	7400-7499	0	8,682	8,682	0.00%
Total Other Uses		39,267,372	39,636,786	39,376,786	99.34%
TOTAL USES OF FUNDS		215,597,541	223,520,464	169,349,634	75.76%
ENDING FUND BALANCE		\$ 23,946,672	23,514,899	63,551,591	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,655,170		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	563,161		
TOTAL RESERVES		\$ 23,946,672	23,514,899		

NOTE: As of April 30, 2013, actual revenues to date were **96.03%** and actual expenditures to date were **75.49%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of April 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	82,055,801	96.43%
Restricted Budget Allocation		9,097,454	14,522,279	7,471,092	51.45%
Total Revenue		94,193,320	99,618,145	89,526,893	89.87%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	109,578,090	99,486,838	90.79%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 43,634,681	44,378,092	35,367,061	79.69%
Other Staff Salaries	2000-2999	20,664,930	22,030,854	14,784,946	67.11%
Employee Benefits	3000-3999	20,323,819	20,988,211	14,798,281	70.51%
Supplies & Materials	4000-4999	3,643,373	3,776,348	1,545,885	40.94%
Services & Other Operating	5000-5999	8,977,419	10,535,476	5,323,053	50.53%
Capital Outlay	6000-6999	4,110,114	4,406,800	1,603,353	36.38%
Payments to Students	7500-7699	223,929	674,643	229,962	34.09%
Total Expenditures		\$ 101,578,265	106,790,424	73,652,541	68.97%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 2,075,000	2,278,984	2,316,584	101.65%
Other Transfers	7400-7499	0	8,682	8,682	100.00%
Total Other Uses		2,075,000	2,287,666	2,325,266	101.64%
TOTAL USES OF FUNDS		103,653,265	109,078,090	75,977,807	69.65%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	23,509,031	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTES: As of April 30, 2013, actual revenues to date were **93.64%** and actual expenditures to date were **71.12%** of the revised budget to date.

Restricted revenue Budget to Actual is at 51.45%. SC recently budgeted several large grants (e.g. TAACCCT, WIA and STEM grants) that cross multiple years. Funds will be received over the next few years as the work is completed.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of April 30, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS						
LOCATION BEGINNING BALANCE			1,544,479	1,544,479	1,544,479	100.00%
REVENUES:						
Unrestricted Budget Allocation			\$ 47,898,208	47,898,208	47,073,325	98.28%
Restricted Budget Allocation			5,674,197	7,736,496	5,847,783	75.59%
Total Revenue			53,572,405	55,634,704	52,921,108	95.12%
INCOMING TRANSFERS	8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS			55,116,884	57,179,183	54,465,587	95.25%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999		21,888,688	22,517,198	18,810,549	83.54%
Other Staff Salaries	2000-2999		12,795,573	13,316,453	9,414,923	70.70%
Employee Benefits	3000-3999		11,506,470	11,661,675	8,592,371	73.68%
Supplies & Materials	4000-4999		1,200,271	1,022,651	637,912	62.38%
Services & Other Operating	5000-5999		5,092,095	5,667,781	3,079,693	54.34%
Capital Outlay	6000-6999		1,142,667	1,615,733	571,185	35.35%
Payments to Students	7500-7699		174,512	336,109	226,164	67.29%
Total Expenditures			53,800,276	56,137,600	41,332,797	73.63%
OTHER FINANCING SOURCES/(USES):						
Debt Service	7100-7199		0	0	0	
Transfers Out	7300-7399		884,000	978,422	80,822	8.26%
Other Transfers	7400-7499		0	0	0	
Total Other Uses			884,000	978,422	80,822	8.26%
TOTAL USES OF FUNDS			54,684,276	57,116,022	41,413,619	72.51%
LOCATION OPERATING BALANCE			432,608	63,161	13,051,968	
RESERVES						
Reserve for Economic Uncertainties			432,608	63,161		

NOTE: As of April 30, 2013, actual revenues to date were **94.62%** and actual expenditures to date were **76.04%** of the revised budget to date.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Quarterly Investment Report

ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

This report is for the quarter ending on March 31, 2014. Our cash balances at the end of March 31, 2014 were \$234,933,232.80 in the Orange County Investment Pool (OCIP) and \$25,990,394.80 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.35% compared to prior quarter of 0.28% and the LAIF investment pool is yielding an average of 0.23% compared to prior quarter of 0.26% for the fiscal quarter ending March 31, 2014. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending April 30, 2014 (EXHIBIT A). The portfolio is comprised of 49.7% Fixed Funds (Bonds) and 50.3% Common Stocks (Domestic and International). The portfolio's performance increased .61% in the month of April, 2014, ending with a fair market value of \$93,035,180. Since inception, the trust has earned a 6.41% annualized return which is consistent with the market.

May 6, 2014

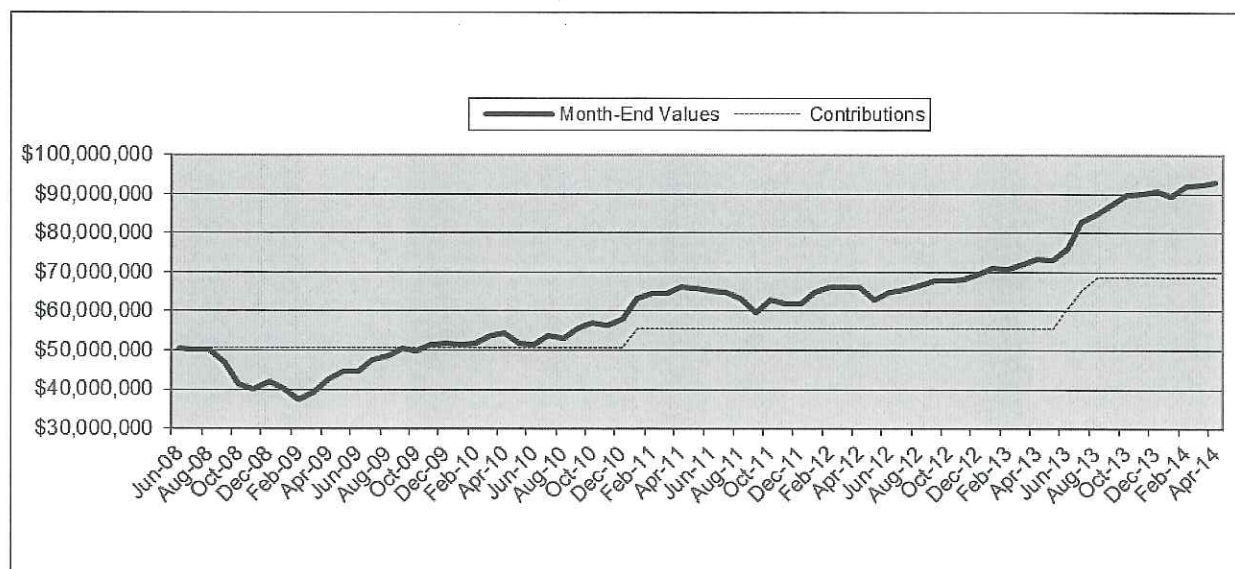
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

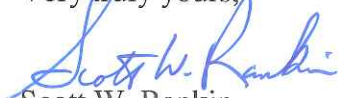
With a fair market value on April 30th of \$93,035,179.74 your portfolio's performance was up 0.61% for the month and up 6.41% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.7%), and common stock funds (50.3%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>April 2014</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.61%	2.53%	6.41% annualized return
S&P 500	0.74%	2.55%	9.23% (Domestic Stocks)
MSCI EAFE	1.45%	2.12%	2.68% (International stocks)
Barclays Aggregate	0.84%	2.70%	5.00% (Domestic Bonds)
Barclays Global	1.13%	3.56%	4.17% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
July-11	\$ -	\$ 55,409,811	\$ 64,945,129
August-11	\$ -	\$ 55,409,811	\$ 63,185,567
September-11	\$ -	\$ 55,409,811	\$ 59,495,123
October-11	\$ -	\$ 55,409,811	\$ 63,076,658
November-11	\$ -	\$ 55,409,811	\$ 61,958,358
December-11	\$ -	\$ 55,409,811	\$ 61,922,567
January-12	\$ -	\$ 55,409,811	\$ 64,741,289
February-12	\$ -	\$ 55,409,811	\$ 66,183,867
March-12	\$ -	\$ 55,409,811	\$ 66,171,932
April-12	\$ -	\$ 55,409,811	\$ 66,175,447
May-12	\$ -	\$ 55,409,811	\$ 63,042,614
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
July-12	\$ -	\$ 55,409,811	\$ 65,563,930
August-12	\$ -	\$ 55,409,811	\$ 66,464,346
September-12	\$ -	\$ 55,409,811	\$ 67,752,206
October-12	\$ -	\$ 55,409,811	\$ 67,885,330
November-12	\$ -	\$ 55,409,811	\$ 68,138,640
December-12	\$ -	\$ 55,409,811	\$ 69,357,729
January-13	\$ -	\$ 55,409,811	\$ 70,991,112
February-13	\$ -	\$ 55,409,811	\$ 70,937,479
March-13	\$ -	\$ 55,409,811	\$ 71,945,351
April-13	\$ -	\$ 55,409,811	\$ 73,452,895
May-13	\$ -	\$ 55,409,811	\$ 72,940,697
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
	\$ 68,799,724		



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Dr. Glenn R. Roquemore, President

DATE: May 8, 2014

SUBJECT: President's Report for the May 19, 2014 Board of Trustees Meeting

Student Success Summit

On Friday, April 25, IVC, Saddleback College and District Services hosted a joint Student Success Summit at IVC. The summit began with breakfast in the lobby of the Performing Arts Center (PAC). The morning and luncheon keynote presentations were made by Dr. Diane Rodriguez, Research and Planning Group for California Community Colleges in the Business Sciences and Technology Innovation Center (BSTIC) 101. Dr. Rodriguez presented "Student Success Redefined." At lunch, Dr. Rodriguez led an interactive learning "Student Support (Re)defined - 10 Ways Everyone Can Support Student Success." Thirty-three workshops took place in the BSTIC building throughout the day. More than 130 faculty, classified staff and administrators from IVC, Saddleback and the District participated in a day of listening, discussing and learning about strategies on how best to integrate student success into the South Orange County College District campus cultures and everyday instruction and student support practices. Workshop choices included: Defining Success; Evolving Perspectives on SLO; The Successful Transfer Student; Cooperative Work Experience: Creating Student Success Pathways to Training and Employment; Freshman Advantage & Fast Friday: Improving Readiness for First-Time Freshmen; Successful Tutoring Models to Support Student Learning; Smartpens in the Classroom; and Multi-Sensory E-books in the Classroom. Organizers from IVC and Saddleback who came together to orchestrate this important event to benefit current and future students included: Dr. Patricia Flanigan Chapin, Saddleback College Dean Online Education & Learning Resources, Dr. Cathleen Greiner, Irvine Valley College Dean Online & Extended Education, Dr. Jane Horlings, Saddleback College Professor of Biology and Flexible Calendar Program Coordinator, Professor Roopa Mathur, Irvine Valley College School of Business Sciences and Academic Affairs Chair, IVC Academic Senate, Stefanie Alvarez, Irvine Valley College Administrative Assistant, and Cora Swanson, Saddleback College Senior Administrative Assistant.

Celebrate Jazz at IVC

The IVC Music Department and Foundation once again celebrated jazz on Saturday, May 3 beginning at 2 p.m. at the Live Oak Terraces on the IVC campus. The afternoon featured the IVC Jazz Ensemble, conducted by Director Ed Pepper, as well as the Aliso Niguel High School Jazz Ensemble, David Weinberg and Ted Weed, directors, and featured guest artist Scott Martin Latin Soul Jazz Band. Donations were accepted to support IVC music scholarships and were matched by the IVC Foundation PRO IVC campaign.

Financial Aid Workshop

On April 23, IVC's Financial Aid Office held a comprehensive financial aid workshop from 3 to 5 p.m. to assist students in completing a FAFSA application, a Dream Act application or a Board of Governors fee waiver application.

IVC Marketing Department Wins Two Awards at CCPRO

The Irvine Valley College Marketing, Communications and Broadcast Services won two awards at CCPRO – the Community College Public Relations Organization. IVC won two second place PRO awards for catalog design and for the design of the performing arts annual calendar.

Honors Transfer Council of California student participants

On Saturday, April 5, IVC presented at the 14th Annual Honors Transfer Council of California (HTCC) Student Research Conference at the University of California, Irvine (UCI). This multidisciplinary conference, sponsored by UCI and the Honors Transfer Council of California, showcased outstanding faculty-mentored research by students from California community colleges, with a focus on honors students. IVC's group of 30 presenters was the largest at the conference, which featured over 300 student presenters from 31 colleges. IVC students presented in diverse areas including biology, economics, engineering, history, mathematics, physics, political science, psychology, and sociology. IVC students took home some of the conference's top awards. Honors Program student Den Mark Marcelo received the third-place Humanities/Social Sciences Research Poster Award and \$100 for his poster entitled "Food Consumption Attitude: An Analysis of Gender Differences on Food Attitudes." The project grew out of an assignment in Professor Chris Loeffler's Honors Anthropology 1 class. Marcelo also received \$500 for one of only five HTCC Outstanding Abstract Awards presented at the conference, for his oral presentation entitled "Ask Your Doctor About Our Product: The Impact of Direct-to-Consumer Pharmaceutical Advertising on Public Health and Safety," a project mentored by Professor Lewis Long. Marcelo was also promised a \$500 UCI Research Grant Award by UCI's Undergraduate Research Opportunities Program should he transfer to UCI. Another of the conference's five Outstanding Abstract Awards went to Honors Program member Rahil Hamza for her presentation on "The Real Walking Dead: Physiological and Psychological Effects of Haitian Zombification Practices," mentored by Professor Kurt Meyer. IVC Honors Program member Tingyu Chen also won an HTCC Exemplary Achievement Scholarship and \$250 for her excellent performance in the IVC Honors Program. Other conference presenters included Cameron Abrams, Kelly Adams, Khwaja Ahmed, Omeed Aman, Wyeth Binder, Danica Drezner, Kaitlan Elizondo, Dima Estwani, Richard Faulkner, Sahar Ghorany, John Greiner, Noël Hong, Niloufar Hosseini Jafari, Syeda Jafari, Jessica Miyuki McCoy, Mehdi Mouden, Thien Nguyen, Juan Prado, Christopher Rodriguez, Bahareh Sorouri, Harmonie Strohl, Sadaf Tabatabai, Catalina Tam, Sophie Tanaka, Hunter Thomas, Milena Tintcheva, Jennifer Uhlman, and Christine Yamasaki. Other faculty mentors included Brittany Adams, Michael Cassens, Marie Connors, Ilknur Erbas-White, Joon Kil, Chris Loeffler, Lewis Long, Mark McNeil, Emalee Mackenzie, Kurt Meyer, Lan Pham, Priscilla Ross, Bari Rudmann, Jerry Rudmann, Kay Ferguson Ryals, and Alec Sim.

IVC Golf Classic

On June 10, the Irvine Valley College Foundation will hold its Golf Classic at the Oak Creek Golf Club. The Classic will raise money for the IVC Foundation, student scholarships and IVC athletic programs. The cost of the event is \$295 per person or \$1,150 per foursome and includes 18 holes of play, golf cart, lunch, dinner, gift bag and hole-in-one prizes.

Model UN Takes Top Honors

For the third year in a row, the IVC Model United Nations team took away top honors—Outstanding Delegation—at the National Model United Nations (NMUN) Conference held in New York. NMUN – NY is the largest international Model UN conference, bringing together more than 5,000 students from over 200 colleges and universities. In addition to winning the top team award, Alex Boling, Dellara Gorjian, Arvind Krishnan, Rachel Mucho, Lauren Kim, Kelsey Mader, Steven Brander, Channing Walbridge, Christina Tegler, Joseph Trimmer, Elisa Loop, and Aria Noosha received research awards—Outstanding Position Papers—for their respective committees. Alex Boling and Dellara Gorjian also received individual awards for their work on the Commission on the Status of Women and Theo Hunt, Audrey Meaney, and Jibrán Samla were selected for chair positions by NMUN staff. The team's performance at NMUN – NY coupled with its showing at NMUN – DC in the fall, once again makes IVC the most decorated college at National Model UN conferences this year. Those representing IVC at NMUN – NY are listed as follows: Summer Gary, Theo Hunt, Audrey Meaney, Jibrán Samla, Paul Aijon, Chih-Yu Ku, Christina Tegler, Joseph Trimmer, Lauren Kim, Kelsey Mader, Elisa Loop, Aria Noosha, Arvind Krishnan, Rachel Mucho, Daniel Hobbi, Lucina Meyer, Steven Brander, Channing Walbridge, Alex Boling, Dellara Gorjian, Saba Salamatian, Namiko Naka and Mitchell Evans.

UCI Recognizes IVC Faculty

Former IVC students who transferred to the UCI have nominated IVC faculty members that significantly impacted their educational experiences and led them to transfer successfully. Among the nominated faculty, those from IVC include Stephen Rochford, Michael Cassens, Seth Hochwald, Gary Rybold and Colin McCaughey. The recognition event will be held at the UCI University Club on Wednesday, May 28.

Joint Higher Education Advocacy Day

On April 29, IVC President Glenn Roquemore participated as a Team 6 Delegate for the Joint Higher Education Advocacy Day in Sacramento. Team 6 included Dr. Howard Gillman, UCI Provost and Executive Vice Chancellor; Kate Klimow, UCI Assistant Vice Chancellor for Community and Government Relations; Greg Saks, Cal State University, Fullerton (CSUF) VP of University Advancement; Chris Reese, CSUF Director of State and Community Relations; and Dr. Robert Simpson, President of Cypress College. The group conducted nine visits that included four face-to-face visits with the legislators. The synergy between the three systems was flawless and effective. The advocacy team focused on seamless access funding to address an increase in student demand due to cross-systems partnerships, successes in students success initiatives and returning veterans.



SADDLEBACK COLLEGE

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Tod A. Burnett, Ed.D.
President

TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for May 19, 2014 Board of Trustees Meeting

Saddleback College looks forward to its commencement ceremony that will be held on the morning of Friday, May 23rd. The commencement speaker will be Jonathan K. Mooney, founder and president of Project Eye-to-Eye, a mentoring and advocacy non-profit organization for students with learning differences. The student speaker is Shayan Akhavan, who is transferring to UC San Diego this fall as a psychology major and aspires to attend medical school. We are grateful to the faculty, staff, and students who worked tirelessly for what is sure to be another successful commencement, and also thank Chancellor Poertner and our Board of Trustees for serving as our platform party and in various roles during the ceremony.

Saddleback College hosted the Orange County Social Entrepreneurship Competition Showcase on May 10th at the University of California, Irvine. Eleven finalists presented their business plans that seek to address complex social problems utilizing sustainable funding models. A panel of judges ranked the finalists, who were awarded cash prizes in the amounts of \$10,000, \$5,000, \$2,500, \$1,000, and \$500. Following the showcase, all finalists are provided investor assessment and coaching services valuing more than \$20,000 to help prepare for their final pitch to social impact investors in September, with funding possibilities upward of \$125,000. Thank you to Trustees Marcia Milchiker and Tim Jemal for serving as evaluators in the selection of the finalists.

The Saddleback College Foundation's scholarship ceremony was held on Friday, May 16th. Sue and Bill Gross were named Donors of the Year for their generous donation to Career Technical Education students, and Jim Leach, President of the Saddleback College Foundation Board of Governors, offered opening remarks. Approximately \$700,000 in scholarships was awarded to more than 400 students.

Congratulations to Brooke Sauter, senior administrative assistant in the division of transfer, career, and special programs, who was named a Classified Employee of the Year by the California Community Colleges Board of Governors. Brooke will be recognized at the board of governors meeting in Sacramento on May 20th. Brooke has worked at Saddleback for 10 years, and in that time she has demonstrated a wonderful commitment to the mission of the California community colleges and especially to Saddleback. From her start in the matriculation office to her current role where she often assists veterans and disabled students, Brooke has garnered trust and respect from students who seek her out specifically because of her committed and focused support of them. They like Brooke for a reason—she always shows them that they are important.

Congratulations to Gizel Leftwich, our Classified Employee of the Year! Gizel is a senior administrative assistant in the college's division of liberal arts, where she is appreciated and admired for her advocacy

for students and trusted assistance to the division's faculty and staff. Gizel consistently goes the extra mile for students, helping those who need it sign up for their classes, and acquiring textbooks so that students who can't afford them can borrow them. She is seen as a helpful resource to many students, who look specifically for her, knowing that she is approachable and is happy to help them. Gizel is considered the college's resource on study abroad programs and taken leadership in negotiating pricing with the agency liaisons, working with faculty to enhance curricula to attract more students to enroll, and creating documentation to streamline study abroad processes and procedures.

Office of Instruction

Another busy month of student performances plus a new collaboration with the City of Mission Viejo and The Shops at Mission Viejo with the creation of 8 Days of Arts. The festivities commenced at the Arts Alive Festival on May 3rd and 4th, then onto Saddleback College with a full week of activities and culminating at The Shops at Mission Viejo. This first-time event was designed to build arts awareness and cultivate a love of art in people of all ages. The week at Saddleback consisted of a piano recital, art lectures, student film showcase, student photography demonstration, student art awards, strawberry shortcake bowls, musical theatre showcase, Angels student scholarship awards, speech showcase, commercial music performance, chamber music recitals, printmaking woodblock event and much more. The rest of May events included the Department of Theatre Arts production of *All in the Timing*, *A German Requiem* by Brahms with the Saddleback College choirs and symphony orchestra and a piano master class.

On Tuesday, May 13th, fifty-three graduates of the Saddleback College Nursing program were honored in a symbolic candle lighting and pinning ceremony in McKinney Theatre. Each graduate received a time-honored pin, a symbol of a nurse's service to others, and their induction into the nursing profession.

Office of Student Services

The Transfer Center hosted the annual Transfer Celebration to honor the students who are transferring to four-year colleges in the fall. Their families were also invited to participate in the celebration.

Saddleback College's Teacher Preparation Pipeline program, in partnership with Project Tomorrow, hosted the second annual California Future Educators' Association (CFEA) Conference for 150 local high school students who aspire to be teachers. Keynote speakers were Dan Brown, Executive Director of Future Teachers Association, and Scott Bedley, 2014 Orange County Teacher of the Year. Students also participated in four breakout sessions and a college fair.

TO: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: May 06, 2014
RE: ATEP Report for the May 19, 2014 Board of Trustees Meeting

ATEP Development Master Planning Update

Renewed planning activities for the Advanced Technology and Education Park site in Tustin are in progress. Due to the new improved land configuration as part of the land exchanges with the city, county and navy last year, ATEP site planning needed to be significantly updated and revised. An *ATEP Development Master Plan* is being crafted by district services and college campus representatives under the direction of HMC Architects and The Planning Center. The *Development Master Plan* process is distinctive from Education and Facilities Master Planning as well as being in advance of individual building program planning and design. It is a higher level site plan that will support these more detailed planning efforts in the future. The *ATEP Development Master Plan* Steering Committee has launched their efforts with initial meetings with district services and college representatives, the Chancellor's Executive Team and also with the ATEP planning group that includes our ATEP site development consultants. A second series of these meetings takes place this month. These *ATEP Development Master Plan* meetings will continue through early fall with college campus presentations for input and discussion scheduled during the colleges staff development week in August. A presentation is also planned for a fall board meeting.

Navy Site Remediation Continues

Each quarter I attend as a board member representing our district to a local review board called the RAB Board or The Restoration Advisory Board. The Department of the Navy Base Realignment and Closure Program Management Office (BRAC PMO) provides environmental programmatic management at closing installations like at Tustin Legacy and ATEP. The RAB board provides the local community an opportunity to hear BRAC status and progress reports and to provide user and community input into this process. The Navy continues to monitor progress with environmental remediation on the ATEP and the greater Tustin Legacy site to insure eventual success in attaining reduced levels of chemicals of concern for future use. The Navy is responsible for this remediation. A progress and status report is expected from the Navy BRAC by the end of May. This will help the district to determine the next steps and potential timeline related to parts of the ATEP site still undergoing such remediation or environmental monitoring.

Demolition Update

The next phase of building and facility demolitions at the ATEP site is moving forward. Currently the demolition plans are just being completed and will then be forwarded to the city of Tustin for their review and comments. The step after that includes a navy review of the plans and their approval to proceed. Once these two steps have occurred an announcement will go out using our regular district process to obtain bids and pricing by interested qualified contractors. Interested parties should watch and monitor our district web page QUICK LINKS under “Bids”. This demolition work could begin sometime this Fall 2014.

Tustin Legacy Planning Progress

The City of Tustin and Orange County are both making planning progress on two separate sites adjacent to the ATEP district property. The City of Tustin is planning their new city park just north of Valencia Avenue and our main site. The County of Orange is in their planning stage for a major regional park at former MCAS Tustin that will be adjacent to the ATEP site just east of Armstrong Avenue. As both of these sites complete their planning stages it is becoming apparent that the ATEP site will have two very green and open area neighbors. It is exciting to see planning progress in Tustin Legacy.



Orange County Regional Park at former MCAS Tustin

Proposed Tustin Legacy Park Plan

