

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

# AGENDA

## Meeting of the Board of Trustees



**Monday, June 17, 2013**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

The meeting is video recorded for public viewing.

### Board of Trustees

Nancy M. Padberg – President, T.J. Prendergast, III - Vice President, Marcia Milchiker – Clerk  
William O. Jay, David B. Lang, Timothy Jemal, James R. Wright, David Robinson – Student Trustee  
Gary L. Poertner - Chancellor



## Meeting of the Board of Trustees

June 17, 2013

### **CALL TO ORDER: 5:00 P.M.**

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call to Order

##### 1.2 Public Comments

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

### **RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- A. Public Employee Discipline/Dismissal/Release (GC Section 54957) (2 employees)
- B. Conference with Real Property Negotiators (GC Section 54956.8) (2)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC located at 28032 Marguerite Parkway, Mission Viejo.
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
  - 2. Lease of Property by District: Portion of Advanced Technology Education Park: Proposal by Health South for consideration of a potential ground lease.
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
- C. Conference with Legal Counsel (GC Section 54956.9)(3)
  - 1. Existing Litigation (GC Section 54956.9(d)(2 cases)
    - a. Butler v. SOCCCD
    - b. Daly v. SOCCCD
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C] (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 Bill Jay

### **2.3 Pledge of Allegiance**

Led by Trustee David Lang

### **2.4 Resolutions/Commendations**

#### **A. Resolutions**

none

#### **B. Commendations**

1. Saddleback Chapter of Phi Theta Kappa, awarded as Distinguished Chapter Officer Team
2. Andrew Craven, Saddleback College Parking Coordinator, Recipient of the California College & Police Chiefs Association (CCUPCA) Award of Merit
3. Martin Carbone, Saddleback College Emeritus Institute volunteer and Advisory Board Member, Recipient of a 2013 Seniors Making a Difference Award
4. Diane Oaks, Marketing, Communications and Broadcast Services Director, Irvine Valley College and her team received five awards from the Community College Public Relations Organization Annual Conference.
5. Tony Mancini, Irvine Valley College Police Officer, Recipient of Award of Merit by the California College and University Police Chief's Association.

### **2.5 Public Comments**

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

### 3.0 **REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports
  - Request for Report on the Affordable Care Act and the potential impact on the District.

### 4.0 **DISCUSSION ITEMS**

4.1 **SOCCCD: Basic Aid Allocation Recommendation for FY 2013-2014**  
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 May 20, 2013.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2013-14 Academic Year**  
Approve the curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2013-14 academic year pursuant to Title 5, Section 53200 et seq.
- 5.3 **Irvine Valley College: Life Science Building: Change Order No. 12**  
Approve change order requests resulting in an increase of \$34,735. The revised total amount is \$11,653,060.11.
- 5.4 **Saddleback College and Irvine Valley College: Child Care Fee Schedule**  
Approve child care monthly fee schedules effective September 1, 2013.
- 5.5 **Saddleback College and Irvine Valley College: Community Education Fall 2013**  
Approve Fall 2013 Community Education courses, presenters, and compensation
- 5.6 **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



- 5.7 **Saddleback College: Learning Resource Center Renovation Project: Amendment No. 4 to Labor Compliance Agreement Scope of Work**  
Approve amendment with Parsons Brinckerhoff increasing the contract amount by \$25,700. The total revised contract amount is \$120,000.
- 5.8 **Saddleback College: Demolish Classroom Cluster Building Project Bid 2006: Change Order No. 1 and Notice of Completion**  
Approve change order increasing the contract time with Cal United Construction Group and authorize the filing of the Notice of Completion.
- 5.9 **Saddleback College: Foreign Language Centres dba FLS International Intensive English Program (IEP) Lease Agreement**  
Approve lease agreement at a monthly rate of \$10,243.
- 5.10 **Saddleback College: New Transfer Degrees for the Spring Semester 2013-2014 Academic Year**  
Approve the proposed New and Revised Associate Degrees for Transfer. (AA-T/AS-T)
- 5.11 **Saddleback College: 2013-2014 Revised Laboratory Fees**  
Approve the 2013-14 revised laboratory fees.
- 5.12 **Saddleback College: Curriculum Revisions for the 2013-14 Academic Year**  
Approve the proposed changes in curriculum.
- 5.13 **SOCCCD: Renewal of Systems Maintenance Agreement for District-Wide Network Infrastructure**  
Approve maintenance agreement with Presidio using CMAS Contract No. 3-11-70-2834A at a cost of \$189,219.
- 5.14 **SOCCCD: Contracts with Blackboard**  
Approve agreements for a total amount not to exceed \$405,760.99.
- 5.15 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**  
Approve authorized designees by position to execute documents and contracts.
- 5.16 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/ratify Trustees' requests for attending conferences as shown in the exhibit.
- 5.17 **SOCCCD: Agreement for Special Services for ATEP Project: McKenna Long & Aldridge, LLP**  
Approve agreement on a time spent hourly rate.

**5.18 ATEP: Substitution of Subcontractor-Site Foundation and Infrastructure Demolition – Southern California Grading, Inc.**

Approve the removal of Southern California Grading, Inc. and its substitution with National Demolition as subcontractor on the ATEP Site Foundation and Infrastructure Demolition project.

**5.19 SOCCCD: Budget Amendment: Adopt Resolution No. 13-23 to Amend FY 2012-2013 Adopted Budget**

Adopt resolution to amend the FY 2012-2013 Adopted Budget.

**5.20 SOCCCD: Resolution No. 13-24: Conflict of Interest – Update and Amend Designated Positions and Reporting Categories**

Approve resolution to revise Conflict of Interest Code.

**5.21 SOCCCD: Gifts to the District and Foundations**

Accept donations.

**5.22 SOCCCD: Purchase Order/Confirming Requisitions**

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-04154 through P13-04356 amounting to \$993,156.68 and P14-00051 through P14-00102 amounting to \$3,324,819.04. Approve confirming requisitions dated May 2, 2013 through May 28, 2013 totaling \$93,291.17.

**5.23 SOCCCD: Transfer of Budget Appropriations**

Approve the transfer of budget appropriations.

**5.24 SOCCCD: Payment of Bills**

Approve check no. 169119 through 170039 processed through the Orange County Department of Education, totaling \$5,230,534.09; and check no. 010641 through 010653, processed through Saddleback College Community Education, totaling \$18,823.64; and check no. 009106 through 009119, processed through Irvine Valley College Community Education, totaling \$28,695.61.

**5.25 SOCCCD: May/June 2013 Contracts**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: FY 2013-2014 Tentative Budget**

Approve the FY 2013-2014 tentative budget.

- 6.2 **Saddleback College and Irvine Valley College: FY 2013-2014 Tentative Student Government Budgets**  
Approve tentative student government budgets.
- 6.3 **SOCCCD: Adopt Resolution No. 13-21 Authorizing Design-Build Procurement for the Saddleback College Site Improvements Project**  
Adopt resolution to authorize the use of Design-Build.
- 6.4 **Board Policy Revision: BP-168: Board Member Travel, BP-160: Personal Use of Public Resources, BP-148: Evaluation of the Chancellor, BP-5320: Academic Renewal, BP-6115: Community Education Programs, BP-1600: Curriculum, BP-3501: Campus Security and Access, BP-4002.1: Authorization for Employment, BP-128: Board Agendas, BP-136: Minutes of the Board of Trustee Meetings**  
Discussion/Approval
- 6.5 **SOCCCD: Board Policy Revision: BP-164: Board Member Compensation, BP-134: Decorum at Board Meetings, BP-5210: Enrollment Priorities, BP-152: Presentation of Initial Collective Bargaining Proposals, BP-4017: Child Abuse Reporting, BP-4220: Substitute Classified Employees**  
Accept for Review and Study.
- 6.6 **SOCCCD: Request to Rescind Fall 2013 Sabbatical**  
Approve request from Faculty member to rescind Fall 2013 sabbatical leave.
- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Extension of Administrative Assignment, Workload Banking, Resignation/Retirement/Conclusion of Employment.
- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Eliminate and Create Classified Positions, Change of Categorical Funding for a Classified Position, Reorganization, Authorization to Change Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.9 **SOCCCD: Adopt Resolution 13-25: Classified Employee Layoff**  
Adopt resolution to approve the reduction and/or discontinuance of classified service as shown in the exhibit.

## 7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through May 31, 2013.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for period ending May 31, 2013.

## 8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

## 9.0 ADDITIONAL ITEMS

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



## 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 20, 2013

Trustee Name: T.J. Prendergast

**Specific Request for Report:** Affordable Care Act

I would like to request a report on the potential impact of the Affordable Care Act on the District.

**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):

I would like to know if or what financial impact there might be to the district's personnel and financial decisions when the Affordable Care Act starts to go into effect.

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### **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:** SOCCCD: Basic Aid Allocation Recommendation for FY 2013-2014

**ACTION:** Discussion and Information

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### **BACKGROUND**

In response to the colleges' accreditation report recommendations and the requirement that district-wide planning is to drive budget allocations, including basic aid funding, and for the process to be transparent and inclusive, BP 3110 and AR 3110 Basic Aid Allocation Process were developed and approved. As part of the administrative regulation, the Basic Aid Allocation Recommendation Committee (BAARC) was formed. BAARC is charged with the implementation of BP 3110 and AR 3110-Basic Aid Allocation Process and to utilize the plans developed by other district-wide committees and councils. The Basic Aid Allocation Recommendations are to follow the Annual Basic Aid Cycle which parallels the SOCCCD annual budget development process.

Last fiscal year was the first year in which the basic aid process was fully implemented. It incorporated two years' worth of basic aid funding being approved for projects that totaled \$74,337,592. The recommendation for this year will be based on a normal one year amount of available basic aid funding of \$56,548,446.

### **STATUS**

BAARC is chaired by Vice Chancellor Fitzsimons and is a 17 member participatory governance committee with representation from both colleges and district services staff, including the academic senates, CSEA, Classified Senate, administrators, and managers. BAARC has received plans and priority lists of projects for consideration from the Capital Improvement Committee (CIC) and District Technology Committee (DTC). The plans and priorities were supported by the college participatory governance processes, which were collaborative, collegial, inclusive, and transparent. There was extensive interaction throughout the process with the colleges. The recommendations from BAARC to Chancellor Poertner are attached (Exhibit A), with a total recommended amount to be funded of \$56,548,446. The Reserve for Unrealized Tax Collections totals \$7,739,599 which equals the 20% contingency required in BP and AR 3110. These recommendations are supported by both the college presidents and the chancellor. This item is presented for information and discussion for the board prior to approving the basic aid recommendations as part of the FY 2013-2014 Tentative Budget.



## **Summary of Final FY 2013-2014 Basic Aid Recommendations**

<b><u>Category</u></b>	<b><u>Amount</u></b>
<b>Long Term Obligations and Fixed Expenses</b>	\$ 3,695,000
<b>Capital Projects</b>	
o Capital Projects- Priorities FY 2013-2014	\$26,468,095
o Capital Projects-Construction Defects/Code Requirements	\$ 1,400,000
o Capital Projects-Special Project Support	\$ 3,320,000
<b>Scheduled Maintenance and Small Renovation Projects</b>	
o Scheduled Maintenance Projects- Priorities	\$ 2,150,000
o Small Renovation Projects	\$ 5,750,000
<b>District-wide Technology Priority Projects</b>	\$ 10,814,500
<b>District-wide-Union Offices</b>	\$ 100,000
<b>IVC-Retirement of Debt-Long Term Energy Management Loan</b>	\$ 2,254,321
<b>ATEP Site Operations</b>	\$ 596,530
<b>Total</b>	<b>\$56,548,446</b>
<b>Basic Aid Funds Available</b>	<b>\$56,548,446</b>
<b>Remaining Balance (uncommitted to remain in basic aid fund)</b>	<b>\$ 0</b>
<b>Contingency for Unrealized Tax Collections (20%)</b>	<b>\$7,739,599</b>

**South Orange County CCD**  
**Determination of Basic Aid Allocation Amounts**  
**Fiscal Year 2013-2014**

	<b>FY 2011-2012 Actual</b>	<b>FY 2012-2013 Estimated</b>	<b>FY 2012-2013 as of 4/24/13</b>	<b>FY 2013-2014 Projected</b>
Property Tax Revenue <sup>1</sup>	149,506,868	150,000,000	154,158,563	155,119,652
Net Student Fee Revenue	15,286,440	18,450,000	18,311,169	18,494,281
Partnership for Excellence Funds	1,818,462	-	-	-
Interest on Property Taxes	40,244	-	24,000	24,000
<b>Total Revenues</b>	<b>166,652,014</b>	<b>168,450,000</b>	<b>172,493,732</b>	<b>173,637,933</b>
PY DRAC Allocation Adjustment	-	-	(553,591)	(1,210,730)
DRAC Model Allocation <sup>3</sup>	(127,350,971)	(128,458,153)	(128,458,153)	(133,729,206)
<b>Total Property Taxes for Basic Aid</b>	<b>39,301,043</b>	<b>39,991,847</b>	<b>43,481,988</b>	<b>38,697,997</b>
Contingency for Unrealized Tax Collections (20%)	-	(18,584,398)	-	(7,739,599)
<b>Net Amount Property Taxes for Basic Aid</b>	<b>39,301,043</b>	<b>21,407,449</b>	<b>43,481,988</b>	<b>30,958,398</b>
Basic Aid Funds from Prior Year	3,865,197	52,930,143	52,514,423	5,768,819
Basic Aid Project Funds Returned	13,791,183	-	-	19,821,229
<b>Total Basic Aid Funds Available</b>	<b>56,957,423</b>	<b>74,337,592</b>	<b>95,996,411</b>	<b>56,548,446</b>
Long Term Obligations and Fixed Expenses <sup>2</sup>	(2,675,000)	(3,550,000)	(3,550,000)	(3,695,000)
Allocation for Basic Aid Projects	(1,768,000)	-	(70,787,592)	-
Allocation for OPEB Liability - Unfunded Estimate	-	-	(15,890,000)	-
<b>Net Amount Available for BAARC Allocation</b>	<b>52,514,423</b>	<b>70,787,592</b>	<b>5,768,819</b>	<b>52,853,446</b>

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

<sup>2</sup> Estimates for 2013/14

Retiree Benefits Current Year - On-Going

3,520,000

Legislative Advocacy

75,000

Insurance Fund for Deductibles

100,000

Trustee Election

-

3,695,000

<sup>3</sup> Assuming 3.7% Growth for FY 2013-2014 DRAC Model to be conservative until CCC system budget is determined



**Capital Projects-FY 2013-2014 - Detailed Information with Previous Basic Aid and State Funding Allocations**

Capital Projects- Version 4 Final	2012 Project Estimates	2013 Project Estimates	2012 Basic Aid Funding Plan	Future Basic Aid Consideration	2013 Basic Aid Funding
<b>Saddleback College - Library Renovation</b>	\$20,141,000	20,192,000			
Comm Arts Addition	\$2,621,636	2,621,636			
Project Delay		4,500,000			
Project Defects		450,000			
New Project Total	\$22,762,636	27,783,636			
Less State Funding		(15,673,000)			
Net Basic Aid Funds Needed		12,090,636	7,141,000	4,949,636	4,950,000
<b>Irvine Valley - Life Sciences Building</b>	\$20,490,000	20,490,000			
Project Delay		1,700,000			
New Project Total		22,190,000			
Less State Funding		(8,700,000)			
Net Basic Aid Funds Needed		13,490,000	11,710,000	1,780,000	1,780,000
<b>Saddleback College - Sciences Building</b>	\$58,835,346	58,835,346	58,835,346	0	0
<b>ATEP Demolition &amp; Infras., Phase VI (After City/CTY Land Exchanges)</b>		6,700,000	0	6,700,000	6,700,000
<b>Saddleback College - ATAS Renovation</b>	\$8,755,055	8,755,055			
Scope change approved via EFMP Approval Process	\$5,977,395	5,977,395			
Swing Space for Auto Tech	\$5,806,687	9,521,000			
New Project Total	\$20,539,137	24,253,450	20,540,000	3,713,450	3,714,000
<b>New ATEP Buildings</b>					
Irvine Valley College		23,000,000		External Funding Source	
Saddleback College		23,000,000		External Funding Source	
Previously assigned to ATEP buildings/development			12,500,000		
<b>Saddleback College - Storm Drain, Parking Phase IA, Prac Fields</b>	\$8,998,000	12,580,000	4,942,000	7,638,000	7,638,000
<b>Irvine Valley College - A-400 Renovation</b>	\$3,004,051	3,004,051			
Scope change approved via EFMP approval process	\$8,458,844	8,458,844			
Equipment & Contingency		1,550,000			
New Project Total	\$11,462,895	13,012,895	11,463,000	1,549,895	1,550,000
<b>Irvine Valley College - New Parking Lot Phase IA</b>	\$2,920,000	3,010,000	2,920,000	90,000	90,000
<b>Saddleback College - New Gateway Building***</b>	\$12,814,000	41,969,000			
Less State Funding		(29,436,000)			
Net Basic Aid Funds Needed		12,533,000	1,545,115	10,987,885	0
<b>Saddleback College Campus Village (taking temporary buildings offline)*</b>					0
<b>Irvine Valley College - A200 Success Center</b>	\$4,386,000	4,500,000			
Equipment & Contingency		850,000			
		5,350,000		5,350,000	46,095
<b>Irvine Valley College - Renovate B 300 Second Floor</b>	\$2,625,000	2,704,000			
Equipment & Contingency		1,040,000			
		3,744,000	0	3,744,000	0
<b>Irvine Valley College - Fine Arts**</b>	\$10,562,000	34,922,000			
Less State Funding		(24,590,000)			
Net Basic Aid Funds Needed		10,332,000	61,278	10,270,722	0
<b>Total Requested</b>					<b>26,468,095</b>

\* Note 1: 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 priority list for the EFMP.

\*\* Note 2: IVC FA basic aid funds are being returned to basic aid pool; however IVC will re-request basic aid funding in future year based on state funding availability

\*\*\* Note 3: If state funding for Gateway Building project becomes available, the district has committed to matching this project at that time.



<b>PROJECT:</b> <b>Planning, Technical, Specialty, and Legal Consultants to support Capital Program - FY 2013-2014</b>		
<b>Description</b>	<b>COMMENTS</b>	<b>2013-14 Budget Requested</b>
<b>FPP, IPP, 5 Year Plans</b>	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.	75,000
<b>DSA Close Out</b>	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	120,000
<b>Design/Build Specialty Consultant</b>	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
<b>DSA Inspector, Engineering and PM Services</b>	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
<b>Legal Counsel for facilities related issues, environmental. etc.</b>	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
<b>ATEP Site Development (Pre-construction)</b>	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.	2,000,000
<b>Lease/Lease Back Consultant</b>	Expert assistance to advise district on new lease/lease back building delivery method	175,000
<b>20 yr. Facilities, Renovation, and Scheduled Maintenance Facilities System Project</b>	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.	300,000
<b>Total Requested Funding</b>		<b>\$3,320,000</b>

PROJECT: Design and Construction Defections/Omissions FY 2013-2014		
Location	Project	FY 2013-14 Budget Requested
SC	SC LRC Construction Defect/omissions-waterponding, access ladders, electrical panels, roof drain extension, access control, water service and backflow, electrical outlets, etc.	See Capital Project sheet*
IVC	Performing Arts Center-counterbalancing loading system, paint booth, dust control system, lobby electrical, UV glass, and lobby sound deadening	1,400,000
Total Requested Funding		\$1,400,000

*\*Included as separate line on capital outlay sheet as part of current LRC capital project budget recommendation*

2/22/2013  
dlf

PROJECT: Small Renovation Projects FY 2013-2014			
Location	Project		FY 2013-14 Budget Requested
SC	1	FA Complex Phase II-HVAC & Exhaust Fan Replacement	1,000,000
	2	FA 200 Interior Renovation	1,000,000
	3	FA 100 Interior Renovation	950,000
	4	FA 300 Interior Renovation	1,000,000
	5	PE 200 & 300 Interior Renovation	1,000,000
	6	PE 400 and 500 Renovation	800,000
		<b>Subtotal-SC</b>	<b>5,750,000</b>
IVC	1		
	2		
	3		
		<b>Subtotal-IVC</b>	
<b>Total Requested Funding</b>			<b>\$5,750,000</b>



SOCCCD Scheduled Maintenance Projects Priority List for FY 2013-2014							
Priority	College	Project Name	Project Description	Project Total	College Portion	Basic Aid Request	%
1	SC	12KV electrical	Electrical Distribution Repairs	\$400,000	\$200,000	\$200,000	
2	SC	PE 100	HVAC	\$1,600,000	\$800,000	\$800,000	
3	SC	PE 200	Bleacher Replacement	\$1,450,000	\$725,000	\$725,000	
<b>Subtotal for SC</b>				<b>\$3,450,000</b>	<b>\$1,725,000</b>	<b>\$1,725,000</b>	
1	IVC	Library Exterior	Paint, repair windows, electronic locks	\$550,000	\$275,000	\$0	*
2	IVC	Lighting /Walkways Phase 2	Campus-wide replace/upgrade lighting, repair/upgrade storm drains & repair trip hazards	\$850,000	\$425,000	\$425,000	
<b>Subtotal for IVC</b>				<b>\$1,400,000</b>	<b>\$700,000</b>	<b>\$425,000</b>	
<b>Totals</b>				<b>\$4,850,000</b>	<b>\$2,425,000</b>	<b>\$2,150,000</b>	

Breakdown of basic aid requests by College							
College	Amt.	Percentage	DRAC SPLIT for FY 2013-2014		If Amt followed DRAC		Difference
SC	\$1,725,000	1.00		0.6574	\$1,413,410		\$311,590
IVC	\$425,000	0.00		0.3426	\$736,590		(\$311,590)
	\$2,150,000				\$2,150,000		

\* Previously funded basic aid for last year, IVC will be funding the college match this year.

Draft submitted to CIC for review 2 27 13

Approved by CIC

submitted to BAARC

Approved by BAARC \_\_\_\_\_



*(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](http://www.socccd.edu/about/about_planning.html)

## **PROJECT DESCRIPTIONS**

### **Capital Improvement Projects:**

**SC Library Renovation:** The funding request for this project is based on input from District legal counsel regarding projected costs associated with contractor claims and arbitration and potential litigation of same. The project consisted of a complete renovation of the existing forty year old approximately 100,000 GSF LRC facility including the restructuring of location of the basic elements and functions of the LRC. The first floor is essentially classroom and lab instructional space. The original second and third floor functions have switched locations with the second floor now serving as reference, student study, computer areas and distance education. The book stacks are now located on the third floor.

**IVC Life Sciences:** The funding request for this project is based on costs associated with negotiation outcomes with the surety that took over for the defaulted contractor on this project. These costs are due to project delay during the surety take over. The building is designed to serve the life sciences with lab and classroom functions, and instructional support associated spaces. This is a multi-story 30,000 GSF facility.

**ATEP Demolition and Infrastructure Phase II:** The project consists of the demolition of the existing buildings and site infrastructure in preparation for the construction of new buildings in support of instructional programs at Saddleback and Irvine Valley College. This project will occur after City/CTY land exchanges.

**SC ATAS Renovation and Swing Space:** The funding request for this project is based on the final instructional programming needs and outcomes determined through program analysis with college administration and user group inputs. This project consists of the renovation of the existing Village instructional space and the construction of a new auto-tech teaching and lab building. Research was conducted and consideration was given to leasing an off campus interim swing space for the auto tech program. Costs associated with this approach were found to be approaching four million dollars and was deemed non-viable. As a positive secondary effect, the new Auto-Tech Building on campus would remain and would then be used by M&O transportation after the ATAS renovation project is completed and the users return to the renovated ATAS Building. This scenario also fulfills a long range master plan requirement for transportation.

**SC Storm Drain, Parking Phase IA, and Practice Fields:** This project will correct deficiencies of the existing Southeast campus perimeter storm drain system for drainage control on campus by constructing a new storm drain system that will collect much of the existing surface flow storm water into a new underground system meeting current agency requirements. In addition, this project relocates the athletic practice fields and throwers park to a location more central to campus athletics functions and facilities. The third component of this project creates new surface parking to offset parking losses incurred by the construction of the Sciences Building and Auto-Tech Swing Space Building.

**IVC A-400 Design/Build Project:** The funding request for this project is for the FF&E portion of the project. These costs were not included in the master plan project costs and were not previously included in building funding requests. The project will design and construct a new 24,000 GSF facility that will house Social/Behavioral Sciences, Humanities/Languages and Co-Curricular Center.

**IVC Parking Lot Phase IA:** This project creates a new 400 space surface parking lot at the campus to meet existing and projected parking needs.

## **Construction Defect Projects**

### **Saddleback College - LRC Project Design Defect**

Rectify many issues with the LRC due to contractor performance, omitted scope of work, design issues and user group requested modifications. This work includes the following:

- Replace Damaged Exterior Stairs & Walkways
- Water Ponding at South Entrances
- Access Ladders to Penthouses
- Electrical Panels & Outlets for each Floor
- Roof Drain Extension
- ADA access Ramp for 1<sup>st</sup> Floor Entrance
- Fencing around Condenser Units
- Provide Access Control at Perimeter Entrances
- Replace Wood Benches and Wrought Iron Fillers
- Replace Water Service and Backflow Device
- Hot Water to Restrooms
- Operational Deficiencies
- FFE (Window Shades, Files, Shelving, Furniture)
- Safety/Security Issues (Tripping Hazard, Room Access)

### **Irvine Valley College Design Defect:**

**PAC Repairs** – several issues in the PAC require attention starting with the stage counter-balance system, identified by the college and Keenan as a serious safety deficiency, along with the lack of a dust control system in the shop area, and a ventilation system to support indoor painting. Additional issues include: the lack of electrical support in the lobby, inadequate window tinting and sound issues which were left off, or were “valued out” of the buildings original design.

## **Small Renovation Projects**

### **Saddleback College - Small Renovation Projects**

**FA Complex Phase II-HVAC & Exhaust Fan Replacement** –Completion of HVAC repairs and modifications for the FA complex including interior zones and energy efficiency. Phase I work is comprised of replacing all rooftop air handling units.

**FA 200 Interior Renovations** – Interior renovation of 40 year old building which will be comprised of new flooring, doors and hardware, ceiling systems, painting, lighting, and access control.

**FA 100 Interior Renovations** – Interior renovation of 40 year old building which will be comprised of new flooring, doors and hardware, ceiling systems, painting, lighting, and access control.

**FA 300 Interior Renovations** – Interior renovation of 40 year old building which will be comprised of new flooring, doors and hardware, ceiling systems, painting, lighting, and access control.

**PE 200 & 300 Interior Renovations** – Interior renovation of 40 year old building which will be comprised of new flooring, doors and hardware, ceiling systems, painting, lighting, and access control.

**PE 400 & 500 Interior Renovations** – Interior renovation of a 40 year old building and a 21 year old building which will be comprised of new flooring, doors and hardware, ceiling systems, painting, lighting, and access control.

### **Scheduled Maintenance Projects:**

#### **Saddleback College - Scheduled Maintenance Projects**

**12 KV Electrical Repairs** – Repairs to campus high voltage electrical distribution system, which supplies electrical power to all campus buildings.

**PE 100 HVAC** – Repairs to 40 year heating and air conditioning system for the PE locker and equipment rooms. Work involves replacement of rooftop units and zone distribution system.

**PE 200 Bleacher Replacement** –Replacement of 40 year old bleachers in college gymnasium with new bleachers that will be ADA compliant. Existing bleacher seating is cracking and motors have failed.

#### **IVC - Scheduled Maintenance:**

**Campus Lighting Upgrade** – the current campus re-lamping project, (re-lamping of the campus walkways, streets and parking lots), was designed to obtain significant energy savings. In the process of doing this work the campus identified the lack of control circuits and the need to re-wire the campus exterior lighting systems. With the proper control systems in place and the infrastructure re-wired, the campus will achieve even greater savings toward future energy costs, thus fully completing a project already underway.

**Library Envelop** – project previously approved...includes exterior painting and a window system rebuild to obtain a water tight building.





# IRVINE VALLEY COLLEGE

## MEMORANDUM

### OFFICE OF THE PRESIDENT

DATE: March 13, 2013

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

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

RE: 2013-14 ATEP Operating Budget

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 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 2013-2014 summarized below.

The recommended funding for ATEP Site Operations from basic aid for FY 2012-13 tentative budget at \$595,530 as shown below. The table below delineates the FY 2013-14 basic aid funding request for ATEP Site Operation. Compared to 2012-13, the proposed budget is \$46,143 lower due primarily to lower staffing and utility cost savings. It is recommended that the funding for security services currently offered at ATEP be made available for part-time police coverage once the demolition phase of the project is complete. This will allow IVC, as site administrator, to provide adequate levels of security for students, staff and facilities at ATEP.

Office/Cost Center	2012-13 Budget	2013-14 Budget	CHANGE	COMMENT
<u>Division 016 Office of Advanced Tech &amp; Education Park</u>	202,768	202,178	(590)	1) ATEP Copier Maintenance @ \$3,000. Note IVC purchased the copier from college funds. 2) City of Tustin Lease savings @ \$6,220. Now paid by ATEP project. 3) Internet Cost savings of \$2,350 offset by additional supplies and mileage specific to ATEP site operations.
<u>Division 021 Office of Physical Plant</u>	270,921	233,417	(37,504)	Net savings due to a personnel moves between IVC and ATEP.
<u>Division 025 Office of College Fiscal Services/Utilities</u>	56,810	47,400	(9,410)	Savings due to lower projected utility costs.
<u>Division 034 Office of Safety and Security</u>	111,174	112,535	1,361	Step change for Security Officer.
<b>TOTAL</b>	<b>641,673</b>	<b>696,630</b>	<b>(46,143)</b>	

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, Timothy Jernal, David B. Larr, Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution

**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**



**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:** Debra Fitzsimmons, Vice Chancellor  
Business Services, Chair, BAARC

**FROM:** Dr. David Bugay, Vice Chancellor  
Human Resources, Employer/Employee Relations

**DATE:** October 31, 2012

**SUBJECT:** Union Office Space

This is a request for office space for our three unions – the South Orange County Community Colleges District Faculty Association (SOCCCDFA), California School Employees Association Chapter 586 (CSEA) and the Police Officers Association (POA). Each union will need their own office space and it would be desirable for there to be a small conference area included. One association also requested space for a small refrigerator and a sink. The Faculty Association has also requested space for additional storage beyond the standard office space to meet their needs.

These spaces would be used for each union's needs and "off-key" to the rest of the District.



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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   
District-wide Technology Committee (DTC)

Date: April 12, 2013

Re: 2013-2014 Proposed Technology Project List and Project Detail Sheets for Basic  
Aid Funding Consideration

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As Chair of the District-wide Technology Committee, I hereby submit to the Basic Aid Allocation Recommendation Committee the 2013-2014 prioritized technology project list and project detail sheets for basic aid funding consideration. This prioritized list was produced by the Technology Plan Task Force (a working group of DTC) and approved by DTC at their special meeting on March 7, 2013. On March 28, 2013, DTC members reviewed and discussed recommendations received from BAARC members following the March 15, 2013 BAARC meeting. DTC members approved the following:

- HR/Finance Project – DTC members requested and received additional information on this project. This project (Year 2/Partial Funding) is now included as Item 8 on the project list.
- DTC members prepared project detail data sheets, which are included with the prioritized list.
- All items have been prioritized by DTC, as noted on the project list.
- IVC withdrew its request for a \$20,000 augmentation for the Scheduling Tool project, so this item has been removed from the prioritized list.
- A \$30,000 item titled "Contingency - Funding for cost to draft Project Detail Sheets/Project Charters for proposed 2014-2015 technology projects" has been added to the bottom of the list, per the recommendation of the Chancellor.
- Totals have been updated.

Thank you.



**District-wide Technology Plan Task Force  
Proposed 2013-2014 Basic Aid Funded Technology Projects**

**EXHIBIT A  
Page 16 of 39**

**SUMMARY**

**Approved by DTC 03-07-13  
Items 9-17 Ranked by DTC 4-03-13  
Revised 5-31-13**

<b>Ranked Item</b>	<b>Original Item Number</b>	<b>Project Title</b>	<b>Estimated Cost</b>
1	27	District-wide Network Refresh Year 2	\$ 3,000,000
2	1	Student Success Dashboard	\$ 550,000
3	5	MAP Upgrade	\$ 250,000
4	31	SIS Enhancements	\$ 1,500,000
5	15	New Library System	\$ 100,000
6	24	Desktop Refresh Plan	\$ 1,500,000
7	28	District-wide Hardware Refresh	\$ 505,000
8	42	HR/Finance System - Year 2 (Partial funding)	\$ 2,250,000
9	29	District-wide Virtual Desktop Infrastructure - Phase I (Planning)	\$ 50,000
10	34	Waitlist Modification	\$ 250,000
11	39	MySite Message Customization	\$ 150,000
12	30	Year One Consolidation and Expansion of District Enterprise Backup Solution (Partial Funding)	\$ 150,000
13	8	Enhance MySite Security and Permission Role Management-Phase I (1st Year Assessment)	\$ 50,000
14	9	Facilities Management and Master Calendar-integrate with CSIS	\$ 300,000
15	38	Online Catalog for both Campuses	\$ 125,000
16	40	International and Student Scholar Management	\$ 54,500
	N/A	Contingency - Funding for Cost to Draft Project Detail Sheets/Project Charters for proposed 2014-2015 Technology Projects	\$ 30,000
		<b>TOTAL</b>	<b>\$ 10,814,500</b>

## SOCCCD Technology Project Proposal

**Project Name:** Year Two District-Wide Network Refresh

**Description:** The current district-wide voice and data network was implemented in 2005 and is reaching end of life. In July 2012, the board approved a basic aid project for year one of the district-wide network refresh project. The objective of the year one project was to address hardware that had already reached end of life or whose end of life was within the 2012/2013 fiscal year.

This year two project continues the network refresh. Prioritization for the fiscal year 2013/2014 is to replace district-wide network components that will reach end of life within the next fiscal year. The next priority is to replace and upgrade all remaining voice and data hardware.

### Benefits:

- Replace aging network infrastructure that will no longer be supported by the Vendor.
- Increase network functionality with modern network hardware and software.
- Position the district network to support near term and long term network needs including increased multimedia, virtual desktop technology, and other yet to be determined emerging technologies.

### SOCCCD/College Goal or Initiative supported

- 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.

### Initial Project Cost Estimates

Description	Devices Count	Unit Cost	Total Cost
3750 edge switches	200	\$9,000	\$1,800,000
ISE wireless authentication and security enforcement	1	\$275,000	\$275,000
Voice Server Hardware	10	\$20,000	\$200,000
Voice Software	1	\$150,000	\$150,000
Voice handsets	2,500	\$150	\$375,000
Contract Services	n/a	\$200,000	\$200,000
<b>Total</b>			<b>\$3,000,000</b>

### Ongoing Project Cost Estimates

After implementation and the first year, support and maintenance of the network will be purchased yearly from a Cisco partner as has been done in the past. It is estimated that yearly maintenance and support renewal will be approximately \$200,000 per year.

**Project Duration Estimate:** Full implementation should occur within 18 months of project launch.

**For further information contact:** Bruce Hagan ([bhagan@ivc.edu](mailto:bhagan@ivc.edu) or extension 5254), Mark Schiffelbein ([mschiffelbein@saddleback.edu](mailto:mschiffelbein@saddleback.edu) or extension 4882), Jeff Dorsz ([jdorsz@socccd.edu](mailto:jdorsz@socccd.edu) or extension 4308)

Last Revised: 4/10/2013



## **SOCCCD Technology Project Proposal**

**Project Name:** Student Success Dashboard

**Description:** In 2012, the Student Success Task Force in its document *Advancing Student Success in the California Community Colleges* made two recommendations that will be addressed by this project:

**Recommendation 2.3:** Community colleges will develop and use centralized and integrated technology, which can be accessed through campus or district web portals, to better guide students in their educational process.

**Recommendation 7.3:** Implement a student success scorecard.

The goal of this project is to produce a student success dashboard that will allow students one place to see the progress they are making toward achieving their academic goal(s).

In addition, the dashboard will also facilitate online processes within service areas that would allow students to obtain information and access resources within MySite. Potential services include information on academic standing and priority registration status, step-by-step instructions to completing matriculation and applying for a degree or certificate.

### **Benefits:**

- Provides one location in MySite that will keep our students continuously apprised of the factors that contribute to their success, and how those factors are personally impacting them. It will also be accessible by authorized college faculty/staff to assist students with their goals.
- Allows student access to information and processes electronically, reducing paper forms, in-person visits and phone calls to various campus offices.
- Ties together data from disparate sources (MAP, transcripts, degree audit, Sherpa, etc.) and provides an intuitive student-friendly guide.
- Places our colleges at the forefront of the state in responding to the new requirements resulting from the Student Success Task Force recommendations.

### **SOCCCD/College Goal or Initiative supported**

- 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.
- California Student Success Task Force Recommendations 2.3 and 7.3.

### **Initial Project Cost Estimates**

Software development budget of \$550,000 for the 2013/14 fiscal year.

### **Ongoing Project Cost Estimates**

After implementation the maintenance of the dashboard will be absorbed by the SIS Maintenance budget. Ongoing costs will be determined by overall college priorities.

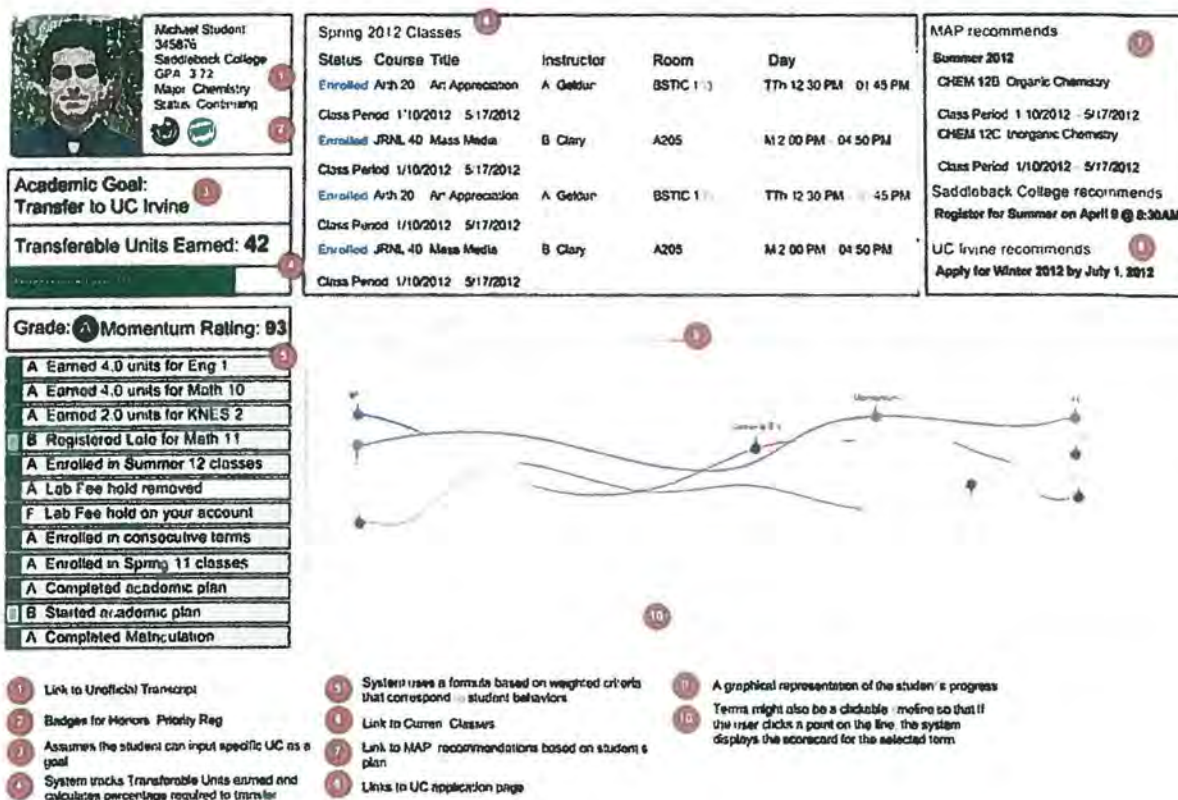
**Project Duration Estimate:** Full implementation should occur within 8 months of project launch.

**For further information contact:** Ben Guzman or Jim Gaston



## Dashboard Mockup

Please note that this mockup is included for illustrative purposes only and the features shown below have not yet been discussed or prioritized with students or college staff.



## **SOCCCD Technology Project Proposal**

### **Project Name: MAP Upgrade**

**Description:** This project will continue to keep programming and quality assurance (QA) consultants dedicated to the My Academic Plan (MAP) system. We have made great progress over the last year using a small but focused team. The ongoing development of MAP is guided by the MAP Design Team which is comprised of counselors from both colleges. The team meets every other week to review progress, prioritize requests and plan implementation of new features. MAP is critical to the student success initiatives at our colleges and without dedicated funds we cannot guarantee that it will keep up with the demands being placed on it.

### **Benefits:**

- Allows a dedicated team to keep focus on a mission critical system.
- Keeps MAP updated with the latest requirements coming from the Student Success Task Force.
- Maintains the statewide leadership position our colleges have in the area of online academic planning.

### **SOCCCD/College Goal or Initiative supported**

- 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.
- California Student Success Task Force Recommendation 2.3: Community colleges will develop and use centralized and integrated technology, which can be accessed through campus or district web portals, to better guide students in their educational process.

### **Initial Project Cost Estimates**

The costs for the 2013/14 fiscal year will be \$250,000.

### **Ongoing Project Cost Estimates**

After this phase is complete the maintenance of MAP will be absorbed by the SIS Maintenance budget unless the colleges choose to keep a team dedicated to MAP. Ongoing costs will be determined by overall college priorities.

### **Project Duration Estimate:**

This project will begin on July 1, 2013 and conclude on June 30, 2014.

### **For further information contact the MAP Design Team:**

**Saddleback:** David Francisco, Steve Handa, Juanita Baltierra

**Irvine Valley:** Robert Melendez

**District:** Jim Gaston, Raul Gutierrez



## **SOCCCD Technology Project Proposal**

**Project Name:** SIS Enhancements

**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 \$1,500,000 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.

**Benefits:**

- SIS remains in compliance with legal requirements, contractual requirements, and local business requirements.
- SIS is continuously enhanced, making it more efficient and useful for students, faculty, and staff.

**SOCCCD/College Goal or Initiative supported**

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

**Project Costs (Initial and Ongoing)**

- Software development budget of \$1,500,000 for the 2013/14 fiscal year.
- There are no specific ongoing maintenance costs associated with this project.

**Project Duration Estimate:** This project will span the 2013/2014 fiscal year

**For further information contact:** Jim Phaneuf ([jphaneuf@socccd.edu](mailto:jphaneuf@socccd.edu) or extension 4332), or any member of the prioritization group: Sandi Pope, Arleen Elseroad, Ben Guzman, Jane Rosenkrans, Joyce Semanik, Don Busche, Craig Justice, Kathy Werle, Bruce Hagan, or Mark Schifflbein.

## **SOCCCD Technology Project Proposal**

### **Project Name: New Library System**

**Description:** The costs needed to maintain the current district-wide SIRSI Online Public Access Catalog are growing annually. In addition, IT resources needed to maintain SIRSI by the District are increasing due to many software updates on aging equipment.

The new OCLC WorldShare platform is a cloud-based solution that is maintained entirely at OCLC. This will reduce the strain on district IT resources needed to maintain the current bibliographic management system. Also, OCLC WorldShare realizes efficiencies by integrating operations district-wide and eliminates the need for each individual library to export records from OCLC to a local system. Rather, the routine tasks of ordering, acquiring, and cataloging items is consolidated and performed all on a single platform, freeing up library resources for other purposes.

### **Benefits:**

- **Annual cost savings of \$33,273.00**
- WorldShare Management subscription cost covers Saddleback Library's current OCLC subscription fee of approximately \$9,400 and IVC's subscription fee of \$6,450, realizing an immediate cost savings of almost \$16,000.
- The ongoing maintenance costs of approximately \$41,208.30 (which includes our current fees listed above) are less than we are currently paying SIRSI, our current system, \$58,631.30.
- Cloud-based solution, reducing workload for district IT maintaining SIRSI system.
- Increased efficiency for library cataloging by consolidating routine workflows on a single system.

### **SOCCCD/College Goal or Initiative supported**

- 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.



### Initial Project Cost Estimates

Solution	Year 0**
OCLC WorldShare Management Annual Subscription Service *	\$52,838
Community College League of California Multiple Library Discount***	(\$3,704)
OCLC WorldShare Management Implementation Service (One Time Cost) ***	\$43,818
Subtotal	\$92,952
Off-Peak Implementation Incentive**	(\$21,909)
Total	\$71,043

### Ongoing Project Cost Estimates

After implementation, it is estimated that there will be an annual subscription renewal cost of approximately **\$41,208.30** per year.

**Project Duration Estimate:** Full implementation should occur within one academic semester after project launch.

**For further information contact:** Roger Owens ([rowens@ivc.edu](mailto:rowens@ivc.edu) or extension 5758) or Jenny Langrell ([jangrell@saddleback.edu](mailto:jangrell@saddleback.edu) or extension 4453)

## SOCCCD Technology Project Proposal

**Project Name:** Desktop Refresh Plan

**Description:**

The IT departments at both campuses and district need to replace their desktops prior to their EOL in order to maintain the current stability in our equipment.  
District Services will replace 100% of their desktop equipment. District Services will not seek new equipment until the equipment has reached 4 years old. This replaces 25% of all desktops at both campuses (except this year where District wishes to replace all equipment in one year). The costs below reflect \$125,00 being taken off the top before the split.

**Benefits:**

- Directly supports instruction by providing students with the latest technology in classrooms, labs and open computing areas.
- Allows instructors to run the most current versions of software required by textbooks.
- Replaces computer hardware that is out of warranty and prone to failure.

**SOCCCD/College Goal or Initiative supported**

- **Improve Student Preparedness**  
Colleges will ensure that students gain the foundational skills necessary to complete college level work and achieve career goals.
- **Foster Innovation**  
Colleges will employ innovative teaching and technology to enhance instruction and student services.

**Initial Project Cost Estimates**

Description	Devices Count	Unit Cost	Total Cost
Saddleback - 25%* desktop replacement			<b>\$916,667</b>
IVC – 25%*desktop replacement			<b>\$458,333</b>
District Service (100%)			<b>\$125,000</b>
<b>Total</b>			<b>\$1,500,000</b>

**Ongoing Project Cost Estimates**

This is a reoccurring cost. The college's plan is to replace 25% of the desktop computers each year.

**Project Duration Estimate:** 1 year

**For further information contact:** Mark Schiffelbein, Bruce Hagan, Jeff Dorsz

\* \$125,000 removed for District Services and campuses will not replace all 25% this year.



## **SOCCCD Technology Project Proposal**

**Project Name:** District-wide Server Hardware Refresh

**Description:** Key server hardware infrastructure at the campuses and the district has reached end of life and end of support. To ensure the availability college and district-wide services, this infrastructure needs to be replaced.

Specifically for District IT, the non-production server and storage infrastructure has reached end of life/end of support. VMWare, which is used for part of the environment, no longer supports the existing hardware. Additionally, the majority of the servers in this environment are on average 5 years old. To be able to sustain ongoing development and software maintenance, this infrastructure needs to be refreshed as soon as possible.

Specifically for Saddleback College and IVC, storage area network "SAN" hardware has reached end of life/end of support or has reached capacity. To ensure continuation of college level services, this infrastructure needs to be refreshed as soon as possible.

**Benefits:**

- Replace aging server infrastructure that will no longer be supported by the vendor.
- Replace aging storage infrastructure that will no longer be supported by the vendor.

**SOCCCD/College Goal or Initiative supported**

- 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.

**Initial Project Cost Estimates**

District IT Servers	\$ 90,000
District IT Storage	\$110,000
Saddleback College Storage	\$120,000
IVC Storage	\$165,000
Contract Services	\$ 20,000
<b>Total</b>	<b>\$505,000</b>

**Ongoing Project Cost Estimates**

After implementation and the first year, support and maintenance of the network will be purchased yearly from the appropriate vendor or reseller. It is estimated that yearly maintenance and support renewal will be approximately 20 percent of the initial purchase price and will increase yearly by approximately 15 percent.

**Project Duration Estimate:** Full implementation should occur within 12 months of project launch.

**For further information contact:** Bruce Hagan ([bhagan@ivc.edu](mailto:bhagan@ivc.edu) or extension 5254), Mark Schiffelbein ([mschiffelbein@saddleback.edu](mailto:mschiffelbein@saddleback.edu) or extension 4882), Jeff Dorsz ([jdorsz@socccd.edu](mailto:jdorsz@socccd.edu) or extension 4308)

Last Revised: 4/11/2013



## **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 ways. 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 have been scheduled to conduct detailed product demonstrations to show how their products meet District requirements. The District will also select 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 range 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 10 years inclusive of training and implementation costs, as well as backfill needs of the colleges and district services for implementation. Formalized detailed requests for initial pricing will be sent to the vendors in late March/ early April and not available until May. At that time the Steering Committee will review the initial pricing responses from the vendors. They will already have reviewed the evaluation summaries from the vendor demonstrations. The negotiation for final competitive pricing will take place between the district and high ranked vendor or vendors. Pricing will be valid for at least 120 days to allow for final recommendations. Detailed Pricing information is not being disclosed publicly as it is essential that the district have leverage when negotiating with the vendors so we can get best and final competitive pricing.





April 9, 2013

Dr. Debra Fitzsimons  
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 92692-3635

Dr. Fitzsimons,

As background, you should know that SIG has done scores of procurements and over 30 CCCs procurements. For each our range estimates have been accurate in predicting the final pricing. As you are aware, we have issued the pricing document to the three vendor finalists. They are due on April 19<sup>th</sup> and will provide firmer but not final pricing at the point in time.

Based on our experience and preliminary information from the vendors, the costs can range substantially. This is especially true since a SaaS model is being proposed for the District. The SaaS costs and approach are very different than the traditional model. This will require careful evaluation of both approaches to assess the long term cost of each approach.

Once we receive the preliminary pricing from the vendors, there will be many factors and costs which we will need to continue to evaluate. A complicating issue would be if different products were selected for the Finance and Human Resource. The areas for additional assessment include:

- Identification of missing functionality
- System configuration or modifications to achieve required functionality
- Implementation approach and costs
- Project management
- Change management
- Training approach and costs
- Back fill for current staff
- Development of interfaces with existing systems
- Costs for future upgrades
- Costs for hardware and associated software
- Additional staffing requirements including IT
- Future costs
- Maintenance
- Contingency funds


Here are some preliminary 5 year total cost estimate ranges for the basic costs:

Component	Low	High
Total software including hosting & maintenance	\$2,100,000	\$4,300,000
Implementation and Project Management	\$2,160,000	\$3,720,000
Hardware & maintenance	0 (SaaS)	\$900,000
Contingency	\$750,000	\$900,000
Interfaces, back fill, staffing, upgrades etc.	Not estimated	Not estimated

It may be to the District's advantage to ask for "best and final" pricing. Sometimes, vendors make significant concessions when they are "head to head" versus another vendor. The final negotiations can be very beneficial to the District.

Please let me know if we may provide additional information.

Cordially,

  
Henry A. Elmstad  
Partner

## SOCCCD Technology Project Proposal

**Project Name:** District-wide Virtual Desktop Infrastructure (VDI) – Phase 1 Planning

**Description:** This project is to put together a project plan and configuration sheet for a common VDI solution between all entities. This project plan will be focused to define the standards for the servers, storage array, backup solution, redundancy, policies, software and desktop devices. Additionally the outcome document will also provide configurations for VDI services in order to assure compatibility and best practices are implemented.

**Benefits:**

- One common solution in order to leverage resources across departments for future computing systems.
- Will have a final product, configuration and implementation plan to execute next year.

**SOCCCD/College Goal or Initiative supported**

- IVC Objective VII (Achieve 1.5 million college operational reserve)
- District Goal 3: Maintain technological leadership
- SC – Foster Innovation

**Initial Project Cost Estimates**

Description	Devices Count	Unit Cost	Total Cost
Develop Plan		50,000	50,000
Total			\$50,000

**Ongoing Project Cost Estimates:** \$0.00

**Project Duration Estimate:** 1 year

**For further information contact:** Mark Schiffelbein, Bruce Hagan, Jeff Dorsz



## **SOCCCD Technology Project Proposal**

### **Project Name:** Waitlist Modification

**Description:** The goal of this project is to replace the current Priority Add List (PAL) with a new waitlist feature that works better for students and faculty. There has been considerable confusion and dissatisfaction with the current PAL system. Students who elect to be added to a PAL do not have any advantage over other students in vying for a seat in a newly reopened class. The proposed new waitlist will address this shortcoming, while preserving the ability of the faculty to use the waitlist as a tool for admitting petitioning students.

One solution that has been suggested is to keep classes closed if they drop below the maximum enrollment prior to the first class meeting. The student highest on the waitlist would then be notified by email or text message and given an opportunity to register in the open seat within a set time period. This process would continue until the available seat is filled. If the waitlist clears before the seat is claimed, the class would reopen. The final waitlist solution will be developed by a design team consisting of faculty, staff, and students.

### **Benefits:**

- The proposed new process will be fairer to students. Currently, if a student is on a PAL, there is no guarantee of being able to enroll in seats that become available based on the student's position on the PAL.
- The proposed new process will be simpler for students. Once a student is added to a waitlist, they won't need to do anything until they receive an invitation to enroll from the system and enroll within the allotted time period. Currently students have to keep monitoring for classes to reopen.
- This proposed process will give students a better barometer for predicting the likelihood for successful petitioning, and less like playing the lottery.
- The proposed process will provide a good tool for faculty to use in fairly adding petitioning students on the first day of class. The waitlist will list students in the order they were added to the waitlist. Students who were once on the waitlist but have already enrolled in the class will not be listed.

### **SOCCCD/College Goal or Initiative supported**

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

### **Project Costs (Initial and Ongoing)**

- Software development budget of \$250,000 for the 2013/14 fiscal year.
- After implementation, the maintenance of this feature will be absorbed by the SIS Maintenance budget. Maintenance costs for the new waitlist should be very similar to those of the current PAL feature. Ongoing costs will be determined by overall college priorities.

**Project Duration Estimate:** Full implementation should occur within 8 months of project launch.

**For further information contact:** Jim Phaneuf ([jphaneuf@socccd.edu](mailto:jphaneuf@socccd.edu) or extension 4332), Roopa Mathur ([rmathur@ivc.edu](mailto:rmathur@ivc.edu) or extension 5244), or Arleen Elseroad ([aelseroad@ivc.edu](mailto:aelseroad@ivc.edu) or extension 5416)

Last Revised: 4/10/2013

## **SOCCCD Technology Project Proposal**

**Project Name:** MySite Message Customization

**Description:** There are numerous messages that are displayed to students as they navigate MySite to conduct registration and payment transactions. It is very important that these messages be clear and succinct to make the student MySite experience as intuitive as possible. Changing these messages currently requires a programmer to make modifications in the system and the timing of the change is dependent on the development and release cycles of District IT. This project will provide a mechanism for authorized college staff to directly modify the messages in MySite and implement that change immediately.

**Benefits:**

- Colleges can respond immediately to desired message changes.
- Allows scarce programming resources to be focused on higher priority enhancement requests.

**Initial Project Cost Estimates**

The costs for the 2013/14 fiscal year are estimated to be \$150,000.

**Ongoing Project Cost Estimates**

The ongoing maintenance of this module will be absorbed by the SIS Maintenance budget. It is not anticipated that this module will require any ongoing maintenance, but that decision will be determined by overall college priorities.

**Project Duration Estimate:**

This project will take approximately 2 months to implement.

**For further information contact:**

**Saddleback:** Jane Rosenkrans

**Irvine Valley:** Arleen Elseroad

**District:** Jim Gaston



## SOCCCD Technology Project Proposal

**Project Name:** Year One Consolidation and Expansion of District-wide Enterprise Backup Solution  
(Partial Funding)

**Description:**

The current data backup environment for the district consists of multiple software and hardware solutions, and varying strategies for data retention and recovery. The end result is a system that is not uniform, difficult to manage, and difficult to plan for the future. These problems increase the risk of backup failure and recovery in the event of hardware failure or disaster. Additionally the Avamar backup solution in use at IVC has been out of compliance for several years and needs to be licensed appropriately.

Year one funding will be used in three areas:

- 1) Supplement District Services IT's existing backup environment which is nearing full capacity.
- 2) Bring IVC's Avamar Backup solution into license compliance.
- 3) Create a plan for a geographically redundant enterprise level data backup and recovery solution.

**Benefits:**

- Create a backup environment that will accommodate ongoing data volume growth.
- Reduce risk of data loss in the event of a disaster by taking advantage of campus geographic redundancy.
- Create a uniform backup/data recovery scenario for the entire district.
- Provide for immediate expansion of backup capacity to cover existing requirements.
- Reduce risk due to IVC Avamar license compliance shortfall.

**SOCCCD/College Goal or Initiative supported**

- **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.

**Initial Project Cost Estimates**

Description	Devices Count	Unit Cost	Total Cost
<b>IVC Avamar License Compliance</b>	<b>n/a</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Data expansion Storage units</b>	<b>1</b>	<b>\$25000</b>	<b>\$25,000</b>
<b>Consulting Services</b>	<b>n/a</b>	<b>\$25,000</b>	<b>\$25,000</b>

Total cost for a district-wide enterprise backup system with geographic redundancy is estimated to be \$750,000 depending on the outcome of year one research. It is possible that this could be broken out in to two additional years of funding in order allow other projects to move forward.

**Ongoing Project Cost Estimates**

After implementation in the second/third year, support and maintenance of the backup infrastructure will be required and can be estimated at \$50,000 annually. Additionally, as our data volume will continue to grow annually, there will be costs associated with continued expansion of the system. While this number is dependent on the rate of growth in the data volume these costs are estimated to be \$25,000 - \$50,000 annually.

**Project Duration:**

The initial research and planning phase will occur in FY 2013 – 2014. Full implementation will require second year funding and should occur at the end of FY 2015 or 2016 depending on funding levels.

**For further information contact:** Bruce Hagan ([bhagan@ivc.edu](mailto:bhagan@ivc.edu) or extension 5254), Mark Schiffelbein ([mschiffelbein@saddleback.edu](mailto:mschiffelbein@saddleback.edu) or extension 4882), Stephen Dubay ( [sdubay@socccd.edu](mailto:sdubay@socccd.edu) extension 4307)



## **SOCCCD Technology Project Proposal**

**Project Name:** Enhance MySite Security and Permission Role Management – Phase I

**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.

**Benefits:**

- 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 Permission

**SOCCCD/College Goal or Initiative supported**

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

**Project Costs (Initial and Ongoing)**

- Budget of \$50,000 for Phase I which is planning for a new MySite/SIS permissions and role management capability
- There is no ongoing cost associated with the work done in Phase I. However, to realize the value of the work done in Phase I, Phase II would need to be funded in a subsequent year. Phase II could cost up to \$350,000 but may turn out to be less, depending on the analysis and design work done in Phase I.

**Project Duration Estimate:** Project should be completed within 6 months of project launch.

**For further information contact:** Jim Phaneuf ([jphaneuf@socccd.edu](mailto:jphaneuf@socccd.edu) or extension 4332) or Arleen Elseroad ([aelseroad@ivc.edu](mailto:aelseroad@ivc.edu) or extension 5416)

## **SOCCCD Technology Project Proposal**

**Project Name:** Facilities Management and Master Calendar

**Description:** The colleges currently do not have one authoritative source of information that can produce an accurate master calendar listing all facility usage. Classrooms are scheduled using the Class Scheduling and Instructional Staffing (CSIS) system but non-instructional use of classrooms and other facilities are scheduled using a variety of systems and tools. The purpose of this project is to create or acquire a system that can schedule all facility usage and interact with the conflict checking capability in CSIS to avoid classroom conflicts.

**Benefits:**

- More efficient use of facilities and staff time.
- Automated notification to campus safety and facilities for exceptions.
- Ability for all college staff to view an accurate master calendar.

**SOCCCD/College Goal or Initiative supported**

- IVC Goal 4: Finance and Resource Development: Enhance external resources in support of a quality educational environment.
- Increased efficiency at both colleges.

**Initial Project Cost Estimates**

The costs for the 2013/14 fiscal year are estimated to be \$300,000.

**Ongoing Project Cost Estimates**

If the system is developed locally, the ongoing maintenance of the system will be absorbed by the SIS Maintenance budget. Ongoing costs will then be determined by overall college priorities. If a system is purchased there may be an ongoing license cost that will have to be absorbed by the colleges.

**Project Duration Estimate:**

This project will take approximately 4-6 months to implement.

**For further information contact:**

**Saddleback:** Mark Schiffelbein

**Irvine Valley:** Bruce Hagan

**District:** Jim Gaston



## **SOCCCD Technology Project Proposal**

**Project Name:** Online Catalog

**Description:** To digitize and electronically distribute the campuses course catalog and create efficiencies. Under the present system, IVC and SC marketing are subsidizing not only the design and layout of the publication, but also the printing costs. We propose to move this online and allow for students to obtain a printed copy, only as needed. If a request for a printed catalog is made, the cost could be moved to the requestor and only the necessary pages printed. Mira Costa College moved to an online catalog in 2010. In their transition year, Mira Costa still printed 1,000 copies, but they are moving to zero copies. In 2012, IVC printed 2,000 copies, down 1,000 copies from 2011.

**Benefits:**

- Add efficiencies to staffing by utilizing workflow to automate many of the manual processes involved in creating the catalog.
- Significantly reduce the number of campus catalogs being printed offsite and redirect those monies to cover the costs of this new system.
- Allow students to print the catalog or a part of the catalog they are most interested in.

**SOCCCD/College Goal or Initiative supported**

- IVC Objective VII – Achieve \$1.5 million in college operational reserve
- SC – Foster Innovation

**Initial Project Cost Estimates**

Description	Devices Count	Unit Cost	Total Cost
Develop Plan		\$125,000	\$125,000
Total			\$125,000

**Ongoing Project Cost Estimates:** \$25,000. This will be covered by printer savings.

**Project Duration Estimate:** 1 year

**For further information contact:** Diane Oaks, Jennie McCue, Bruce Hagan

## SOCCCD Technology Project Proposal

**Project Name:** Purchase International and Student Scholar Management (aka fsaATLAS) Software

**Description:** International and Student Scholar Management is a database for supporting the admission and monitoring enrollment of International Students. The database automates the current manual, labor and paper intensive process of admitting and monitoring international students. This software has real time integration with SEVIS (federal reporting system) and can be integrated with MySite. International students generate substantial revenue in nonresident tuition for both colleges.

**Benefits:**

- Greater staff efficiency in processing admissions and monitoring enrollment allowing staff to provide a higher quality in person services to students and assist more students.
- Assisting international students with greater efficiency has the potential of increasing revenue within existing staff resources.
- Real time integration with SEVIS eliminates current double data entry increasing accuracy in federal compliance reporting.
- International students bring diversity to the colleges enhancing the classroom experience.

**SOCCCD/College Goal or Initiative supported**

- IVC College Goal: Develop a prescribed framework that will enhance efficient use of student support services.
- Saddleback College: Strategic Direction #3 – Goal #2 Realize a minimum of \$1 million in savings per year through the implementation of college efficiencies.
- District-wide Goal #3: SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.

**Initial Project Cost Estimates**

Description	Devices Count	Unit Cost	Total Cost
Software & Multi-campus license	1		\$26,600
Implementation Services	115 hours		\$20,700
Multi-campus services	20 hours		\$3,600
Project Administration	20 hours		\$3,600
<b>Total</b>			<b>\$54,500</b>

**Ongoing Project Cost Estimates**

For a 10 year Bronze level maintenance and support agreement, the colleges would assume approximately a \$4,000 per year with an escalator rate of 4% per year.

**Project Duration Estimate:** Implementation is projected to be one year.

**For further information contact:** Arleen Elseroad, Dean of Enrollment Services, Irvine Valley College  
Jane Rosenkrans, Dean of Enrollment Services, Saddleback College



# ellucian. South Orange County Community College District

## Proposed Products

Software	License Fee
fsaATLAS	\$28,000
fsaATLAS Multi-Campus License	\$10,000
DISCOUNT	(\$11,400)
<b>Total</b>	<b>\$26,600</b>

## Implementation and Training

The following table reflects recommended implementation support and training costs. Travel and living expenses are additional and are billed as incurred. Hourly rates specified in this table will be held in place for services rendered on this implementation project for a period beginning on the Execution Date and ending one (1) year thereafter. Thereafter, services will be provided on a time and materials basis at hourly rates equal to Ellucian's then-current list price rates for the services at issue. Ellucian will invoice South Orange County Community College District for all services and applicable charges on a monthly basis in arrears.

Recommended Services	Hours	Cost
Implementation Services	115	\$20,700
fsaATLAS Multi-Campus Services	20	\$3,600
Project Administration	20	\$3,600
<b>TOTAL</b>		<b>\$27,900</b>

## Maintenance

Maintenance costs are payable annually in advance. The below maintenance costs reflect first year maintenance costs for the proposed solution. For maximum maintenance savings, value, and flexibility a 10-year maintenance agreement is being proposed with an escalator rate of 4% per year.

Bronze Level Maintenance	1 <sup>st</sup> Year Maintenance
fsaATLAS	\$4,200
fsaATLAS Multi-Campus License	\$1,500
DISCOUNT	(\$1,710)
<b>Total</b>	<b>\$3,990</b>

The prices proposed here are valid until **October 31, 2012**

### CONFIDENTIALITY:

This documentation contains confidential, proprietary and/or privileged information, and unauthorized disclosure or use is prohibited.





**I R V I N E   V A L L E Y   C O L L E G E**

**OFFICE OF THE PRESIDENT**

**MEMORANDUM**

**DATE:** March 13, 2013

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

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

**RE:** Retirement of Long-Term Obligations

Board Policy 3110 states that the Board of Trustees will allocate basic aid funds, among other things, for retirees benefit trust fund and other long term obligations. AR 3110 further clarifies that amount available for allocation may be recommended as follows:

4.e.i. The required amounts necessary to fund *Long Term Obligations* such as the Retiree Benefit Liability and fixed expense commitments such as Basic Aid Advocacy, Legal Costs and/or judgments, Trustee elections will be calculated and funded first.

1. This will be funded first because these are liabilities to the district and need to be paid. They are not discretionary.
2. The amount required for Retiree Benefit Liability will be based on the independent actuarial study contracted by the district for this purpose. It is conducted every two years and is required by GASB.
3. Other amounts will be based on fixed and actual expenses needed to fund the respective obligation.

Irvine Valley College has two Long-Term Debt Payment Obligations related to its Energy Conservation project approved in 2004. The program included several phases, the first is: a complete re-lamping with new, more energy efficient ballasts (T-12 to T-8) for the majority of the interior spaces on the campus. Second, a day-lighting portion of the project allowed for day light harvesting and lighting balance in the A 100 building. Third this project included the installation of micro-turbines designed to generate electricity to potentially peak shave energy costs for the campus. Included was an absorption chiller that used the cast off heat to air condition the B 300 building. Fourth, a 68Kw solar grid was installed on the gym roof to generate power to reduce overall energy costs. Fifth, a new high volume boiler was installed as a back-up for the micro-turbine heat generation.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES:** William O. Jay, Timothy Jamal, David B. Lang, Marcia Milchikar, Nancy M. Padberg, T. J. Prendergast III, James R. Wright  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

*An Equal Opportunity Institution*

Dr. Fitzsimons  
Page 2, Retirement of Long-Term Obligations

The Energy Conservation Project was funded through loans with these two financing institutions:

**A. "Municipal Finance Corporation"**

- Annual Payment Amount = \$234,000
- Original Financing Amount (2003) = \$2.4 million
- Loan Balance as of July 1, 2013 = **\$1,342,173**
- Scheduled Maturity Date = 2019
- Interest Rate: 3.95%

**B. "California Energy Commission" - (This is the energy savings and management component of the above described set of projects.)**

- Annual Payment Amount = \$197,000
- Original Financing Amount (2004) = \$2.0 million
- Loan Balance as of July 1, 2013 including prepayment premium: **\$912,148**
- Scheduled Maturity Date = 2018
- Interest Rate: 4.4%

To date IVC has covered over half of the original loan amount and I am requesting that \$2,254,321 be allocated from Basic Aid in accordance with BP 3110 to retire the remaining balances of the two long-term obligations listed above. This request has been reviewed and recommended by the College's strategic planning and governance groups. Because this project was in effect a one-time expenditure to help with the energy footprint of Irvine Valley College, this meets the board guidelines of investing in this as a one-time expenditure for campus improvement. Closing out this project and its resultant expenses to the campus will better posture the college to be able to manage an ever-tightening budget situation.

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

---

Minutes from:

May 20, 2013 Regular Meeting of the Board of Trustees (Exhibit A)  
are submitted to the Board for review and approval.

*Item Submitted by: Gary L. Poertner, Chancellor*



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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
May 20, 2013**

**PRESENT**

Members of the Board of Trustees:

Nancy M. Padberg, President  
T.J. Prendergast, Vice President  
Marcia Milchiker, Clerk  
Bill Jay, Member  
Timothy Jemal, Member  
David B. Lang, Member  
James R. Wright, Member  
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  
Randy Peebles, Associate Vice Chancellor, Economic Development  
Glenn Roquemore, President Irvine Valley College

**CALL TO ORDER: 5:00 P.M.**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

## **RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- A. Public Employee Discipline/Dismissal/Release (GC Section 54957) (1)
  - 1. Publication Technician (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
- C. Conference with Real Property Negotiators (GC Section 54956.8) (2)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
  - 2. Exchange of Property by District: Portion of Advanced Technology Education Park: City of Tustin. 15445 Lansdowne Road, Tustin
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding exchange of land.

## **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**

On a 7-0 vote, the board voted to approve the termination of a publication technician.

### **2.2 Invocation**

Led by Trustee Tim Jemal

2.3 **Pledge of Allegiance**  
Led by Trustee Bill Jay

2.4 **Resolutions/Commendations**

A. Resolutions

1. Swearing In: Student Trustee David Robinson
2. Debra Fitzsimons, District Services Administrator of the Year
3. Patric Taylor, Irvine Valley College Classified Employee Outstanding Service Award 2012-2013
4. Brooke Sauter, Saddleback College Classified Employee Outstanding Service Award 2012-2013
5. Kathryn Nuñez, District Services Classified Employee Outstanding Service Award 2012-2013
6. Saddleback College Forensics Team
7. Irvine Valley College Forensics Team

B. Commendations

1. Debbie Kerr, Saddleback College Athletic Trainer, recognized by CCCATA as the Athletic Trainer of the Year
2. Dan Walsh, Saddleback College Geography Instructor, named Outstanding Educator by the California Geographical Society
3. Bob Cosgrove for serving as Academic Senate President
4. Don Mineo for serving as Classified Senate President
5. Rodman Oveisi for serving as Associated Student Government President

2.5 **Public Comments**

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

3.0 **REPORTS**

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

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

Trustee Prendergast requested a board report on the potential impact of the Affordable Care Act on the district.

Items 6.1, 6.2 and 6.3 were advanced ahead of discussion items.



#### **4.0 DISCUSSION ITEMS**

**4.1 Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 8 – “Align Resources with Student Success Recommendations”**

A presentation on Recommendation 8 of the California Community Colleges Student Success Task Force.

SC professor and department chair Tony Teng and IVC professor and department chair Bob Urell provided an overview of how they align their accounting departments and model a high level of cooperation and collaboration in order to best serve our district's students.

#### **5.0 CONSENT CALENDAR ITEMS**

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

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

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

Approve minutes of a Regular Meeting held on April 29, 2013.

**5.2 Saddleback College: Oxford Semester Abroad in Oxford, England – Spring Semester 2014**

Approve the Spring 2014 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.

**5.3 Saddleback College: Alternative Fuel Vehicle Specialist Certificate/AS Degree**

Approve the proposed Alternative Fuel Vehicle Specialist certificate/AS new degree.

**5.4 Saddleback College: New Transfer Degrees for the Fall Semester 2013-2014 Academic Year**

Approve the proposed five New Associate Degrees for Transfer (AA-T/AS-T) and one AA-T degree revision (which is the PSY AA-T degree adding PSYC 44 as an option).

**5.5 Saddleback College: Community Education, Summer 2013**

Approve the Community Education courses, presenters, and

compensation.

- 5.6 **Saddleback College: Honorary Degree**  
Approve awarding Dr. Michael V. Drake an Honorary Degree of Health Science at the May 24, 2013, Saddleback College Commencement.
- 5.7 **Saddleback College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College.
- 5.8 **Irvine Valley College: Forensics Team Activities, 2013-14**  
Approve the Forensics Team Activities for the 2013-14 academic year. All costs will be funded through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation as set forth in Exhibit A, not to exceed \$69,000.
- 5.9 **Irvine Valley College: BIO 109 Field Study Course, Out of State Travel**  
Approve the out of state travel request for the School of Life Sciences and Technologies BIO 109 field study course to southern Utah from May 30 – June 6, 2013. All costs including travel, food, lodging, and incidentals will be paid by the participants. There is no impact on the general fund.
- 5.10 **Irvine Valley College: California Works Alliance: Jobs Through Recycling and Resource Management – Sub-Award Modification**  
Approve contract modification and \$50,000 budget reduction.
- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-16 to Amend FY 2012-2013 Adopted Budget**  
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.12 **SOCCCD: Revolving Fund**  
Approve the increase in the revolving fund to \$100,000.
- 5.13 **SOCCCD: Adopt Resolution No. 13-15: Update Account Information for Local Agency Investment Fund**  
Adopt resolution to update the LAIF account information.
- 5.14 **SOCCCD: Maintenance Management and Facility Planning Software and Implementation Agreement, Amendment No. 1**  
Approve amendment with Facilities Planning and Program Services, Inc. extending the contract term to December 30, 2013 at no additional cost.
- 5.15 **SOCCCD: Destruction of Class 3 Disposable Records**  
Approve destruction of Class 3 disposable records in compliance with code.

- 5.16 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03849 through P13-04153 amounting to \$1,036,970.93 and P14-00025 through P14-00050 amounting to \$122,625.94. Approve confirming requisitions dated April 11, 2013 through May 1, 2013 totaling \$51,957.31.
- 5.17 **SOCCCD: Transfer of Budget Appropriations**  
Approve the transfer of budget appropriations.
- 5.18 **SOCCCD: Payment of Bills**  
Approve check no. 168361 through 169118 processed through the Orange County Department of Education, totaling \$4,340,823.58; and check no. 010628 through 010640, processed through Saddleback College Community Education, totaling \$28,695.11; and check no. 009099 through 009105, processed through Irvine Valley College Community Education, totaling \$33,826.00.
- 5.19 **SOCCCD: April/May 2013 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **ATEP: Conduct a Public Hearing to consider public comments on the Certification of the Addendum to FEIS/EIR and approval of the Project which includes the Agreement for the Exchange of Real Property, Development Agreement and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads).**  
Conduct hearing to consider public comments.
- Public hearing was conducted to consider the certification of a CEQA document and Agreements with the City of Tustin covered under agenda items 6.2 and 6.3. There were no public comments.
- 6.2 **ATEP: Resolution No. 13-18, Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated April 2013 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, and Related Agreements.**



Adopt resolution.

On a motion made by Trustee Prendergast and seconded by Trustee Jay, this resolution was adopted on a 7-0 vote.

- 6.3 **ATEP: Resolution No. 13-19, Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads) and Authorizing the Chancellor to Sign the Agreements**

Approve agreements and authorize the chancellor to sign.

On a motion made by Trustee Jay and seconded by Trustee Lang, this resolution was adopted on a 7-0 vote.

- 6.4 **SOCCCD: Retiree OPEB Trust Actuarial Validations and Liability Funding**

Approve funding the OPEB liability of \$15,889,745 from basic aid funds.

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

- 6.5 **SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP-5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning Discussion/Approval**

Several trustees recommended revisions to BP 4113, BP 5601 and BP 109.

On a motion made by Trustee Lang and seconded by Trustee Wright, the revisions to Board Policies 4113, 5601 and 109 were approved on a 7-0 vote.

On a motion made by Trustee Lang and seconded by Trustee Wright, the balance of the board policies was approved on a 7-0 vote.

- 6.6 **SOCCCD: Board Policy Revision: BP-168: Board Member Travel, BP-160: Personal Use of Public Resources, BP-148: Evaluation of the Chancellor, BP-5320: Academic Renewal, BP-6115: Community Education Programs, BP-1600: Curriculum, BP-3501: Campus Security and Access, BP-4002.1: Authorization for Employment, BP-128: Board Agendas, BP-136: Minutes of the Board of Trustee Meetings**  
Accept for Review and Study

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

- 6.7 **SOCCCD: OCSBA Maureen DiMarco Award Nomination**  
Determine if the board wishes to make a nomination for the Maureen DiMarco Award.

The board decided not to make a nomination.

- 6.8 **SOCCCD: Layoff**  
Approve the reduction/discontinuance of classified service.

This item was approved unanimously by roll call vote.

- 6.9 **SOCCCD: Requests to Revise/Rescind Sabbatical**  
Approve requests from two faculty members to reschedule or rescind previously approved sabbatical leaves during the 2013-2014 academic year.

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

- 6.10 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/ Retirement/Conclusion of Employment.

An additional page to Exhibit B of the academic personnel actions was submitted for approval.

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

- 6.11 **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, Change of Status, Classified Bilingual Stipend, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment,

Volunteers.

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

## **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 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**  
Annual review of the district and college mission statements.
- 7.3 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through April 30, 2013.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for period ending April 30, 2013.
- 7.8 **SOCCCD: Quarterly Investment Report**  
This report is for the quarter ending on March 31, 2013.

## **8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

- A. Saddleback College Academic Senate




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

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:09 p.m. in memory of former Irvine Valley College Professor Kaye Mach.

  
Gary L. Poertner, Secretary

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

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

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2013-14 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 2013-14 academic year at Irvine Valley College.

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

SCHOOL OF BUSINESS SCIENCE

**Entrepreneurship**  
Certificate of Proficiency

~~This certificate is intended to prepare students to start and manage a new business. Courses will focus on presenting skills and knowledge needed to prepare students for a wide range of business start-up opportunities.~~

<del>MGT 125</del>	<del>Organizational Behavior</del>	<del>3</del>
MGT 160	Entrepreneurship: Managing Your Business	3
<del>MGT 261</del>	<del>Entrepreneurship: Product and Team Operations</del>	<del>1.5</del>
<del>MGT 262</del>	<del>Legal Aspects of Entrepreneurship</del>	<del>1.5</del>
<del>MGT 263</del>	<del>Entrepreneurship: Financial Tools</del>	<del>1.5</del>
<del>MGT 264</del>	<del>Entrepreneurship: The Business Plan</del>	<del>3</del>
	Total Units:	13.5

**Entrepreneurship Skills**  
Certificate of Proficiency

This certificate includes courses that prepare students to discover and develop internal and external characteristics of entrepreneurial success, create a strategy for taking advantage of opportunity, and to take action by starting a business or work as self-employed individuals.

ENTR 200	Pathways to Success	1
ENTR 201	Creative and Idea Generation	1
ENTR 212	Market Validation and Research	1
ENTR 217	Social Media Marketing	3
ENTR 221	Money, Accounting and Finance for Entrepreneurs	2
ENTR 222	Business Structure and Legal Requirements	1
ENTR 223	Building the Entrepreneurial Team	2
ENTR 241	The Successful Business Plan	2
MGT 160	Entrepreneurship: Managing Your Business	3
	OR	
ENTR 211	Business Models	2
	AND	
ENTR 224	Operations Management for Entrepreneurs	1
	Total Units:	16



IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES  
SCHOOL OF HEALTH SCIENCES, KINESIOLOGY AND ATHLETICS

RECREATION AND LEISURE STUDIES Associate in Arts			RECREATION AND LEISURE STUDIES Associate in Arts		
		Units			Units
<i>Core Courses (13 – 15 units):</i>			<i>Core Courses (13 – 15 units):</i>		
KNES 85	Prevention and Treatment Of Athletic Injuries	3	KNES 85	Prevention and Treatment Of Athletic Injuries	3
KNES 102	Introduction to Physical Education, Fitness and Sport	2	KNES 102	Introduction to Physical Education, Fitness and Sport	2
<i>Choose at least one course from the following:</i>			<i>Choose at least one course from the following:</i>		
HLTH 1	Health Education	3	HLTH 1	Health Education	3
HLTH 2	First Aid: Responding to Emergencies	3	HLTH 2	First Aid: Responding to Emergencies	3
HLTH 103	Women's Health Issues	3	HLTH 103	Women's Health Issues	3
NUT 1	Principles of Nutrition	3	NUT 1	Principles of Nutrition	3
<i>Choose at least one course from the following:</i>			<i>Choose at least one course from the following:</i>		
KNES 86	Theory of Coaching	3	KNES 86	Theory of Coaching	3
KNES 101	Introduction to Sport Psychology	3	KNES 101	Introduction to Sport Psychology	3
<i>Choose at least one course from the following:</i>			<i>Choose at least one course from the following:</i>		
HLTH 107	Survey and Assessment of Fitness	1	HLTH 107	Survey and Assessment of Fitness	1
HLTH 131	Simple Strategies for Successful Weight Management	1.5	HLTH 131	Simple Strategies for Successful Weight Management	1.5
KNES 100	Introduction to Therapy and Rehabilitation	3	KNES 100	Introduction to Therapy and Rehabilitation	3
Complete an additional 6 units from the following courses:			Complete an additional 6 units from the following courses:		
KNES 103, 104, 105, 106 or			KNES 103, 104, 105, 106		
CWE 168 (Professional Development)		up to 3	(Professional Development)		up to 3
KNES 3, 4, 5, 6 (Fitness and Weight Training)		up to 2	KNES 3A, 3B, 3C, 4, 5, 6 (Fitness and Weight Training)		up to 2
KNES 11, <del>11A, 11B</del> , 12, <del>12A, 12B</del> , 20, 22, 23, 25, <del>25A, 25B</del> , 26, <del>26A, 26B</del> , 32 (Individual Sports)		up to 2	KNES 11, 12, 13, 20, 22, 23, 25, 26, 27 32 (Individual Sports)		up to 2
KNES <del>71, 73, 76, 77, 78, 79</del> (Team Sports)		up to 2	KNES 61, 62, 63, 71, 72, 73, 74, 76, 77, 78 (Team Sports)		up to 2
IA 1, 2, 3, 6, 7, 9, 10, 12, 13, 15, 18, 19, 20 (Intercollegiate Athletics)		up to 2	IA 1, 2, 3, 6, 7, 9, 10, 12, 13, 15, 18, 19, 20 (Intercollegiate Athletics)		up to 2
DNCE 1, 1A, 1B, 6, <del>6A, 6B</del> , 7, <del>7A, 7B</del> , 12, <del>12A, 12B</del> , 13, <del>13A, 13B</del> , 17, 17A, 17B, 18, 18B, 18B, 22, 23, 30, 33, 34, 36, <del>50, 50A, 50B</del> , 51 (Dance)		up to 2	DNCE 1, 1A, 1B, 6, 7, 12, 13, 17, 17A, 17B, 18, 18B, 18B, 22, 23, 33, 34, 36, 51 (Dance)		up to 2
Total Units		19-21	Total Units		19-21

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

SCHOOL OF LIFE SCIENCES

**Recycling and Resource Management  
Certification of Achievement**

The recycling and resource management certificate program is designed to provide students with the skills and knowledge necessary to obtain employment or advancement in sustainable resource management or a zero waste-related field. Course requirements are designed to provide students with a holistic perspective on the relationship of recycling and zero waste to a changing global economy and climate.

*Complete the following courses:*

SRM 180	Introduction to Resource Management and Zero Waste	3
SRM 185	Culture and Zero Waste	3
SRM 190	Resource Management and Zero Waste for Communities	3
SRM 195	Resource Management and Zero Waste for Business	3

*Complete at least one of the following:*

ENV 6	Environment and Resource Economics	3
GEOG 20	Global Environmental Problems	3

*Complete the following:*

CWE 168	Cooperative Work Experience: Sustainability and Resource Management	1-3
	<b>Total Units</b>	<b>18</b>

**Recycling and Resource Management  
Certification of Achievement**

The recycling and resource management certificate program is designed to provide students with the skills and knowledge necessary to obtain employment or advancement in sustainable resource management or a zero waste-related field. Course requirements are designed to provide students with a holistic perspective on the relationship of recycling and zero waste to a changing global economy and climate.

*Complete the following courses:*

SRM 180	Introduction to Resource Management and Zero Waste	3
SRM 185	Culture and Zero Waste	3
SRM 190	Resource Management and Zero Waste for Communities	3
SRM 195	Resource Management and Zero Waste for Business	3

*Complete at least one of the following:*

ENV 6	Environment and Resource Economics	3
<b>OR</b>		
ECON 6	Environment and Resource Economics	3
GEOG 20	Global Environmental Problems	3

*Complete the following:*

CWE 168	Cooperative Work Experience: Sustainability and Resource Management	1-3
	<b>Total Units</b>	<b>18</b>

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

Exhibit A  
Page 4

	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					prreq: 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	TA 15	6430.20	Rehearsal and Performance: Drama	txt, val
26	Fine Arts	TA 15A	6430.10	Introduction to Rehearsal and Performance: Drama	txt, val
27	Fine Arts	TA 15B	6430.30	Continuation of Rehearsal and Performance: Drama	txt, val
28	Fine Arts	TA 17	6440.20	Rehearsal and Performance: Mixed Genres	txt, val
29	Fine Arts	TA 17A	6440.10	Introduction to Rehearsal and Performance: Mixed Genres	txt, val
30	Fine Arts	TA 17B	6440.15	Continuation of Rehearsal and Performance: Mixed Genres	txt, val
31	Fine Arts	TA 8	9202.00	Advanced Acting	lim, val
32	Math, CS, Engr	CS 40A	1715.25	Computer Organization and Assembly Language	tps
33	Physical Sciences	LET 205	14397.00	Fundamentals of Light	nc



IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

Exhibit A  
Page 5

	A	B	C	D	E
34	Physical Sciences	LET 215	14398.00	Fundamentals of Photonics	nc

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Life Science Building: Change Order No. 12

**ACTION:** Approval

---

### **BACKGROUND**

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Edge defaulted and Liberty Mutual, surety for Edge, will use Amoroso Contractors to take the contract to project completion. Previously approved change orders increased the contract by \$231,038.11 for a revised amount of \$11,618,325.11.

### **STATUS**

EXHIBIT A includes Board Change Order No. 12. It describes the required modifications contained in Change Order Requests (COR) numbers 51, 58, 59, 60, 67 and 68. Approval of change order No. 12 will result in an increase of \$34,735.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,653,060.11.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Requests (COR) numbers 51, 58, 59, 60, 67 and 68 for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in an increase of \$34,735 in the total project cost. The revised contract amount is \$11,653,060.11.

## EXHIBIT A

## Board Change Order #12

					Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT				
303	General Contractor	Edge Development Inc/Amoroso - Benchmark Consulting - Liberty Mutual (Surety)		\$11,387,287.00	\$231,038.11	\$34,735.00	\$11,653,060.11	
		27368 Via Industria, Suite 101 Temecula, CA 92590	<b>TOTAL</b>	<b>11,387,287.00</b>			<b>11,653,060.11</b>	<b>8</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
51	5/22/2013	Control changes due to commissioning agent review of submittals	by architect	reviewed	\$27,389.00	0
58	5/7/2013	RFI 1127 – Remove wheel stops from parking lot	by architect	reviewed	\$427.00	0
59	5/9/2013	T&M ticket to cut and cap existing gas line at trash enclosure.	by architect	reviewed	\$1,231.00	0
60	5/2/2013	T&M ticket to remove fire water valve and cap line with thrust block	by architect	reviewed	\$683.00	0
67	5/14/2013	Furnish fire rated glass (not included in RFP 11T) for fire rated doors.	by architect	reviewed	\$3,295.00	0
68	5/20/2013	RFI 1164 – T&M to chip excess footing concrete for sidewalk and pipe clearance	by architect	reviewed	\$1,710.00	0
TOTAL THESE CHANGE ORDER REQUESTS					\$34,735.00	



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College and Saddleback College: Child Care Fee Schedule

**ACTION:** Approval

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**BACKGROUND**

Irvine Valley College and Saddleback College Child Development Centers have provided a quality Child Development program to eligible children of college students, faculty, and staff, as well as to the community. Periodically, fees for the services at the centers have increased based on annual surveys of existing programs that are in close proximity to the Child Development Centers (CDCs) as well as the cost of providing the service to the community. Increases are necessary in order to continue providing quality services at a competitive rate.

**STATUS**

Irvine Valley College and Saddleback College Child Development Centers propose revised fee schedules that reflect increases in monthly fees as indicated in EXHIBITS A and B. The proposed fee increases will range from \$20/month to \$60/month, or 4.8% to 5.4%, depending on the number of days enrolled and the age of the child. The fee increases will be effective September 1, 2013. Establishing revised fee schedules for the fall semester will generate additional revenue and lessen the financial contributions from the General Fund to support the CDCs.

The most recent annual surveys for both programs reflect that these rate increases would put the CDCs in the competitive range. Currently Irvine Valley College and Saddleback College Child Development Centers remain fully enrolled with waiting lists. The centers will continue to offer priority registration to students, staff and faculty. Students who meet the income criteria are eligible for a tuition discount.

The CDC rates were most recently raised by 5% in FY 2010-2011. Due to increasing costs, the centers have recently started experiencing growing operational shortfalls which puts additional pressure on the colleges' General Funds to provide cash relief for the two centers. The proposed rate increases will alleviate the pressure on the General Fund and provide the funding stream needed to sustain current operations of the two centers.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College and Saddleback College Child Care Monthly Fee Schedules effective September 1, 2013 as indicated in EXHIBITS A and B.

Item Submitted by: *Dr. Glenn R. Roquemore, Dr. Tod A. Burnett, Presidents*  
*Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

**Irvine Valley College Child Development Center**  
**Recommended Monthly Fee Schedule**  
**Effective September 1, 2013**

	<b>COMMUNITY</b>		<b>STUDENT</b>	
	Current Rates Community	Proposed Increase	Current Rates Student	Proposed Increase
5 Days	\$1020	\$1070	\$810	\$855
3 Days	\$740	\$780	\$585	\$625
2 Days	\$525	\$550	\$420	\$440

**Child Care Survey- Irvine Area**  
**Comparative Tuition Rates 2013-2014**

<b>CENTER NAME</b>	<b>5 FULL DAYS</b>	<b>3 FULL DAYS</b>	<b>2 FULL DAYS</b>	<b>REGISTRATION FEE</b>
Center 1	\$1175	NA	NA	\$150(New)/\$100(Returning)
Center 2	\$1113	\$892	\$667	\$135
Center 3	\$1105	NA	NA	\$100
Center 4	\$1090	\$775	\$565	\$100
Center 5	\$1085	\$795	\$570	\$100
Center 6	\$1086	\$760	\$543	\$100
Center 7	\$1070	\$780	\$550	\$100
Center 8	\$1070	\$680	\$460	\$80
Center 9	\$1050	\$750	\$550	\$100
Center 10	\$1025	\$756	\$549	\$175(New)/\$60(Returning)

**Saddleback College Child Development Center  
Recommended Monthly Fee Schedule  
Effective September 1, 2013  
Preschool Program 1:12 Teacher/Child Ratio**

	<b>COMMUNITY</b>		<b>STUDENT</b>	
	Current Rates Community	Proposed Increase	Current Rates Student	Proposed Increase
5 Full Days	\$1020	\$1070	\$810	\$855
3 Full Days	\$740	\$780	\$585	\$625
2 Full Days	\$525	\$550	\$420	\$440
5 Half Days	\$770	\$810	\$615	\$650
3 Half Days	\$520	\$545	\$415	\$435
2 Half Days	\$370	\$390	\$295	\$315

**Child Care Survey- South Orange County Area  
Comparative Tuition Rates 2013-2014  
Preschool Programs – 1:12 Teacher/Child Ratio**

<b>CENTER NAME</b>	<b>5 Full Days</b>	<b>3 Full Days</b>	<b>2 Full Days</b>	<b>5 Half Days</b>	<b>3 Half Days</b>	<b>2 Half Days</b>	<b>REGISTRATION FEE</b>
Center 1	\$1130	\$801	\$591	\$769	\$524	\$407	\$75
Center 2	\$1118	\$805	\$581	\$839	\$604	\$436	\$175
Center 3	\$1099	\$906	\$795	\$848	\$710	\$648	\$300 Application \$475 Annual Fee
Center 4	\$1070	\$780	\$550	\$810	\$545	\$390	\$100
Center 5	\$1017	\$747	\$549	\$634	\$449	\$329	\$125
Center 6	\$1000	\$580	\$450	\$455	\$260	\$205	\$130
Center 7	\$980	\$736	\$588	\$736	\$552	\$440	\$100
Center 8	\$965	\$825	\$720	\$725	\$600	\$475	\$80



**Saddleback College Child Development Center  
Recommended Monthly Fee Schedule  
Effective September 1, 2013  
Young Preschool Program 1:8 Teacher/Child Ratio**

	<b>COMMUNITY</b>		<b>STUDENT</b>	
	Current Rates Community	Proposed Increase	Current Rates Student	Proposed Increase
5 Full Days	\$1215	\$1275	\$970	\$1020
3 Full Days	\$880	\$925	\$705	\$740
2 Full Days	\$625	\$655	\$500	\$525
5 Half Days	\$850	\$890	\$680	\$710
3 Half Days	\$650	\$680	\$520	\$545
2 Half Days	\$460	\$485	\$370	\$390

**Child Care Survey- South Orange County Area  
Comparative Tuition Rates 2013-2014  
Young Preschool Programs – 1:8 Teacher/Child Ratio**

<b>CENTER NAME</b>	<b>5 Full Days</b>	<b>3 Full Days</b>	<b>2 Full Days</b>	<b>5 Half Days</b>	<b>3 Half Days</b>	<b>2 Half Days</b>	<b>REGISTRATION FEE</b>
Center 1	\$1295	\$975	\$815	\$850	\$715	\$575	\$150
Center 2	\$1295	\$932	\$673	\$971	\$699	\$505	\$175
Center 3	\$1275	\$925	\$655	\$890	\$680	\$485	\$100
Center 4	\$1216	\$1074	\$916	\$937	\$758	\$705	\$300 Application \$475 Annual Fee
Center 5	\$1187	\$885	\$647	\$835	\$601	\$442	\$125
Center 6	\$1140	\$904	\$692	\$904	\$692	\$520	\$100
Center 7	\$1132	\$800	\$598	\$730	\$495	\$379	\$125
Center 8	\$1115	\$1000	N/A	\$765	\$665	N/A	\$150

**Saddleback College Child Development Center  
Recommended Monthly Fee Schedule  
Effective September 1, 2013  
Toddler Program – 1:4 Teacher/Child Ratio**

	<b>COMMUNITY</b>		<b>STUDENT</b>	
	Current Rates Community	Proposed Increase	Current Rates Student	Proposed Increase
5 Full Days	\$1330	\$1395	\$1065	\$1115
3 Full Days	\$995	\$1045	\$795	\$835
2 Full Days	\$730	\$765	\$585	\$610

**Child Care Survey- South Orange County Area  
Comparative Tuition Rates 2013-2014  
Toddler Programs – 1:4 Teacher/Child Ratio**

<b>CENTER NAME</b>	<b>5 Full Days</b>	<b>3 Full Days</b>	<b>2 Full Days</b>	<b>REGISTRATION FEE</b>
Center 1	\$1427	\$1016	\$701	\$75
Center 2	\$1410	N/A	N/A	\$100
Center 3	\$1395	\$1045	\$765	\$100
Center 4	\$1385	\$997	\$720	\$175
Center 5	\$1376	\$1172	\$936	\$150
Center 6	\$1312	\$984	\$788	\$100
Center 7	\$1290	N/A	N/A	\$125
Center 8	\$1216	\$1074	\$916	\$300

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education, Fall 2013

**ACTION:** Approval

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**BACKGROUND**

The South Orange County Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College and Irvine Valley College perform an important community service and fulfill a vital part of their mission. 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 the Saddleback College and Irvine Valley College Community Education departments for the Fall Semester 2013. Expenses for conducting these courses will be paid by income from participant fees. The Saddleback College and Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit A (Saddleback College) and Exhibit B (Irvine Valley College).

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Fall 2013 Community Education courses, presenters, and compensation as presented in Exhibits A and B.

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



South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acting Classes	8/1 - 12/31	Allen, Jonelle	50% net	\$175
	Acting Classes	8/1 - 12/31	Mayenzet, Maria	50% net	\$175
	Are You the Next Inventor	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Artist Co-op	8/1 - 12/31	Staff	Hourly	\$59
	Basic Skills Classes	8/1 - 12/31	Perez, Larry	Hourly	\$99
	Basic Skills Classes	8/1 - 12/31	Quigley, Patrick	Hourly	\$99
	Basic Skills Health Care (Gra	8/1 - 12/31	Health Sciences Div.	TBD	Grant
	Be Your Own Private Investig	8/1 - 12/31	Harriger, Jim	50% net	\$39
	Become A Professional Train	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Behind the Wheel	8/1 - 12/31	Driving Concepts	Rates/Day	Varies
	Blogging/Marketing	8/1 - 12/31	Cohen, Robert	50% net	\$39
	Brewing Basics	8/1 - 12/31	Johnson, Matthew	50% net	\$99
	Build Your Own Website	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Business Classes	8/1 - 12/31	Berquist, Michelle	50% net	\$175
	Business Expo	8/1 - 12/31	Business Science Div.	Varies	Varies
	CA Real Estate License	8/1 - 12/31	Cox, Barbara	5% gross	Varies
	CA Real Estate License	8/1 - 12/31	Welc, Martin	5% Gross	Varies
	CA Real Estate License	8/1 - 12/31	Rockwell Institute	10% gross	Varies
	Cake Decorating	8/1 - 12/31	Jensen, Jennifer	50% net	\$59
	California Notary	8/1 - 12/31	Masters Notary	50% net	\$70
	California Notary Loan Doc	8/1 - 12/31	Masters Notary	50% net	\$70
	Cashing In On Your Ideas	8/1 - 12/31	Miller, Nancy	50% net	\$39
	CBEST Testing	8/1 - 12/31	BTPS	60% gross	\$259
	Cloud Computing	8/1 - 12/31	Johnson, Belma	50% net	\$49
	Clutterology	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Coaching, Consulting, & Trai	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Cooking Classes	8/1 - 12/31	Collins, Linda	50% net	\$70
	Create a 2nd Income	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Create Successful Online Bu	8/1 - 12/31	Shaw, Glenda	50% net	\$49
	Crisis/Intervention Classes	8/1 - 12/31	Schlenker, Ken	50% net	\$250
	Dance Classes	8/1 - 12/31	Fox, Kaylaa	40-45% gro	\$50
	Digital Photography Classes	8/1 - 12/31	Shoemaker, Parry	50% net	\$65
	Ebay® Classes	8/1 - 12/31	Greenspan, Frances	50% net	\$65
	Eclectic Persia	8/1 - 12/31	CALINK Institute	50% net	\$79
	English/Reading Placement 1	8/1 - 12/31	Staff	Hourly	\$90
	Entertaining	8/1 - 12/31	Binder, Farla	50% net	\$49
	ePublishing For iPad	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Feng Shui	8/1 - 12/31	Diamond, Kartar	50% net	\$49
	Floral Design	8/1 - 12/31	Hoefnagels, Theresa	50% net	\$39
	Framing Classes	8/1 - 12/31	Unoura, Susan	50% net	\$49-55

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	French Classes	8/1 - 12/31	Allah, Nancy	50% net	\$79
	Golf Classes	8/1 - 12/31	Scodeller, Emil	50% net	\$97
	Guitar/Ukelele Classes	8/1 - 12/31	Gorman, Ron	60% net	\$90
	Harmonica Classes	8/1 - 12/31	Broida, David	50% net	\$39
	Hollywood 2.0	8/1 - 12/31	Johnson, Belma	50% net	\$49
	How To Attend A College of `	8/1 - 12/31	Wolf, Amberley	50% net	\$30
	How To Attend A College of `	8/1 - 12/31	Buck, Sharon	50% net	\$30
	HVAC Technician Certificate	8/1 - 12/31	Gatlain Educational Servi	pp	\$3,095
	Internet Marketing	8/1 - 12/31	Cohen, Robert	50% net	\$39
	Investment Bootcamp/Money	8/1 - 12/31	O'Connell, Jalon	50% net	\$49
	Investment Strategies	8/1 - 12/31	Goffin, Charlie	50% net	\$39
	Iphones, Ipads...And Lost	8/1 - 12/31	Cohen, Robert	50% net	\$39
	Italian Classes	8/1 - 12/31	CALINK Institute	50% net	\$105
	Jewelry	8/1 - 12/31	Chambers, Carol	50% net	\$39
	Job Searching	8/1 - 12/31	Cohen, Robert	50% net	\$39
	Just Yell Fire	8/1 - 12/31	Shields, Doug	50% net	\$139
	Language Study/Activities	8/1 - 12/31	FLS International	TBD	\$310-445
	Leave A Legacy	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Letterpress Workshop	8/1 - 12/31	Taylor, Karen	50% net	\$175
	Livescan Services	8/1 - 12/31	Advanced Live Scan OC	\$32/scan	\$47
	Make-Up Classes	8/1 - 12/31	Gaudy, Christina	50% net	\$90
	Mandarin	8/1 - 12/31	Pandarin Academy	50% net	\$130
	Mastering Your Money	8/1 - 12/31	O'Connell, Jalon	50% net	\$49
	Motorcycle Rider Training	8/1 - 12/31	Saddleback Rider Training	Rates Per [	\$100-235/dy
	Mystery Shopping	8/1 - 12/31	Moran, Elaine	50% net	\$49
	Online Digital Publishing	8/1 - 12/31	Harris, Randeleigh	50% net	\$129
	On-Line No-Credit Classes	8/1 - 12/31	Education To Go	\$55-\$175pp	\$94-299
	Organic Gardening	8/1 - 12/31	Gorman, Ron	60% net	\$90
	PC Boot Camp	8/1 - 12/31	Napoli, Bill	50% net	\$275
	PC Boot Camp Access	8/1 - 12/31	Napoli, Bill	50% net	\$105
	PC Boot Camp Adv. Topics	8/1 - 12/31	Napoli, Bill	50% net	\$105
	PC Boot Camp Express	8/1 - 12/31	Napoli, Bill	50% net	\$275
	PC Boot Camp More Photosh	8/1 - 12/31	Napoli, Bill	50% net	\$105
	PC Boot Camp Photoshop	8/1 - 12/31	Napoli, Bill	50% net	\$105
	PC Boot Camp Spectacular F	8/1 - 12/31	Napoli, Bill	50% net	\$105
	PC's Performance	8/1 - 12/31	Cohen, Robert	50% net	\$39
	Pharmacy Technician Trng	8/1 - 12/31	Boston Reed	50% net	\$2,720
	Piano Classes	8/1 - 12/31	Kehiayan, Robert	50% net	\$45-75
	Proctoring Services	8/1 - 12/31	In-House Services	pp	\$50-75
	Professional Organizer	8/1 - 12/31	Miller, Nancy	50% net	\$39

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Professional Speaking for the	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Property Management	8/1 - 12/31	Dexter, Stephen	50% net	\$49
	QR Codes For Business	8/1 - 12/31	Chambers, Carol	50% net	\$39
	Real Estate Workshops	8/1 - 12/31	Kehiayan, Robert	50% net	\$49
	Retirement Classes	8/1 - 12/31	Brown, David	50% net	\$49
	Screenprinting Workshop	8/1 - 12/31	Taylor, Karen	50% net	\$175
	Screenwriting Classes	8/1 - 12/31	Coplan, Adam	50% net	\$100
	Self-Publishing	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Six-Figure Speaking	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Songwriting	8/1 - 12/31	Gorman, Ron	60% net	\$90
	Speed Spanish	8/1 - 12/31	Lincke, Chris	50% net	\$59
	Stained Glass for Beginners	8/1 - 12/31	Atwood, Greg	50% gross	\$120
	Start Home-Based Business	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Suicide Prevention	8/1 - 12/31	Schlenker, Ken	50% net	\$250
	Supervisor's Series/Leadersh	8/1 - 12/31	Insight Systems group	50% net	\$57 -365
	Survival Skills In the Office	8/1 - 12/31	Miller, Nancy	50% net	\$39
	Teamwork	8/1 - 12/31	Gorman, Ron	60% net	\$90
	Test Preparation	8/1 - 12/31	Princeton Review	Rates/dy	Varies
	The 99-Cent Gourmet	8/1 - 12/31	Rounds, Mike	50% net	\$39
	Threading A to Z	8/1 - 12/31	Mikhael, Holly	50% net	\$150
	Threading A to Z	8/1 - 12/31	Mikhael, Sameira	50% net	\$150
	Tips & Tricks: Digital Org.	8/1 - 12/31	Harris, Randeleigh	50% net	\$129
	Travel Tours/Multi-Day Trips	8/1 - 1/15/14	Good Times Travel	pp	pp
	Veterans Art Project (Grant)	8/1 - 12/31	Dilley, Steve	\$68.84/hr	Grant
	Voice Acting - Beg/Adv	8/1 - 12/31	Helmsletter, Patrick	50% net	\$250
	What Were You Born to Do?	8/1 - 12/31	Adney, Curtis	50% net	\$59
	Wine Classes	8/1 - 12/31	Francisco, David	50% net	\$90
	Writing/Journalism/Media	8/1 - 12/31	Johnson, Belma	50% net	\$49
	Zumba®	8/1 - 12/31	Pourreza, Atousa	50% net	\$5-10/class
CFK	Academic Chess	8/1 - 12/31	Academic Chess - Adam	50% net	\$159
	24 Sports	8/1 - 12/31	Elliott, Chris	30% net	\$99-169
	24 Sports	8/1 - 12/31	Johnson, Robert	30% net	\$99-169
	Acting	8/1 - 12/31	Golden, Jeremy	60% net	\$99-169
	Acting Classes	8/1 - 12/31	Massaro, Charles	60% net	\$99-169
	Acting Classes	8/1 - 12/31	Thiffault, Ronda	60% net	\$99-169
	Acting Classes	8/1 - 12/31	Allen, Jonelle	50% net	\$175
	Acting Classes	8/1 - 12/31	Mayenzet, Maria	50% net	\$175
	Acting/Public Speaking	8/1 - 12/31	Brumett, Elizabeth	60% net	\$99-169
	Activities, Camps, Enrichmen	8/1 - 12/31	CUSD	TBD	\$50-250
	All About Plants/Spanish Car	8/1 - 12/31	Hernandez, Norma	60% net	\$99-169



## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	American Girl Adventures	8/1 - 12/31	Fish, Manisha & Thomas	60% net	\$99-169
	Animal Crackers in My Soup	8/1 - 12/31	Schild, Natalie	60% net	\$99-169
	Archaeology for Kids	8/1 - 12/31	Garcia, Renee	50% net	\$130
	Around the World in Ten Day	8/1 - 12/31	Leslie, Becky and Kate	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Larragoiti, Nancy	\$28/hr+bon	\$105
	Art Workshops	8/1 - 12/31	Art to Grow On, Inc	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Fielder, Courtney	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Gibson, Sarah	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Hokonohara, Kathy	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Hudelson, Kelli	60% net	\$99-169
	Art Workshops	8/1 - 12/31	OC Art Studios	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Osborne and Vallejos	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Taylor, Pam	60% net	\$99-169
	Art Workshops	8/1 - 12/31	Weber and Chapman	60% net	\$99-169
	Art/Mural/Jewelry Classes	8/1 - 12/31	Wood, Jan	\$29/hr+bon	\$105
	Arts & Crafts	8/1 - 12/31	Unzueta, Gabrielle	60% net	\$99-169
	Back To School Readiness	8/1 - 12/31	Kauo, Karen	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Brail, Rick	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Faris, Tom	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Gellatly, David	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Hanson, Craig	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Price, Chris	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	Wooten, Jeremy	60% net	\$99-169
	Baseball Skills	8/1 - 12/31	McCartney, Sommer	50% net	\$136
	Basic Sewing by Hand	8/1 - 12/31	Riester, Jessica	60% net	\$99-169
	Basic Skills Classes	8/1 - 12/31	Perez, Larry	Hourly	\$99
	Basic Skills Classes	8/1 - 12/31	Quigley, Patrick	Hourly	\$99
	Basketball Skills	8/1 - 12/31	Ahlberg, Mark	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Arneson, Jim	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Barnett, Keith	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Burns, Lacey	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Commins, Taryn	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Cullinan, Rob	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Desiano, Tom	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Garrett, Steve	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Hambrick, Kelly	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Johnson, Edmond	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Mulligan, Brian	60% net	\$99-169
	Basketball Skills	8/1 - 12/31	Popovich, Marc	60% net	\$99-169
	Beach Sports	8/1 - 12/31	Scott, Ryan	60% net	\$99-169

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Brass and Woodwind Band	8/1 - 12/31	Wade, Steven	60% net	\$99-169
	Cake Decorating For Kids	8/1 - 12/31	Jensen, Jennifer	50% net	\$126
	Camp Co Program	8/1 - 12/31	Rosenthal, Sylvia	60% net	\$99-169
	Capture The Flag	8/1 - 12/31	Gray, Jim	60% net	\$99-169
	Capture The Flag	8/1 - 12/31	Johnson and Elliott	60% net	\$99-169
	Cartooning	8/1 - 12/31	Young Rembrandts	60% net	\$99-169
	CFK Onsite Subsitute/Tutor	8/1 - 12/31	Staff	\$28/hr+bon	Varies
	Chamber Music	8/1 - 12/31	Waldukat, Andy	60% net	\$99-169
	Cheer Skills	8/1 - 12/31	Hagarty, Kirsten	60% net	\$99-169
	Cheer Skills	8/1 - 12/31	Hamren, Robin	60% net	\$99-169
	Cheer Skills	8/1 - 12/31	Murphy, Melissa	60% net	\$99-169
	Children's Art	8/1 - 12/31	Young, Joan	60% net	\$99-169
	Chinese Immersion	8/1 - 12/31	Master Language Acaden	60% net	\$99-169
	Clay Hand Building	8/1 - 12/31	Safford, Meg	60% net	\$99-169
	Comprehension Boot Camp	8/1 - 12/31	Hauschild, Wendie	60% net	\$99-169
	Computer For Kids	8/1 - 12/31	Procter, Michelle	60% net	\$99-169
	Computer Graphics	8/1 - 12/31	James, Doug	60% net	\$99-169
	Computer Keyboarding	8/1 - 12/31	Davis, Nicole	60% net	\$99-169
	Computers/Techno- Science	8/1 - 12/31	Computer Explorers	pp	\$175
	Cooking Classes	8/1 - 12/31	Berger, Ann	60% net	\$99-169
	Cooking Classes	8/1 - 12/31	Russell, Sheryl	60% net	\$99-169
	Cooking Classes	8/1 - 12/31	Scholl, Barbara	60% net	\$99-169

*South Orange County Community College District*

**IRVINE VALLEY COLLEGE**

**COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Fall 2013**

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
2-Day Film School	8/1-12/31/13	Dov Simens	50% gross	\$395
Academic Test Prep	8/1-12/31/13	Kathy Song	50% gross	\$129
Aquatic Fitness	8/1-12/31/13	Barbara Stockler	70% gross	\$20
Art Courses	8/1-12/31/13	Annette Hernandez	70% gross	\$45
Art Courses	8/1-12/31/13	Donna Hanna-Chase	70% gross	\$30
Art Courses	8/1-12/31/13	Pam Schader	70% gross	\$38
Art Courses	8/1-12/31/13	Steve Wang	70% gross	\$60
Art Courses	8/1-12/31/13	Teresa Fernald	70% gross	\$30
Band Rehearsal/Performance	8/1-12/31/13	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	8/1-12/31/13	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	8/1-12/31/13	Peter Fournier	70% gross	\$30
Band Rehearsal/Performance	8/1-12/31/13	Cindy Ellis	70% gross	\$30
Business Management	8/1-12/31/13	Gene Konstant	50% gross	\$29-\$159
Choral Music	8/1-12/31/13	Cecilia Kim	70% gross	\$20
Computer Classes	8/1-12/31/13	Louise Records	70% gross	\$30-\$99
Computer Classes	8/1-12/31/13	Vazi Okhandiar	60% gross	\$45-\$329
Country Line Dancing	8/1-12/31/13	Ida Stuart	70% gross	\$20
Creative Writing	8/1-12/31/13	Jeffrey Briar	70% gross	\$45
Dayan Qigong	8/1-12/31/13	Joanna Schoon	70% gross	\$30
Dayan Qigong	8/1-12/31/13	Judith Shields	70% gross	\$30
E-Bay Courses	8/1-12/31/13	Carolyn Jacinto	50% gross	\$95-\$225
Employee Benefits Training	8/1-12/31/13	Susan Bock & Assoc.	50% gross	\$350
Event Planning Courses	8/1-12/31/13	Gail Sunshine	50% gross	\$39
Event Planning Courses	8/1-12/31/13	Sanford Simon	50% gross	\$95
Event Planning Courses	8/1-12/31/13	Arlene Sheff	50% gross	\$125
Film Genres	8/1-12/31/13	Kathryn Kramer	70% gross	\$20-\$30
Fitness Courses	8/1-12/31/13	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	8/1-12/31/13	Beejay Janiga	70% gross	\$25
Fitness Courses	8/1-12/31/13	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	8/1-12/31/13	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	8/1-12/31/13	Leslie Lowe	70% gross	\$20
Fitness Courses	8/1-12/31/13	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	8/1-12/31/13	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	8/1-12/31/13	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	8/1-12/31/13	Sandra Casado	70% gross	\$30
Internet/Web Certificate Courses	8/1-12/31/13	Rich Talmo	IVC receives \$29-300*pp	\$49-\$4,500

\*per person, \*\*per session



<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
Language Classes	8/1-12/31/13	Alicia Migliarini	IVC receives 50% gross	\$90
Mad Science Camps	8/1-12/31/13	Trisha Loos	70% gross	\$115-\$144
Medical Courses	8/1-12/31/13	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,795
Music Courses	8/1-12/31/13	Louise Jacobs	70% gross	\$20-\$25
Music Courses	8/1-12/31/13	Ron Gorman	50% gross	\$90
Patchwork & Quilting	8/1-12/31/13	Carolyn Caverly	70% gross	\$48
Personal Enrichment Courses	8/1-12/31/13	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	8/1-12/31/13	Leslee Newman	50% gross	\$45
Personal Enrichment Courses	8/1-12/31/13	Dennis Porch	50% gross	\$55
Personal Enrichment Courses	8/1-12/31/13	Joanna Jones	50% gross	\$40
Personal Enrichment Courses	8/1-12/31/13	Francesca Fisher	50% gross	\$64-\$109
Personal Enrichment Courses	8/1-12/31/13	Jacki Malec	50% gross	\$59-\$109
Piano Courses	8/1-12/31/13	Carol Lippert	70% gross	\$30
POST Training	8/1-12/31/13	Colin McCaughey	Presenter receives \$2,500 **ps	\$199
Reading/Writing/Test Prep Courses	8/1-12/31/13	Ioan Sersea	50% gross	\$50-\$199
Retirement Planning Courses	8/1-12/31/13	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Retirement Planning Courses	8/1-12/31/13	Rod Kamps	50% gross	\$59
Safety Courses	8/1-12/31/13	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	8/1-12/31/13	Mark Sevi	50% gross	\$75-\$150
Social Badminton	8/1-12/31/13	Helen Tung	50% gross	\$45-\$75
Sports Education Courses	8/1-12/31/13	Janice Jean Von Raabe	50% gross	\$79
Tai Chi	8/1-12/31/13	Sebastian Caramagno	70% gross	\$25
Tai Chi	8/1-12/31/13	Joanna Schoon	70% gross	\$60-\$75
Tap Dance	8/1-12/31/13	Dorothy Bregozzo	70% gross	\$30
Tap Dance	8/1-12/31/13	Marge Forehan	70% gross	\$30
Travel Courses	8/1-12/31/13	William Anthony	50% gross	\$39
Writing Courses	8/1-12/31/13	Stacia Deutsh	50% gross	\$50
Yoga	8/1-12/31/13	Fleur Fong	70% gross	\$38
Yoga	8/1-12/31/13	Jeffrey Briar	70% gross	\$20
Yoga	8/1-12/31/13	Kathryn Burns	70% gross	\$25
Yoga	8/1-12/31/13	Mikki Michele	70% gross	\$36-\$60
Yoga	8/1-12/31/13	Ruthe Gluckson	70% gross	\$25

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

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

### IRVINE VALLEY COLLEGE

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honarium/Travel</b></i>
8/12/13 9:00 a.m.	Roopa Mathur for the President's Opening Session, Fall 2013	Dr. Darla Cooper	Student Success Re(defined)	\$1,200.00; from President's office



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Learning Resource Center Renovation Project:  
Amendment No. 4 to Labor Compliance Agreement Scope of Work  
**ACTION:** Approval

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**BACKGROUND**

On June 28, 2010, the Board of Trustees approved an agreement with Parsons Brinckerhoff to provide labor compliance services for the Learning Resource Center Renovation project at Saddleback College for \$42,450. On March 26, 2012, the Board approved Amendment No. 1 in the amount of \$10,925. On July 30, 2012, the Board of Trustees approved amendment No. 2 in the amount of \$26,770. On March 18, 2013, the Board of Trustees approved amendment No. 3 in the amount of \$14,155 equaling a new contract total of \$94,300. Labor compliance services increased due to delay and subcontractor nonconformance with prevailing wage requirements.

**STATUS**

Additional labor compliance services are required for an amount of \$25,700 equaling a new contract total of \$120,000. A portion of the costs will be back-charged to the contractor.

Staff recommends approval of additional labor compliance services.

Funds are available in the project budget which is \$22,814,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 4, (EXHIBIT A), to Parsons Brinckerhoff labor compliance services scope of work for an amount of \$25,700 with the revised contract amount of \$120,000 for the Learning Resource Center Renovation project at Saddleback College.

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

**AMENDMENT NO. 4  
TO LABOR COMPLIANCE SERVICES AGREEMENT  
JAMES B. UTT MEMORIAL LEARNING RESOURCE CENTER RENOVATION  
SADDLEBACK COLLEGE**

**June 17, 2013**

**THIS AMENDMENT** shall modify the original agreement dated May 10, 2010, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **Parsons Brinckerhoff**, 401 B Street, Suite 1650, San Diego, California, 92101, 619/338-9376, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 7.13, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article 4, establishes the compensation of the agreement at \$42,450.00; and

**WHEREAS**, the scope of services has been increased to include additional labor compliance services by the CONSULTANT; and

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

1. Article 4, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to include additional labor compliance services and as follows:

ORIGINAL AGREEMENT AMOUNT:	\$ 42,450.00
AMENDMENT NO. 1	10,925.00
AMENDMENT NO. 2	26,770.00
AMENDMENT NO. 3	14,155.00
AMENDMENT NO. 4	25,700.00
REVISED CONTRACT AMOUNT:	\$120,000.00

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

**"DISTRICT"**  
South Orange County Community College District

**"CONSULTANT"**  
Parsons Brinckerhoff

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons  
Title: Vice Chancellor, Business Services

By: \_\_\_\_\_  
Bruce Rich  
Title: Assistant Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: Demolish Classroom Cluster Building Project Bid 2006: Change Order Request No. 1 and Notice of Completion

**ACTION:** Approval

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### **BACKGROUND**

The Learning Resource Center Renovation Project (LRC) included demolition and removal of the Classroom Cluster (CC) modular building located on the opposite side of the quad at Saddleback College. Due to scheduling issues, this demolition project was eliminated from the LRC contract and will be bid as a separate project.

On November 19, 2012, the Board awarded a construction contract to Cal United Construction Group for the Demolish CC Building Project Bid 2006 in the amount of \$42,400.

### **STATUS**

A 26 day non-compensatory time extension of the project schedule due to unforeseen site conditions is necessary. EXHIBIT A describes the required time extension negotiated by staff contained in Change Order Request (COR) No 1.

Funds are available in the approved James B. Utt Memorial Learning Resource Center Renovation budget which is \$21,124,000.

Staff also recommends that a Notice of Completion (EXHIBIT B) be filed for the project and that authorization be given for the release of retention 35 days after recording the Notice of Completion.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1 (EXHIBIT A) extending the project schedule by 26 calendar days with Cal United Construction Group for a contract duration of 43 calendar days and authorize the filing of the Notice of Completion (EXHIBIT B) for the Demolish CC Building Project Bid 2006 at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after recording the Notice of Completion.

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



DEMOLISH CC BUILDING at SADDLEBACK COLLEGE  
BID NO. 2006

JUNE 17, 2013

<b>COR #</b>	<b>Description</b>	<b>Request</b>	<b>Justification</b>	<b>Status</b>	<b>Days</b>	<b>Amount</b>
#01	Extend the contract completion date by 26 calendar days as a non-compensable schedule extension.	Contractor	Unforeseen Site conditions.	Comp.	0	\$0.00
<b>TOTAL THIS CHANGE ORDER REQUEST</b>					<b>0</b>	<b>\$0.00</b>

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: DEMOLISH CC BUILDING Bid 2006 at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 3<sup>rd</sup> day of December, 2012, which contract was made with CAL UNITED CONSTRUCTION GROUP, as Contractor; that said improvements were completed on the 7<sup>th</sup> day of February, 2013, and accepted by formal action of the governing board of said District on the 17<sup>th</sup> day of June 2013, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is AMERICAN CONTRACTOR INDEMNITY COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows: SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_  
Gary L. Poertner  
Chancellor

Dated

STATE OF CALIFORNIA]

] ss.

COUNTY OF ORANGE ]

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

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

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

\_\_\_\_\_  
Gary L. Poertner  
Chancellor

Dated

State of California  
County of Orange

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

\_\_\_\_\_  
Signature

(Seal)

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: FLS Language Centres dba FLS International-Intensive English Program (IEP) Lease Agreement

**ACTION:** Approval

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### **BACKGROUND**

FLS Language Centres dba FLS International (FLS) is a private language school that is not affiliated with Saddleback College. Saddleback College ESL department and FLS Programs are separate and distinct. FLS is accredited by two major accrediting agencies, Accrediting Council on Continuing Education and Training (ACCET) and by the Commission on English Language Program (CEA). FLS targets F-1 Visa International students enrolling in full-time language study, including homestay and regional cultural outings/activities. FLS currently has six locations across the United States including one community college in Southern California, Citrus College. FLS and Citrus College have enjoyed a successful partnership for over twenty years.

Saddleback College and Irvine Valley College, cannot accept F-1 international students to solely study English. The colleges are approved to accept students who meet a minimum level of English language proficiency and plan to complete a degree, certificate, and/or transfer certification. FLS serves a different population than that served by Saddleback College's ESL Department.

It is desirable for Saddleback College to have an on-site Intensive English Program (IEP) operated by FLS. The program would be operated in college space leased by FLS. Hosting an (IEP) at Saddleback College provides several benefits to the college which include: additional income to the college from the lease agreement and from international student tuition fees from FLS students who later decide to study at Saddleback College, increased diversity on campus via increased international student enrollments, marketing for Saddleback College to international students overseas, assistance with housing placement of FLS students who later become Saddleback College international students.

Saddleback College Community Education program will provide general oversight of FLS while at Saddleback (i.e. marketing materials, general questions, concerns, successes, etc.). Continued partnership with FLS will be assessed and evaluated on an annual basis, to include input from observations, number of complaints, etc. The lease could be renewed as long as the partnership continues to be in the best interest of Saddleback College.

The college space that has been designated for FLS is Village 3-2 for classroom space and Village 23-2 for office space. This location will result in lessened parking impacts as the proposed assigned FLS parking is a distance from the main campus.

FLS estimates that the potential Saddleback College location will accommodate 60 - 80 FLS students. FLS anticipates needing no more than ten parking permits. Impact on college parking is projected to be minimal.

The term of the agreement is for one year, with an annual option to renew for up to four one year terms, commencing on June 18, 2013. In the lease agreement, it is stipulated that FLS will pay the college \$10,243/month which includes custodial, maintenance services, and campus police services. There is a separate vendor rate for parking in the lease of \$200 per year or \$20 per month, which will be deposited into the parking fund.

Village 23-2 is already shown on the Saddleback College's space inventory as deactivated. There will be no impact for this space in the Saddleback College space inventory for state purposes. The Village 3-2 classroom will become deactivated as a result of this lease. Deactivated space does not count in the college's space inventory or cap load ratios when evaluating state construction funding eligibility. Renewal of this agreement will take into account Saddleback College's intention of demolishing a large portion of the college village consistent with our education and facilities master plan.

## **STATUS**

FLS program has cleared the Saddleback College Community Education Review and has successfully gone through the two-week Saddleback faculty review to ensure noncompetition with Saddleback College instructional programs.

## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the lease agreement (EXHIBIT A) between South Orange County Community College District and FLS Language Centres dba FLS International for a one year term with an annual option to renew for up to four one year terms, commencing on June 18, 2013 at a monthly lease rate of \$10,243.

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



LEASE AGREEMENT

THIS LEASE is made and entered into this 18th day of June, 2013 by and between the South Orange County Community College District, hereinafter referred to as "Lessor", and FLS Language Centres dba FLS International, (FLS), hereinafter referred to as "Lessee."

WITNESSETH

WHEREAS, Lessor is the owner of certain real property in the City of Mission Viejo, County of Orange, State of California, commonly known as 28000 Marguerite Parkway, Mission Viejo, California 92692, and more particularly described as Saddleback College Village 3-2 and Village 23-2 in EXHIBIT A attached hereto and made a part of this reference (the "PROPERTY").

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

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

WHEREAS, Lessee desires to lease the PROPERTY from Lessor.

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

1. Term and Commencement.
2. This lease shall be for an initial term commencing on June 18, 2013 and ending one (1) year thereafter ("Initial Term"), with an annual option to renew for up to four one year terms. Continued renewal of the lease agreement and partnership with FLS will be assessed and evaluated on an annual basis, to include input from observations, number of complaints, etc. Partnership will resume as long as the partnership continues to be in the best interest of Saddleback College. Evaluation and assessment will include consultation with key college partners, to include the ESL department, Rent and Manner of Payment.

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

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

Saddleback College  
Office of Administrative Services, AGB 124  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

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

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

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

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

3. Rent During Additional Term.

The parties shall have sixty (60) days prior to the expiration of the Initial Term in which to agree on a new monthly rent amount during the -additional one year term. If the parties agree on the minimum monthly rent for each year of the Additional Term, they shall amend the original Lease with the new monthly rental rate.

If the parties are unable to agree on the monthly rental rate for an additional one year term within that period, the lease shall expire at the end of the term.

4. Security Deposit.

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

5. Lessee's Operations.

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

6. Use of Property.

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

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

7. Construction and Installation.

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

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

8. Cooperation; Indemnity.

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

9. Maintenance of Property.

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

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

10. Alterations.

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

11. Utilities.

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

12. Taxes and Assessments.

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

13. Liens and Claims.

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



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

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

14. Encumbrances.

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

15. Signage.

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

16. College Classroom Use.

As part of the consideration of this Lease:

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

17. College Student Fees.

Not applicable.

18. Staff and Student Parking.

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

19. Enrollment in College Instructional Programs.

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

20. Student Services and Student Conduct.

Lessee shall at no cost to Lessor, be solely responsible for furnishing any and all admissions, counseling, housing, and other relation services to its students not enrolled in College instructional programs.

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

21. Advertising.

The College and FLS Language Centres dba FLS International may refer to their cooperative relationships, including mention of location, facilities, activities, and special programs. Saddleback College logo can only be used with prior written approval and all marketing materials that identify Saddleback College by name and logo must be reviewed and cleared by Saddleback College Community Education department and/or the Marketing department.

The following statement must be placed on all marketing materials:

<b>FLS Language Centres dba FLS International (Only for F-1 Visa International students enrolling in full-time language study, including homestay and regional cultural outings/activities.)</b>
<i>FLS Language Centres dba FLS International is a private language school that is not affiliated with or endorsed by the Saddleback College ESL Department. The two programs are separate and distinct. Information about Saddleback College's ESL department and course offerings can be found on the Saddleback College Schedule of Classes and on Saddleback College ESL department homepage at <a href="http://www.saddleback.edu/la/esl/">www.saddleback.edu/la/esl/</a></i>

22. Lessor's Non-Liability and Indemnity.

- A. Lessor shall not be liable for any loss, damage or injury of any kind or character to any person or property, (a) arising from any use of the PROPERTY, or any part thereof, (b) caused by or arising from any use of the PROPERTY, or any part thereof, (b) caused by or arising from any act or omission of Lessee, or of any of its students, agents, employees, licensees or invitees, (c) arising from any accident on the PROPERTY or any fire or other casualty thereon, (d) occasioned by the failure of Lessee to maintain the PROPERTY in safe condition, or (e) arising from any other cause whatsoever, except as occasioned by the sole negligence of Lessor or its employees. Lessee, as a material part of the consideration of this Lease, hereby waives on its behalf all claims and demands against Lessor for any such loss, damage or injury of Lessee.
- B. Lessee, its agents, employees, representatives, and participants shall indemnify, and hold harmless Lessor and its officers and employees from and against any and all claims, actions, damages, liabilities and expenses, including attorneys' fees in connection with loss of life, personal injury and/or damage to PROPERTY arising from or out of any occurrence in, upon or about the PROPERTY, or the occupancy OR USE BY Lessee of the PROPERTY or any part thereof, or arising from or out of Lessee's failure to comply with any provision of this Lease, or otherwise occasioned wholly or in part by any act or omission of Lessee, its agents, representatives, employees, servants, invitees or licensees. In case Lessor shall, without fault on its part, be made a part to any litigation commenced by or against Lessee, then Lessee shall protect and hold it harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Lessor in connection with any such litigation. Lessor may, at its option, require Lessee to assume Lessor's defense in any action covered by this section through counsel satisfactory to Lessor.

23. Insurance.

- A. All policies of insurance provided for herein shall be written as primary policies (without "contribution" or solely" in excess of coverage carried by Lessor' provisions) with reasonable and solvent insurance companies authorized to do business in California with a policyholder's rating of "A" (Excellent) or better and a financial rating of Class VII or better in Bests' Insurance Report—Fire and Casualty. Prior to the commencement of the term hereof, Lessee shall supply to Lessor (and at all times during the term of the Lease keep on file with Lessor) a true and correct copy of all such policies or a certificate of insurance accurately reflecting the coverage required hereby, together with satisfactory evidence showing that all premiums thereon have been paid, and thereafter, as additional premiums become due, Lessee shall supply Lessor with satisfactory evidence that said premiums have been paid. In the event that Lessee fails to procure, maintain and/or pay for at the times and for the durations specified in this Lease, any insurance required by this Lease, or fails to carry insurance required by law or governmental regulation, Lessor may (but without obligation to do so) at any time or from time to time, and without notice, procure such insurance and pay the premiums therefore, in which event Lessee shall repay the Lessor all sums so paid by Lessor, together with ten (10%) percent interest per annum or the maximum allowed by law, which is the lesser and thereon at any costs or expenses incurred by Lessor in connection therewith, within ten (10) days following Lessor's written demand to Lessee for such payment.

- B. Lessee, at its sole cost and expense, shall, during the entire term hereof, procure, pay for and keep in full force and effect: (a) comprehensive public liability and property damage insurance with respect to the PROPERTY and the operation of, or on behalf of Lessee in, on or about the PROPERTY for not less than One Million Dollars (\$1,000,000.00) combined limit per occurrence for bodily injury, death and property damage liability; and (b) worker's compensation coverage as required by law, together with employers liability coverage and students' accident insurance.
  - C. Each policy evidencing insurance required to be carried by Lessee pursuant to this Paragraph shall contain the following provisions and/or clauses: (a) a provision that such policy and the coverage evidencing thereby shall be primary and that any coverage carried by Lessee shall be non-contributing with respect to any policies carried by Lessee; (b) a provision including Lessor and any other parties in interest designated by Lessor as an additional insured; (c) a waiver by the insurer of any right to subrogation against Lessor, its agents, employees and representative which arises or might arise by reason of any payment under such policy or by reason of any act or omission of at least equal to such contested Lien indemnifying Lessor against liability for the same, and holding the PROPERTY free from the effect of such Lien or if Lessor shall request, Lessee shall procure and record the bond provided for in the California Civil Code, or any comparable statute hereinafter enacted providing for a bond freeing the Property from the effect of such Lien.
24. Campus Exclusive:  
Saddleback College agrees that during the term of this agreement and any renewals, FLS Language Centres dba FLS International will be the exclusive outside intensive private ESL program for international students that will be offered on the college campus. FLS understands that Saddleback College intends to operate its own ESL program.
25. Right of Entry.  
Lessor or its authorized representatives may from time to time, at any reasonable hour, enter upon and inspect the PROPERTY, or any portion thereof or improvements thereon to ascertain compliance with this Lease, but without obligation to do so or liability therefore.
26. Assignment and Subletting.  
Lessee will not assign, let or sublet the whole or any part of its interest in this Lease.
27. Termination.  
A. At any time during the Initial Term or Additional Term then in effect, upon ninety (90) day written notice, either the Lessor or the Lessee shall have the option, in their sole discretion, to terminate this Lease in its entirety.  
B. Upon the expiration of the term of this Lease, or upon the sooner termination thereof as provided for herein, Lessee shall immediately, peaceable and quietly yield up to Lessor possession of said PROPERTY in good order and condition. Unless otherwise agreed upon by and between the parties, Lessee shall remove, within a reasonable period of time not to



exceed sixty (60) days following the expiration or termination of this Lease, such portable structures, foundations, personal property, equipment and improvements situated on the PROPERTY, and shall restore the PROPERTY to its original condition at Lessee's sole expense, unless otherwise agreed upon by Lessor.

28. Breach.

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

29. Waiver.

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

30. Notice.

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

Lessor: South Orange County Community College District  
Vice Chancellor Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Copy to: Vice President for Administrative Services, Saddleback College

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

31. Federal and California Law.

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

The Lessee agrees to comply with all district, federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to the Lessee, Lessee's

business, equipment and personnel engaged in operations covered by this Lease Agreement or accruing out of the performance of such operations.

The Lessee and all Lessee's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services in pursuant to the Lease Agreement.

32. Entire Agreement.

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

33. Severability.

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

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

LESSOR:

LESSEE:

**South Orange County Community College District**

**FLS Language Centres dba FLS  
International**

By \_\_\_\_\_  
*Signature*

By \_\_\_\_\_  
*Signature*

Debra L. Fitzsimons  
\_\_\_\_\_  
*Print Name*

Dal Swain  
\_\_\_\_\_  
*Print Name*

Vice Chancellor-Business Services  
\_\_\_\_\_  
*Title*

CEO  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: New Transfer Degrees for the Spring Semester 2013-2014 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the Associate Degrees for Transfer (AA-T/AS-T) for the Spring semester 2013-2014 Academic Year.

### **STATUS**

Saddleback College proposes four new Associate Degrees for Transfer (AA-T/AS-T); AA-T Journalism, AA-T Elementary Teacher Education, AA-T Political Science and AA-T Anthropology (Exhibit A). In addition, there are two revised AA-T/AS-T degrees; AA-T Studio Art and AS-T Business Administration for approval (Exhibit A). This is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the Spring semester 2013-2014 Academic Year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed New and Revised Associate Degrees for Transfer (AA-T/AS-T) as listed in Exhibit A.

**Transfer Model Curriculum (TMC) Template for Journalism****CCC Major or Area of Emphasis:** Journalism**TOP Code:** 060200**CSU Major(s):** Journalism; Mass Communications; Public Relations; Advertising**Total Units:** 18 (all units are semester units)

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>

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degreeereview.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Journalism for Transfer Degree					
College Name: Saddleback 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 Mass Communications (3)	JOUR 100	JRN 1	Mass Media and Society	3	D7
Introduction to Reporting and Newswriting (3)	JOUR 110	JRN 2	News Writing	3	
Lower Division Student Media Practicum I (3)	JOUR 130	JRN 111	News Media Production & Editing	4	
		OR JRN 112	News Media Production, Blogging and Social Media	4	
		OR JRN 107	News Production and Investigative Reporting	4	
		OR JRN 109	News Production and Data Reporting	4	
LIST A: Select one (3 units)					
Multimedia Reporting (3)	JOUR 120	JRN 106	Video Journalism	3	
Intermediate Reporting/Newswriting (3)	JOUR 210				
Introduction to Public Relations (3)	JOUR 150				
Introduction to Photojournalism (3)	JOUR 160				
Introduction to Visual Communication (3)	JOUR 170				
Lower Division Student Media Practicum II (3)	JOUR 131				
LIST B: Select two (6 units)					
Introduction to Photograph (3)					
Desktop Publishing (3)	AAM				
Introduction to Statistics (3)	MATH 110	MATH 10	Introduction to Statistics	3	B4
OR					



Introduction to Statistics in Sociology (3)	SOCI 125				
Introduction to Communication Studies (3) OR	COMM 180				
Introduction to Communication Theory (3)	COMM 180				
Principles of Microeconomics (3) OR	ECON 201	ECON 4	Principles (Micro)	3	D2
Principles of Macroeconomics (3)	ECON 202	OR ECON 2	OR Principles (Macro)	3	
Introduction to American Government and Politics (3)	POLS 110	PS 1	American Government	3	D8
Introduction to Comparative Government and Politics (3)	POLS 130	PS 12	Comparative Politics and Government	3	D8
Argumentative Writing and Critical Thinking (3)	ENGL 105	ENG 1B	Principles of Composition II	3	A3
Introduction to Logic (3) OR	PHIL 110				
Symbolic Logic (3)	PHIL 120				
Argumentation (3) OR	COMM 120				
Argumentation and Debate (3)	COMM 120	SP 3	Argumentation and Debate	3	A3
Introduction to Critical Thinking (3)	<b>AAM</b>				
Any course articulated as lower division preparation in the Journalism major at a CSU.	<b>AAM</b>				
Any course articulated as fulfilling CSU GE Areas A through D or IGETC Areas 1A through 5C.	<b>GECC</b>	SP 1	Communication Fundamentals	3	A1
		ENG 1A	Principles of Composition I	4	A2
		MATH 2	Pre-Calculus Mathematics	5	B4
		ENV 24	Natural History of California	4	B2,B3
		CTVR 3	The History and Appreciation of Cinema	3	C1
		CTVR 5	History and Appreciation Of International Cinema	3	C1
		CTVR 7	Cross Cultural Cinema	3	C1
		CTVR 9	Women In Cinema and Television	3	C1
		MUS 27	History of Jazz	3	C1
		MUS 28	History of Rock	3	C1
		PHOT 25	History of Photography	3	C1
		CHI 1	Elementary Chinese	5	C2
		FR 1	Elementary French	5	C2
		SL 1	American Sign Language 1	4	C2
		SPAN 1	Elementary Spanish	5	C2
		ANTH 2	Cultural Anthropology	3	D1
		CCS 1	Multicultural Experiences in the United States	3	D3
		CCS 2	Multicultural Identities in the United States	3	D3
		CCS 10	Margins and Border Crossings	3	D3
		WS 10	Introduction to Women's Studies	3	D4
<b>Total Units for the Major:</b>	<b>18</b>	<b>Total Units for the Major:</b>		<b>23-27</b>	
		<b>Total Units that may be double-counted</b> (Ensure that the total for each Area does not exceed the limit for the specific Area)			9-13
		<b>General Education (CSU GE or IGETC) Units</b>			37-39
		<b>Elective (CSU Transferable) Units</b>			7-9
		<b>Total Degree Units (maximum)</b>			<b>60</b>

**Transfer Model Curriculum (TMC) Template for Elementary Teacher Education****CCC Major or Area of Emphasis:** Elementary Teacher Education**TOP Code:** 490120**CSU Major(s):** Liberal Studies; Integrated Teacher Education Programs**Total Units:** 48-54 (all units are semester units)

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](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. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no reference **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degreeereview.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation at a CSU,
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses, and/or
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>. **C-ID Approved** **C-ID Conditionally Approved** **C-ID In Progress/Submitted**

<b>Associate in Arts in Elementary Teacher Education for Transfer Degree</b>					
<b>College Name: Saddleback College</b>					
<b>TRANSFER MODEL CURRICULUM (TMC)</b>		<b>COLLEGE PROGRAM REQUIREMENTS</b>			
<b>Course Title (units)</b>	<b>C-ID Descriptor</b>	<b>Course ID</b>	<b>Course Title</b>	<b>Units</b>	<b>CSU GE/IGETC Area</b>
<b>REQUIRED CORE: (41-47 units)</b>					
Introduction to Elementary Classroom Teaching (3)	EDUC 200	EDUC 200	Introduction to Elementary Education	3	
Child Growth and Development (3)	CDEV 100	CD 107	Child Growth and Development	3	D9, E
Biology for Educators (4) OR General Biology with Laboratory (4)	<b>AAM</b>				
Survey of Chemistry and Physics (4) OR Physical Sciences for Educators (4) OR Introduction to Chemistry (5) AND Introduction to Physics (4)	CHEM 140/ PHYS 140 <b>AAM</b>	BIO 20	Introduction to Biology	4	B2, B3
		CHEM 3	Fundamental Chemistry	4	B1, B3
		PHYS 20	The Ideas and Events of Physics	4	B1, B3
Earth Science (3) AND Earth Science Laboratory (1) OR Earth Science with Laboratory (4) OR Earth Science for Educators (4)	GEOL 120 GEOL 120L GEOL 121 <b>AAM</b>	GEOL 20	Introduction to Earth Science	4	B1, B3

Mathematical Concepts for Elementary Teachers – Number Systems (3)	MATH 120 <b>AAM</b>	<b>MATH 112</b>	Mathematics for Elementary School Teachers	5	B4
Public Speaking (3)	COMM 110	<b>SP 1</b>	Communication Fundamentals	3	A1
College Composition (3)	ENGL 100	<b>ENG 1A</b>	Principles of Composition I	4	A2
Introduction to Literature (3)	ENGL 120	<b>ENG 25</b>	Introduction to Literature	3	C2
World Regional Geography (3)	GEOG 125	<b>GEOG 3</b>	World Regional Geography	3	D5
World History to 1500 (3)	HIST 150	<b>HIST 3</b>	World History from 1750	3	C2
United States History to 1877 (3)	HIST 130	<b>HIST 16</b>	History of the United States to 1876	3	D6
Introduction to American Government and Politics (3)	POLS 110	<b>PS 1</b>	American Government	3	D8
<b>LIST A: Select one (3-4 units)</b>					
Any course articulated as fulfilling CSU GE Area A3 with Freshman Composition as a prerequisite	<b>AAM</b> <b>ENGL 105</b>  <b>ENGL 110</b>	<b>ENG 1B</b>	Principles of Composition II	3	A3
		<b>ENG 110</b>	Reasoning and College Reading	3	A3
<b>LIST B: Select one (3 units)</b>					
Art Appreciation (3)	ARTH 100	<b>ART 20</b>	Art Appreciation	3	C1
Introduction to Dance (3)	<b>AAM</b>				
Music Appreciation (3)	MUS 100	<b>MUS 20</b>	Music Appreciation	3	C1
Introduction to Theatre (3)	THTR 111	<b>TA 20</b>	Theatre Appreciation	3	C1
Survey of the Arts (3)	<b>AAM</b>				
<b>LIST C: (Up to 12 additional units)</b>					
Any course(s) not selected above					
Any course that is articulated as lower division preparation for the Liberal Arts, Integrated Teacher Education, or other similar major at a CSU	<b>CSU</b>	ENG 142	Children's Literature	3	C2
		ENG 17A	Survey Of English Literature: Beowulf to Romantic Movement	3	C2
		ENG 17B	Survey of English Literature: Romantic Movement to the Present	3	C2
		ENG 15A	Survey of American Literature: 1620-1860	3	C2
		ENG 15B	Survey of American Literature: 1860-Contemporary	3	C2
		PHIL 1	Introduction to Philosophy	3	C2
		PHIL 15	Introduction to Ethics	3	C2
		HUM 1	Introduction to Humanities	3	C2
		HUM 21	The Search for Meaning: Ideas of Self Across Cultures	3	C2
	<b>AAM</b>		EDUC 118	Exceptional Children	3
		ANTH 3	Culture and Language	3	D1

<b>Total Units for the Major:</b>	<b>48-54</b>		<b>Total Units for the Major:</b>	<b>55</b>	
			<b>Total Units that may be double-counted</b> <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>	<b>47</b>	
			<b>General Education (CSU GE or IGETC) Units</b>	<b>37-39</b>	
			<b>Elective (CSU Transferable) Units</b>	<b>8-10</b>	
			<b>Total Degree Units (maximum)</b>	<b>60</b>	

**NOTE:**

1. Additional requirements for the Elementary Teacher Education major vary at each CSU campus. It is highly recommended that counselors at community colleges discuss other possible courses that are part of the major preparation at a local CSU campus and encourage students to take some of these additional courses prior to transfer.
2. This TMC has been designed to meet the introductory content area subject matter requirements for teaching at the elementary school level. Careful consideration was given to identify a specific match to CSU general education requirements for transfer.
3. Due to considerable overlap between the major requirements and general education (GE), this TMC presumes that all courses in the TMC do fill the indicated CSU-GE requirement. If the courses at a given college do not currently fill all the indicated GE requirements, colleges may want to pursue further CSU-GE approval, or a TMC-aligned degree may not be possible within the SB 1440-mandated 60 unit maximum for the total degree.



**Transfer Model Curriculum (TMC) Template for Political Science**

Exhibit A

**CCC Major or Area of Emphasis:** Political Science**TOP Code:** 220700**CSU Major(s):** Political Science**Total Units:** 18 (all units are semester units)

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](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. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE** and **LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degreeereview.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

**C-ID Submitted/In progress****C-ID Approved**

Associate in Arts in Political Science for Transfer Degree					
College Name: Saddleback College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/IGETC Area
<b>REQUIRED CORE: (3 units)</b>					
Introduction to American Government and Politics (3)	POLS 110	<b>PS 1</b>	American Government	3	D8
<b>LIST A: Select three (9 units)</b>					
Introduction to Political Theory and Thought (3)	POLS 120	<b>PS 10</b>	Introduction To Political Theory	3	D8
Introduction to Comparative Government and Politics (3)	POLS 130	<b>PS 12</b>	Comparative Politics and Government	3	D8
Introduction to International Relations (3)	POLS 140	<b>PS 14</b>	International Relations	3	D8
Introduction to Political Science (3)	POLS 150		Click here to enter text.		D8
Introduction to Political Science Research Methods (3)	POLS 160				
OR					
Introduction to Statistics (3)	MATH 110	<b>MATH 10</b>	Introduction To Statistics	3	B4
OR					
Introduction to Statistics in Sociology (3)	SOCI 125				
<b>LIST B: Select two (6 units)</b>					
Any course from <b>LIST A</b> not already used.					
Any CSU transferable Political Science course.		<b>BCT</b>			
					D8

Any course articulated as lower division preparation for the Political Science major at a CSU.	<b>AAM</b> <b>CSU/EE</b>	<b>ECON 2</b>	Principles (Macro)	3	D2
		<b>ECON 4</b>	Principles (Micro)	3	D2
Any CSU transferable introductory courses in the social sciences (i.e., articulated as fulfilling CSU GE Area D or IGETC Area 4).	<b>GECC</b>	<b>CCS 1</b>	Multicultural Experiences In The United States	3	D3
		<b>CCS 2</b>	Multicultural Identities In The United States	3	D3
		<b>ES 3</b>	Introduction To Chicana/o and Latina/o Cultures	3	D3
		<b>HIST 75</b>	Introduction To The Contemporary Middle East	3	D7
		<b>HIST 80</b>	Introduction To Contemporary Africa	3	D7
		<b>HIST 81</b>	African American History	3	D3
		<b>SOC 1</b>	Introduction to Sociology	3	D0
		<b>WS 10</b>	Introduction to Women's Studies	3	D4
		<b>ANTH 2</b>	Cultural Anthropology	3	D1
<b>Total Units for the Major:</b>	<b>18</b>	<b>Total Units for the Major:</b>		<b>18</b>	
		<b>Total Units that may be double-counted</b> (Ensure that the total for each Area does not exceed the limit for the specific Area)			<b>9</b>
		<b>General Education (CSU GE or IGETC) Units</b>			<b>37-39</b>
		<b>Elective (CSU Transferable) Units</b>			<b>12-14</b>
		<b>Total Degree Units (maximum)</b>			<b>60</b>

**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)

Exhibit A

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](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. Since all courses in the **REQUIRED CORE** have a **C-ID Descriptor**, the courses must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreeereview.html>

and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Anthropology for Transfer Degree					
College Name: Saddleback 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
Introduction to Biological Anthropology (3)	ANTH 110	ANTH 1	Biological Anthropology	3	B2
Introduction to Archaeology (3)	ANTH 150	ANTH 9	Introduction to Archaeology	3	D1
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 1L	Biological Anthropology Laboratory	1	B3
		ANTH 3	Culture and Language	3	D1
		ENG 1B	Principles of Composition II	3	A3
		GEOG 1	Physical Geography	3	B1
		GEOG 2	Cultural Geography	3	D5
		MATH 10	Introduction to Statistics	3	B4
LIST B: Select one to two (3-5 units)					
Any course from LIST A not already used.					
1. Science Methods					
Introduction to Research Methods in Psychology (3)	PSY 200				

<b>OR</b> Introduction to Research Methods in Psychology (with Laboratory) (4)	PSY 205B				
<b>OR</b> Introduction to Research Methods (3)	SOCI 120				
Philosophy of Science (3)	<b>GECC</b>				
<b>2. Sciences</b>					
Human Anatomy (with Laboratory) (4)	BIOL 110B	BIO 11	Human Anatomy	4	B2
Physical Geology (3)	GEOL 100			4	
<b>AND</b> Physical Geology Laboratory (1)	GEOL 100L				
<b>OR</b> Physical Geology (with Laboratory) (4)	GEOL 101	GEOL 1	Introduction to Physical Geology		B1
Earth Science (3)	GEOL 120			4	
<b>AND</b> Earth Science Laboratory (1)	GEOL 120L				
<b>OR</b> Earth Science (with Laboratory) (4)	GEOL 121	GEOL 20	Introduction to Earth Science		B1
Environmental Geology (3)	GEOL 130			4	
<b>AND</b> Environmental Geology Laboratory (1)	GEOL 130L				
<b>OR</b> Environmental Geology (with Laboratory) (4)	GEOL 131	GEOL 23	Environmental Geology		B1
Introduction to Geographic Information Systems and Techniques (with Laboratory) (2)	GEOG 155				
<b>LIST C: Select one (3 units)</b>					
Any course from <b>LIST A</b> or <b>B</b> not already used.					
Any CSU transferable Anthropology course	<b>BCT</b>	ANTH 4	Native American Indian Cultures	3	D3
		ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3	D1
		ANTH 6	Global Issues in Anthropological Perspectives	3	D1
		ANTH 7	Indians in Southern California	3	D3
		ANTH 8	World Prehistory	3	D1
		ANTH 10	Celtic Cultures	3	D1
		ANTH 13	Magic, Witchcraft, and Religion	3	D1
		ANTH 14	Introduction to Visual Culture	3	D1
		ANTH 15	The World of Primates	3	
		ANTH 17	The Biological Evolution of Human Nature	3	
		ANTH 21	Women, Gender, and Culture: Cross-Cultural Perspectives	3	D4
Any non-Anthropology course from the humanities or social sciences on cultural diversity. See example courses on TMC.	<b>GECC</b>	ES 3	Introduction to Chicana/o and Latina/o Cultures	3	D3
<b>Total Units for the Major:</b>	<b>18-20</b>	<b>Total Units for the Major:</b>		sum	
		<b>Total Units that may be double-counted</b> (Ensure that the total for each Area does not exceed the limit for the specific Area)			sum



<b>General Education (CSU GE or IGETC) Units</b>	<b>37-39</b>
<b>Elective (CSU Transferable) Units</b>	<b>sum</b>
<b>Total Degree Units (maximum)</b>	<b>60</b>

**Transfer Model Curriculum (TMC) Template for Studio Arts**

Exhibit A

**CCC Major or Area of Emphasis:** Studio Arts**TOP Code:** 100200**CSU Major(s):** Art; Studio Arts**Total Units:** 24 (all units are semester units)

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](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. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCL)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCL**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Studio Arts for Transfer Degree					
College Name: Saddleback College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/IGETC Area
<b>REQUIRED CORE: (12 units)</b>					
Survey of Western Art from Renaissance to Contemporary (3)	ARTH 120	ARTH 26	Survey of Art History: Renaissance To Modern	3	C1
2-D Foundations (3)	ARTS 100	ART 40	2-D Foundations	3	
3-D Foundations (3)	ARTS 101	ART 41	Three-Dimensional Design	3	
Fundamentals of Drawing (3)	ARTS 110	ART 80	Drawing 1	3	
<b>LIST A: Select one (3 units)</b>					
Survey of Western Art from Prehistory through the Middle Ages (3)	ARTH 110	ARTH 25	Survey of Art History: Ancient Worlds to Gothic	3	C1
Survey of Asian Art (3)	ARTH 130	ARTH 22	Survey of Asian Art (India, China, Japan, and Korea)	3	C1
Art of Africa, Oceania, and Indigenous North Americas (3)	ARTH 140	ARTH 23	African and Oceanic Art	3	C1
Any other Art History survey courses articulated as lower division preparation for the Studio Arts major at a CSU. ( <i>Art Appreciation courses do not count towards this requirement.</i> )	<b>AAM</b>	ARTH 29	Introduction To World Art	3	C1

<b>LIST B: Select three (9 units)</b>					
<b>Curricular Areas</b>					
<b>Drawing</b>		ART 85	Drawing From The Live Model I	3	
Figure Drawing (3)	ARTS 200	ART 81	Drawing II	3	
<b>OR</b>					
Intermediate Drawing (3)	ARTS 205				
<b>Painting</b>		ART 50	Painting I	3	
Introduction to Painting (3)	ARTS 210				
<b>Printmaking</b>		ART 60	Intaglio (Etching) and Relief I	3	
Introduction to Printmaking (3)	ARTS 220				
<b>Ceramics</b>		ART 9	Ceramic Fundamentals	3	
Introduction to Ceramics (3)	ARTS 230				
<b>Sculpture</b>		ART 70	Fundamentals Of Sculpture	3	
Sculpture (3)	ARTS 240				
<b>Digital Art</b>					
Introduction to Digital Arts (3)	ARTS 250				
<b>Photography</b>					
Introduction to Photography (3)	ARTS 260				
<b>Color</b>		ART 42	Color Theory and Practice	3	
Color Theory (3)	ARTS 270				
<b>Applied Design</b>					
Introduction to Crafts	ARTS 280				
<b>OR</b>					
Introduction to Jewelry and Metalsmithing (3)	ARTS 281				
<b>OR</b>					
Introduction to Fiber Arts	ARTS 282				
Any other local Studio Arts course within the preceding curricular areas that are articulated as lower division preparation in Studio Arts major at a CSU.	<b>AAM</b>				
<b>Other Media:</b>					
Courses articulated as lower division preparation in Studio Arts major at a CSU in curricular areas not represented above.	<b>AAM</b>				
<b>Second Semester:</b>					
Second semester courses in the above curricular areas articulated as required lower division major preparation at a CSU for a particular area of emphasis within the major.	<b>AAM</b>				
<b>Total Units for the Major:</b>	<b>24</b>	<b>Total Units for the Major:</b>		<b>24</b>	
		<b>Total Units that may be double-counted</b> (Ensure that the total for each Area does not exceed the limit for the specific Area)			<b>6</b>
		<b>General Education (CSU GE or IGETC) Units</b>			<b>37-39</b>
		<b>Elective (CSU Transferable) Units</b>			<b>3-5</b>
		<b>Total Degree Units (maximum)</b>			<b>60</b>

**Local Degree Development notes:**

Local degrees may not mandate that a student take any course that is not either articulated as general education or lower division preparation for the Studio Arts major at a CSU. Additionally, not every local campus will offer all courses or courses in categories listed on the TMC. Faculty should refer to the Studio Arts TMC and narrative for additional guidance by going to:

<http://www.c-id.net/degreeereview.html>

**Transfer Model Curriculum (TMC) Template for Business Administration****CCC Major or Area of Emphasis:** Business Administration**TOP Code:** 050500**CSU Major(s):** Business Administration**Total Units:** 23-24 (all units are semester units)

Exhibit A

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>

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval. Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degree review.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree.

Associate in Science in Business Administration for Transfer Degree						
College Name: SADDLEBACK 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: Select 5 (15 units)						
Financial Accounting (3)	ACCT 110	ACCT 1A	Financial Accounting	4		
Managerial Accounting (3)	ACCT 120	ACCT 1B	Managerial Accounting	4		
Principles of Microeconomics (3)	ECON 201	ECON 4	Principles (MICRO)	3	D2	
Principles of Macroeconomics (3)	ECON 202	ECON 2	Principles (MACRO)	3	D2	
Business Law (3) OR Legal Environment of Business (3)	BUS 125  BUS 120	BUS 14  BUS 12	Legal Environment of Business Business Law	3  3		
LIST A: Select one (3 units)						
Business Calculus (3)	MATH 140	MATH 8	College Algebra for Brief Calculus	5	B4	
Introduction to Statistics (3)	MATH 110	MATH 10	Introduction to Statistics	3	B4	
LIST B: Select two (5-6 units)						
Any course from LIST A not already used.						
Business Information Systems (3) OR Computer Science (2-3)	BUS 140 / ITIS 120  AAM	CIM 1	Computer Information Systems	4		
Introduction to Business (3) OR Business Communication (3)	BUS 110  BUS 115	BUS 1  BUS 104	Introduction to Business Business Communication	3  3		
Total Units for the Major:	23-24	Total Units for the Major:		23-26		
		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				11-16
		Total Degree Units (maximum)				60



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College: 2013-2014 Revised Laboratory Fees

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Saddleback College proposes to revise fees as outlined in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the revisions to fees as presented in Exhibit A.

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

South Orange County Community College District

**SADDLEBACK COLLEGE**  
**2013-2014 Revised Laboratory Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Fee</b>	<b>Fee</b>	<b>Purpose</b>
			<b>Current</b>	<b>Proposed</b>	
<b><u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u></b>					
GD 189	TBA	Intro. To 3-D Animation	-0-	15.00	Toner & Paper

**BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT**

No Changes

**EMERITUS INSTITUTE**

No Changes

**FINE ARTS**

No Changes

**FINE ARTS (cont.)**

No Changes

**HEALTH SCIENCES & HUMAN SERVICES**

No Changes

**KINESIOLOGY & ATHLETICS**

No Change

**LIBERAL ARTS**

No Changes

**MATHEMATICS, SCIENCE & ENGINEERING**

No Changes

**SOCIAL & BEHAVIORAL SCIENCES**

No Changes

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Curriculum Revisions for the 2013-14 Academic Year  
**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, revised, deleted courses that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2013-2014 Academic Year.

**RECOMMENDATION**

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

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

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

Exhibit A

DIVISION	COURSE ID	CAT ID	COURSE TITLE	ACTION TAKEN
				assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				dc=delete course
				desc=description
				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
				prereq=prerequisite
				reactv=course reactivation
				rec=recommended prep
				rpt=repeatability
				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
				oe/oe=open entry/open exit
FAMT	ART 27	992465.00	HISTORY OF AMERICAN ART	fr <del>ART 27</del> to <u>ARTH 27</u> , cat desc, sch desc
FAMT	ART 28	96240.00	HISTORY OF MODERN ART	fr <del>ART 28</del> to <u>ARTH 28</u> , cat desc, sch desc



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Renewal of Systems Maintenance Agreement for District-Wide Network Infrastructure

**ACTION:** Approval

---

### **BACKGROUND**

On March 18, 2013, the Board of Trustees approved the use of two contracts awarded by the California Department of General Services to Presidio (CMAS contract numbers: 3-11-70-2834A and 3-12-70-2834E) and specifically approved \$348,867.91 with a projected "not to exceed" contract use of \$900,000. In April, the Board of Trustees approved an additional \$60,000 with a total contract use of \$408,867.91.

The district's telephone and high-speed data network is supported on Cisco Infrastructure and maintenance services. The current maintenance agreement on the Cisco Network Equipment expires on June 30, 2013 and services are available under the Presidio CMAS Agreement, contract number 3-11-70-2834A.

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 IT staff requested proposals from 3 firms holding CMAS contracts for this scope of work. District staff reviewed the proposals and the terms and conditions of the contracts and finds it is in the best interest of the District to use the Presidio CMAS contract No. 3-11-70-2834A.

The CMAS contract is available for review in the Facilities Planning and Purchasing department.

The purchase price of the maintenance services is \$189,219 and funds are available through an established general fund account. The total contract use for the Presidio CMAS contract is \$598,086.91, within the Board approved amount of \$900,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the renewal of a maintenance agreement for the district-wide telecommunications system for the 2013-14 fiscal year with Presidio, using the CMAS Contract No. 3-11-70-2834A, at a cost of \$189,219 for a total contract use of \$598,086.91.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Contracts with Blackboard

**ACTION:** Approval

---

### **BACKGROUND**

Blackboard provides several critical services to the colleges including the **Blackboard LMS** (Learning Management System – used to support distance education classes and a supplement to traditional classes), **Blackboard Connect** (for mass email and emergency text notification), and **Blackboard Student Services** (a 7x24 help desk for students).

The Blackboard LMS and Student Services contracts are negotiated through the Foundation for California Community Colleges which provides the district a discount.

### **STATUS**

These services require a regular renewal. The FY 2013-2014 district-wide cost for each service is as follows:

Service	Exhibit	Contract Term	Contract Cost
Blackboard LMS	A	1 year	\$ 176,027.00
Blackboard Connect	B	2 years	\$ 136,000.00
Blackboard Student Services	C	1 year	\$ 93,733.99

Funding for these services will be provided by the college budgets using the standard FTES ratio.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreements, EXHIBIT A with the Foundation for California Community Colleges and EXHIBITS B and C with Blackboard, for a total amount not to exceed \$405,760.99 for the term of July 1, 2013 to June 30, 2014.



# Blackboard Renewal Form 2012-14

College Name: South Orange County Community College District

**Primary Contact:**

Name: Jim Gaston

Title: Director, IT-Academic Systems

Phone: 949-582-4336

Fax: 949-347-1284

 E-mail: [jgaston@socccd.edu](mailto:jgaston@socccd.edu)
**Secondary Contact (optional):**

Name: Jeff Dorsz

Title: Director, IT-Infrastructure &amp; Security

Phone: 949-582-4308

Fax: 949-347-1284

 E-mail: [jdorsz@socccd.edu](mailto:jdorsz@socccd.edu)
**2012-2014 Bb License Renewal Pricing Summary**

Product Type	Price with FCCC Discount
COURSE DELIV HENA 15-25K	\$69,045
CUSTOM AUTHENT ICM -MH	\$2,500
DATA INTEGRATION ICM -MH	\$4,500
HOSTING CD HENA < 8K	\$52,560
HST STAGING SERVER	\$34,691
HOSTING RMAN BACKUP	\$12,731
License Total Due 12-13	\$176,027
Product Type	Price with FCCC Discount
COURSE DELIV HENA 15-25K	\$69,045
CUSTOM AUTHENT ICM -MH	\$2,500
DATA INTEGRATION ICM -MH	\$4,500
HOSTING CD HENA < 8K	\$52,560
HST STAGING SERVER	\$34,691
HOSTING RMAN BACKUP	\$12,731
License Total Due 13-14	\$176,027

Please Enter your FTE Band:

With the continuing California budget crisis Blackboard and the Foundation for California Community Colleges continue to offer an agreement that will allow California Community Colleges to take advantage of discounts off current pricing and have visibility into costs over the next two years. By signing below you certify that you have read and agree to the Terms and Conditions contained in the Blackboard Software License Agreement and are making a **TWO (2)** year commitment to your Blackboard License renewal. In addition, your signature serves as purchase commitment for your institution.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

PO Attached: Yes / No

PO #:

**BLACKBOARD CONNECT™ SERVICE SCHEDULE**

This Blackboard Connect Service Schedule ("Service Schedule") between South Orange County Community College District, CA ("Customer") and Blackboard Inc. ("Blackboard") details the terms of Customer's use of the Blackboard Connect services set forth in Section 1 below, and shall become effective on the date specified in Section 3 below ("Effective Date"). This Service Schedule is an addendum to the Blackboard License and Services Agreement dated June 29, 2004 between Blackboard and Customer, including any exhibits, schedules and amendments thereto. Capitalized terms used in this Schedule that are not otherwise defined in this Schedule shall have the meaning set forth in the Master Terms.

1. **SaaS, Notification & Support Services:** The Customer hereby subscribes to the following Blackboard Connect SaaS, notification and support services:

Product Name	Description	Units	Initial Term Fee (USD) Period 1: (12 months)	Initial Term Fee (USD) Period 2: (12 months)
Blackboard Connect HED Service	Blackboard Connect Basic Service (Emergency, Attendance and Outreach) \$1.70/recipient	40,000	\$68,000.00	\$68,000.00
Blackboard Connect HED Service	Blackboard Connect API Messaging Service (See Section 8b, below)	1	Waived	Waived
Blackboard Connect Support Service	24x7x365 Support Unlimited Online Training	1	Waived	Waived
<b>Sales Order Total Fee (Initial Term):</b>			<b>\$68,000.00</b>	<b>\$68,000.00</b>

Customer understands and agrees that this Service Schedule limits the use of the SaaS, notification and/or support services by the Customer to the delineated Description and Unit(s) specified above. Additional access to or usage of the software or services is subject to additional purchase.

2. **Initial Term (initial license term and any special requirements):** 2 years
3. **Effective Date (applicable only if different from acceptance date as described in the preamble):** July 1, 2013
4. **Recipient Definition (applicable only to notification services):** HED: enrolled students, faculty and staff.
5. **Customer Billing Contact:**

Contact Name:	Jim Gaston	Contact Phone:	949-582-4336
Street Address:	28000 Marguerite Parkway	City and State/Province:	Mission Viejo, CA
Postal Code and Country:	92692, USA	E-Mail Address:	jgaston@socccd.edu

6. **Payment and Term.** In consideration for the use of the SaaS, notification and/or support services (as applicable) during the Initial Term, the Customer will pay to Blackboard the fee(s) set forth above (the "Fee"). The total Fee will be invoiced on execution of the Agreement and is due within 30 days of invoicing. The term of this Agreement shall be renewed automatically for successive periods of one (1) year each (a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.



Each Renewal Term shall incorporate and be governed by Blackboard's then-current pricing, the applicable Fee for which will be due at the beginning of each Renewal Term, and payable within thirty (30) days after the date of an invoice from Blackboard.

7. **Additional Notification Terms of Service.** The additional notification terms of service attached hereto as Exhibit A ("Terms of Service") are incorporated herein by reference. The individual executing this Service Schedule on Customer's behalf represents and warrants that he or she has the authority to execute this Service Schedule and bind the Customer to all of its terms and conditions as of the date indicated below. Notwithstanding anything to the contrary in any purchase order or any other document provided by Customer, any service provided or license granted by Blackboard to Customer in connection with a purchase order related to this Service Schedule is conditioned upon Customer's acceptance of this Service Schedule and the Terms of Service incorporated by reference herein. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void.

8. **SPECIAL CONDITIONS (IF ANY):**

- (a) In the event that Blackboard and Foundation for California Community Colleges (FCCC) renegotiate new Master Terms, the new Master Terms shall govern upon execution.
- (b) The API Messaging Service shall be rolled over from the 2011 Term to the 2013 Term.

**Blackboard Connect Inc.**

**NAME OF CUSTOMER:** South Orange County  
Community College District

\_\_\_\_\_  
**Signature**

**Print Name and Title:**

**Date:**

**Address:** Blackboard Inc.  
650 Massachusetts Ave NW,  
6th Floor  
Washington, D.C. 20001

**Phone Number:** 202-463-4860

**Fax Number:** 818-450-0425

\_\_\_\_\_  
**Signature**

**Print Name and Title:**

**Date:**

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

**Contact for Notices:**

**Phone Number:**

**Fax Number:**

**Contact Email:**

**Exhibit A****Blackboard Connect Service Schedule Additional Notification Terms of Service**

1. **The Blackboard Connect Service(s).** In consideration for the payment by the Customer of all fees set forth in the Service Schedule, Blackboard shall provide the Customer with the Service(s) set forth therein.
2. **Term and Termination.** The Service Schedule will be effective during the term set forth in the Service Schedule. If Customer inputs any information or other data into Blackboard's systems and/or sends any messages prior to the term, the terms and conditions of this Service Schedule also apply to such use.
  - a. **Termination with Cause.** Either Party may terminate this Service Schedule in the event of a material breach by the other Party, which breach remains uncured for thirty (30) days following written notice to the breaching Party. In the event of a termination by Customer for an uncured material breach, the Customer will receive a prorated refund of the applicable service fee (minus support fees if any) calculated from the date of termination to the end of the applicable annual period. Blackboard may terminate this Service Schedule immediately for non-payment.
  - b. **Effect of Termination.** In the event of termination or expiration of this Service Schedule, the Customer will: (i) immediately discontinue access to and/or use of the Service under this Service Schedule; (ii) pay to Blackboard all amounts due and payable under this Service Schedule; (iii) return all documentation and related training materials to Blackboard within a reasonable time at the Customer's cost; (iv) immediately cease any use of Blackboard's Confidential Information (as defined below); (v) delete any of Blackboard's Confidential Information from its computer storage or any other media, including, but not limited to, online and off-line libraries or databases; and (vi) return to Blackboard or, at Blackboard's option, destroy, all copies of Blackboard's Confidential Information then in its possession. Any termination of this Service Schedule will not affect any rights or liabilities of either Party that accrued prior to such termination. Sections 2, 3, 5, 6 and 7 will survive the expiration or termination of this Service Schedule for any reason.
3. **Payment Terms.** Except as specifically set forth the Service Schedule, each applicable service fee will be invoiced on execution of the Service Schedule and is due within 30 days of invoicing; thereafter, the service fee will be due at the beginning of each annual period and is due within thirty (30) days after the date of an invoice from Blackboard. Late payments may be assessed at the lesser of 1.5% per month or the maximum allowable rate under applicable law.
4. **Purchase Orders.** Customer agrees that if its internal procedures require that a purchase order be issued as a prerequisite to payment of any amounts due to Blackboard, it will timely issue such purchase order and inform Blackboard of the number and amount thereof. Customer agrees that the absence of a purchase order, or other ordering document or administrative procedure may not be raised as a defense to avoid or impair the performance of any of Customer's obligations under the Service Schedule, including payment of amounts owed to Blackboard. Any additional term, condition, requirement or obligation set forth in a purchase order or other ordering document shall not be binding upon Blackboard absent Blackboard's express written consent in each instance.
5. **Privacy Policy and Acceptable Use Policy.** The Customer agrees to comply with the then current Acceptable Use Policy and Privacy Policy (collectively, the "Policies"), which Blackboard reserves the right to modify, from time to time, effective five (5) days after such modified Policies are posted at the relevant link (which can be found at the Blackboard Website located at [www.blackboardconnect.com](http://www.blackboardconnect.com)), such posting to constitute effective notice of changes. In the event of an express conflict between the terms of the Agreement and the terms of the Policies, the terms of the Agreement will prevail.
6. **Representations and Obligations.** The Customer represents and warrants that: (a) it will comply with all applicable laws, regulations and contracts in use of the Service and with respect to the content and transmission of its messages sent using the Service; (b) it will use best efforts in providing accurate and complete Recipient Data (as defined in the applicable Service Schedule); (c) it has met all legal, regulatory and contractual requirements in providing, and using, the Recipient Data, in connection with the Service, including, but not limited to, obtaining and maintaining a record of explicit consent to call a Recipient for the stated purpose(s); (d) it will maintain the confidentiality of its password and account information, and agrees to notify Blackboard in the event of an actual or suspected unauthorized access to its account, or if it loses its account information; (e) it will have in place primary safety and emergency response procedures in the event of an emergency (including without limitation, notifying 911 or equivalent, fire, police, emergency medical, and public health, collectively, "First Responder Services") which do not utilize the Service; (f) it will not subject Blackboard to any regulations or laws due to the import of certain Recipient Data; (g) it will provide a means for Recipients to rescind consent to receive calls and will not send messages to Recipients who have opted out of receiving messages from the Customer; (h) if Customer purchases data from Blackboard, it will only use such data purchased from Blackboard to contact individuals pursuant to the use of the Service and is prohibited from downloading or making copies of such data purchased from Blackboard if such activity would violate an applicable law, regulation or contract; (i) It will not use the Service in combination with products or services not provided by Blackboard or in a manner for which the Service was not designed, which would cause the Service to infringe on a third party intellectual property right; and (j) where Customer is providing a recipient count or other data for the purposes of Blackboard's Service pricing quotations, such information shall be true and correct. The Customer will designate qualified personnel to act as liaisons between the Customer and Blackboard respecting technical, administrative and content matters, and providing accurate and current contact information. The Customer agrees to defend, indemnify and hold harmless Blackboard against any damages, losses, liabilities, settlements, and expenses (including without limitation, costs and reasonable attorneys' fees) in connection with any

claim or action that arises from the content or effects of any messages the Customer distributes using the Service or the Customer's use of the Service.

7. **Miscellaneous.** In the event of the Service's failure to comply with this Schedule, the Customer's sole remedy shall be to terminate the Schedule. The Customer acknowledges and agrees that the Service is not intended, nor designed, for use in high risk activities, or in any situation where failure of the Service could lead to death, personal injury, or damage to property, or where other damage could result if an error occurred and the parties further agree that, to the extent not prohibited by applicable law, Blackboard shall not be liable for any death, personal injury or damage to property. The Customer also acknowledges and agrees that the primary recourse of the Customer in the event of any actual or potential threat to person or property should be to contact First Responder Services and that the Service is not intended to replace First Responder Services, or to be used for communicating with, or replace notification to, or Interoperate directly with, First Responder Services, which should have already been notified and deployed prior to using the Service. The Customer acknowledges and agrees that Confidential Information and all other materials pertaining to the use of the Service are not purchased or developed with Customer funds. Accordingly, nothing in this Service Schedule grants or transfers to the Customer any ownership rights in the foregoing materials or the Service. Any additional charges incurred by a Recipient in connection with the Recipient's telephony or data plan for messages, including but not limited to text message fees or data fees, shall be payable by the Customer or Recipient. The Service Schedule may be executed in counterparts and a signature on a copy of this Service Schedule received by either Party by facsimile is binding upon the other Party as an original.
8. **Weather Alerts.** If Customer is purchasing Blackboard's weather alerts service, the following also shall apply. Customer acknowledges and agrees that Blackboard is delivering weather information created and provided by a third-party public service, and not Blackboard. Weather forecasting is an inexact science. Blackboard makes no express or implied warranties, guarantees or affirmations that weather will occur or has occurred as the public alerts, reports, forecasts, data, or information state, represent or depict and it shall have no responsibility or liability whatsoever to Customer or any other person or entity, parties and non-parties alike, for any inconsistency, inaccuracy, or omission for weather or events predicted or depicted, reported, occurring or occurred. **CUSTOMER AND THIRD PARTIES ARE SOLELY RESPONSIBLE FOR ACTION OR LACK OF ACTION TAKEN TO PRESERVE LIFE OR PROPERTY.**
9. **Portal Access.** If Customer is purchasing portal access, the following also shall apply. Customer agrees that the portal is for the sole purpose of enabling Recipients to update and add their contact information. If the Customer elects to use the portal, Blackboard grants for the Term of such use to Customer a limited non-exclusive, worldwide, royalty-free license to place a digital image of the Blackboard "sign-up" logo, which will be presented to Customer (the "Image"), on an appropriate page of the Customer's internet site, located at a URL to be provided by the Customer, with a hyperlink to Blackboard's portal site (the "Link"). The Customer may not use any other trademark or service mark in connection with the Image without the prior written approval of Blackboard. The Link may not be used in any manner to provide a user with access to the portal via any framing, layering or other techniques now known or hereafter developed that permit display of the portal with any materials posted by Customer or any party other than Blackboard. Customer may not allow the Image to be linked to any other web site. The Customer may not use the Image in any manner not permitted hereunder, modify the Image, or copy, or create a derivative work from, the "look and feel" of the Image. Blackboard will have the right to review all uses of the Image for quality control purposes and proper compliance with guidelines, as they may be modified from time to time. The Image and the goodwill associated therewith are valuable properties belonging to Blackboard and all rights thereto are and shall remain Blackboard's sole and exclusive property. Blackboard reserves the right to modify permission to use the Image and/or the Link at any time.
10. **API License.** If Customer is purchasing an application programming interface ("API") license, the following also shall apply. Blackboard grants to the Customer a limited, non-exclusive, revocable, non-sublicensable, non-transferable license, to access the API's set forth in the Service Schedule. The API(s) is provided in the form of a web service that enables a "connection" into Blackboard's servers. Blackboard will provide the Customer with a URL for the connection, instructions to create a unique token to authenticate the Customer's servers, an API key, password, and basic testing of connectivity. Customer may not use or install the API(s) for any other purpose without the written consent of Blackboard, and may not copy, rent, adapt, disassemble, lease, assign, sublicense, reverse engineer, modify or decompile, the API(s) or any part thereof. Blackboard reserves the right to limit the number and/or frequency of API requests.
11. **Emergency & Outreach Messaging.** If Customer is purchasing messaging restricted by use-case, the following also shall apply. An "Emergency" is an incident, situation or natural phenomenon that: (i) is immediately threatening to life, health, property or the environment; or (ii) has caused loss of life, health detriments, property damage or environmental damage; or (iii) has a high probability of escalating to cause immediate danger to life, health, property or environment. An "Emergency Message" is a message sent to all Recipients in connection with an Emergency. An "Outreach Message" is a message sent to one or more Recipients for general outreach and informational purposes that is not an Emergency Message.
12. **Messaging Outside the US & Canada.** If Customer is purchasing messaging for initiation or delivery outside the United States and Canada, the following also shall apply. Customer acknowledges and agrees that territories outside the United States and Canada may have territorial restrictions resulting from applicable law in the territory, telecommunication or internet infrastructure limitations, telecommunication or internet service provider policies, or communication device customizations that inhibit or prevent the delivery of SMS, text or other messaging, or restrict the ability to place or receive certain calls (e.g., outbound toll-free calls).

Such restrictions may impede certain aspects of the Service. Blackboard shall not be responsible for such impediments.





**College Name:** South Orange County Community College District (Irvine & Saddleback)

**Primary Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Blackboard Student Services Learning Managed Contact Center Solutions for Customer will include:

**Support Portal and Knowledge Base:**

Offering a fully hosted, web-based knowledge base designed to encourage self-service and empower users to maximize the value of their Blackboard Student Services Learning teaching and learning environment.

- The Blackboard Student Services Learning Knowledge Base allows for customized branding and generally integrates within and throughout commercial and open source Learning Management Systems
- Link directly to the Blackboard Student Services Learning Knowledge Base from the login page, or directly from a course by clicking on the "help" icon
- The Blackboard Student Services Learning knowledge base is searchable, customizable, and fully managed by a dedicated Blackboard Student Services Learning account manager
- Includes knowledge base articles, tip sheets, and animated tutorials
- For purposes of this Agreement, minimal customizations in 4 areas will be made available: and additional customizations are available for an additional set fee.  
Password Reset Procedures\  
Branding of the portal  
Other areas to be determined by customer and Blackboard Student Services Learning

**Realtime eChat:**

- The realtime eChat provides a direct, chat-based messaging link to a certified Blackboard Student Services Learning support representative; through the real time chat engine users may interact directly with a support representative 24/7/365.
- Provide users with a detailed chat transcript after each session
- Integrated with ticket tracking Support Applications to ensure comprehensive reporting of both chat-based and phone-based inquiries.

**Toll Free Phone-based Support:**

- The operation will be fully staffed and available for both campus-based and distance learners 24/7/365.
- Customized Branding - Privately Branded scripting and messaging will provide a seamless experience for users and administrators
- Strict Service Level Management Approach
- Detailed monthly reports providing number and type of service requests, as well as depth of usage within each of the application subsystems (i.e., gradebook, assessments, virtual classroom)
- Based on type and nature of inbound calls, Blackboard Student Services Learning will make recommended approaches for managing the Customer Knowledge Base

**2. Additional Upgrade Options** Colleges will have the option to upgrade their services provided by Blackboard Student Services.

**Course Management System Upgrade Options:**

**Privately Branded Fully Customizable Portal  
Seats in a shared ticketing System**

**Please return your PO and this signed form to:** FCCC, CollegeBuys Program, 1102 Q Street, Suite 3500  
Sacramento, CA 95811  
Contact: Johanna Dizon / 916-325-0122/ jdizon@foundationccc.org / FAX: 916-325-0844



**Additional Support Upgrade Option** Should a participating college request Blackboard Student Services to provide support for additional information technology applications. Blackboard Student Services and the college will determine the volume associated with supporting the application. A schedule will be completed with the volume and applications to be supported.

- Full SIMS portal – add
- Netpromoter survey –add
- Platinum level support – add
- Tier 2 support - add

### 3. **Methods of Accessing Support**

The Support Service will include knowledge base, chat-based and phone-based support for all named students and faculty members. It is expected that international users will rely on chat-based support and knowledge-base tools.

### 4. **Support Availability**

Support will be available to faculty and students 24/7/365. **NOTE:** Blackboard Student Services Learning shall use best efforts to make the Support Applications and Support Solutions available to Customer. Notwithstanding, however, from time to time, it may be necessary to provide scheduled maintenance and upgrades to various components of the Support Applications and other technologies used in providing the Support Solutions. In such circumstances, there may be periodic downtime which Blackboard Student Services Learning will use its best efforts to schedule during non-busy time periods.

### 5. **Monthly Reporting**

Included in the support package are monthly reports outlining all incidents received during the period categorized by severity and affected application area. This information will be useful in adjusting certain program aspects to reduce the number of end-user problems in future months.

### 6. **Service Level Agreement & Pricing Assumptions:**

Blackboard Student Services' Managed Contact Center solutions include a service level warranty to ensure timely resolution of issues and response times, as follows:

Live Phone Average Speed to Answer Guarantee: under 3 Minutes, measured on a quarterly basis.

Upon notice to Customer or by Customer of Blackboard Student Services' failure to perform against stated service levels, Blackboard Student Services will have ten (10) days to remedy such failure(s). Upon the second notification for failure to perform for a stated monthly term, Blackboard Student Services shall have 3 business days to remedy and will apply a 10% credit of the call center operations fees for the current quarterly term to the Client's next invoice, if any.

Unless otherwise notified and affirmatively acknowledged by Blackboard Student Services, it is assumed that Client's incident volume per annum will be even throughout the term, and not exceed .6 incidents / Adjusted FTE ; and, average resolved incident length will be no longer than 8 minutes and escalated incident length will be no longer than 4 minutes. Estimated resolution rate for first call will be 80%+ ; Service Levels warranties do not apply if the above values are under estimated or if special circumstances in Client's operations cause an unusual spike in support requests that demonstrate more than a 10% variance from Client's historic averages. In the event that Customer's incident volume exceeds the maximum assumed volume for the standard pricing in this contract, Customer will remit the Tru-up /maximum amount indicated above within 30 days of receipt of an invoice, and for each subsequent renewal period..

**South Orange County Community College District**

**Renewal Term: July 1, 2013 – June 30, 2014**

<b>Project/Account Management</b>	Includes knowledge base provisioning and updating, work flow implementation and management, escalation customizations, survey completions for satisfaction monitoring, monthly reporting and monthly status conference calls – for Irvine and Saddleback.	\$ 9,000.00
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**Please return your PO and this signed form to:** FCCC, CollegeBuys Program, 1102 Q Street, Suite 3500

Sacramento, CA 95811

Contact: Johanna Dizon / 916-325-0122/ jdizon@foundationccc.org / FAX: 916-325-0844

<b>Service Desk Infrastructure</b>	Includes infrastructure expenses – overhead and FCCC processing Fee – includes Netpromoter Survey and SIMS Portal.	<b>\$ 15,406.38</b>
<b>Service Desk Operations</b>	Based on Live support requests (phone, chat, web submission) based on FTE based model – 10,256 adjusted FTE (which allots for 6,154 live volume support incidents).	<b>\$ 78,327.50</b>
<b>SIMS-Bb Learn Plugin Integration</b>	The SIMS-Bb Learn Building Block (B2) is designed for use with the Integrated Agent Desk (also known as SIMS) which is a web application for BbSS agents. Agents use the IAD to access information quickly and securely to provide the most efficient caller experience.	<b>\$ 0</b>
<b>Advanced Interactive Voice Response Implementation Cost &amp; Annual Fee</b>	IVR technology programmatically determines who a caller is based on a cell number or other unique identifier. This capability eliminates lengthy upfront authentication questions during a caller interaction.	<b>\$ 0</b>
<b>Total</b>		<b>\$ 102,733.38</b>
<b>Less FCCC \$4500</b>	The California Community Colleges Chancellor's Office has approved this subsidy. Depending on budget cuts, they may not be able to provide this funding in future years.	<b>\$ (9,000.00)</b>
<b>Total Anticipated Charges</b>		<b>\$ 93,733.99</b>

By signing below you certify that you have read and agree to the Terms and Conditions contained in the Blackboard Student Services License Agreement. In addition, your signature serves as the purchase commitment for your institution.  
 Payment must be addressed to Foundation for California Community Colleges.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PO must be addressed to Foundation for California Community Colleges. Please return your PO with this signed form.**

PO #:

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

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



**AUTHORIZATION OF SIGNATURES**

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT

June 17, 2013

I, Gary L. Poertner, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 17th day of June 2013 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

Secretary \_\_\_\_\_  
Gary L. Poertner

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

POSITION

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Trustees' Requests for Attending Conferences  
**ACTION:** Approval

---

**BACKGROUND**

The Orange County Department of Education requires that all travel/mileage expenses claimed by Trustees for official college business be approved by the Board of Trustees as well as their requests to attend upcoming conferences and meetings.

**STATUS**

The official trips reported in Exhibit A require Board approval for payment by the County of Orange.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A.

Item Submitted By: *Gary L. Poertner, Chancellor*

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC – 2013 Student Trustees Workshop Embassy Suites Anaheim, CA	8/16-8/17/13 (2)	\$800.00	no	

\* The figure in parentheses is the estimated number of nights lodging

\*\* The amount listed includes estimated airfare, lodging, meals, and other expenditures



**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 will continue to advise on issues related to transfer agreements, remediation of environmental contamination, road and utilities easements and ongoing land use agreements. The professional fees for this project will be based on time and materials basis at a discounted hourly rate of: Robert E. Tritt, Partner at \$670 per hour; and Tami L. Azorsky, Partner at \$780 per hour.

### **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  
New York

# McKenna Long & Aldridge<sup>LLP</sup>

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

Orange County  
Rancho Santa Fe  
San Diego  
San Francisco  
Washington, DC

ROBERT E. TRITT  
(404) 527-8130

EMAIL ADDRESS  
tritt@mckennalong.com

April 10, 2013

## Via E-mail

Dr. Debra L. Fitzsimons, 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

Dear Debra:

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. The initial hourly rates in 2008 for the lawyers engaged in representation of the District were as follows:

Robert E. Tritt (Partner)	\$550
Sharice V. Owens (Associate)	\$255

The engagement letter also provides that the rates can be adjusted periodically.

Effective Feb 1, 2009, the rates for myself and Sharice Owens were adjusted to the following;

Robert E. Tritt (Partner)	\$575
Sharice V. Owens (Associate)	\$275

Effective February 1, 2010, the rates for myself and Sharice Owens were further adjusted to be as follows:

Robert E. Tritt (Partner)	\$600
Tami L. Azorsky (Partner)	\$680
Sharice V. Owens (Associate)	\$320

Debra L. Fitzsimons  
April 10, 2013  
Page 2

Effective February 1, 2011, the rates for myself and Sharice Owens were further adjusted to be as follows:

Robert E. Tritt (Partner)	\$625
Tami L. Azorsky (Partner)	\$710
Sharice V. Owens (Associate)	\$325

Effective February 1, 2012, the rates for myself and Tami L. Azorsky were further adjusted to be as follows:

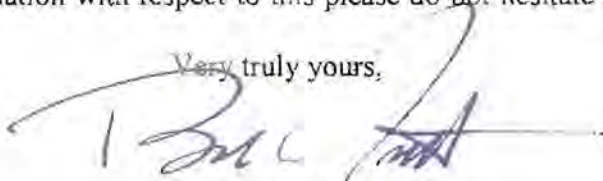
Robert E. Tritt (Partner)	\$650
Tami L. Azorsky (Partner)	\$750

Effective February 1, 2013, the rates for myself and Tami L. Azorsky were further adjusted to be as follows:

Robert E. Tritt (Partner)	\$670
Tami L. Azorsky (Partner)	\$780

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

Very truly yours,



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:** ATEP: Substitution of Subcontractor-Site Foundation and Infrastructure Demolition – Southern California Grading, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On April 29, 2013, the Board approved the award of bid for the ATEP Site Foundation and Infrastructure Demolition.

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

### **STATUS**

SOCCCD's staff agrees with U.S. Demolition's determination that the listed subcontractor, Southern California Grading, Inc., has failed or refused to perform his subcontract. U.S. Demolition Inc. recommends that National Demolition be accepted as its replacement. In accordance with Section 4107 of the Government Code, a certified letter notifying Southern California Grading, Inc. of this request was sent on May 29, 2013, (EXHIBIT A).

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the removal of Southern California Grading, Inc. and its substitution with National Demolition as subcontractor on the ATEP Site Foundation and Infrastructure Demolition.





May 29, 2013

Southern California Grading, Inc.  
Attn: Kurt T. Cutler, President  
16291 Construction Circle East  
Irvine, CA 92606

Mr. Cutler,

We have received from U.S. Demolition a request for substitution of the grading subcontractor for the ATEP Site Foundation and Infrastructure Demolition Project. (See attached)

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

Sincerely,

Brandye K. D'Lena  
Executive Director Facilities Planning and Purchasing

BKD/jb

**SOUTHERN  
CALIFORNIA  
GRADING, INC.**  
*"Making the Grade Since 1969"*

Phone 949 551-6655  
Fax 949 551-4237  
License No. 275738

16291 Construction Circle East, Irvine, California 92606

5/22/2013

U.S. Demolition  
4510 E. Eisenhower Circle  
Anaheim, CA 92807  
License #7785985  
(714) 695-9029 office  
(714) 695-9024 fax

Attention: Mr. Brant Davis

Re: ATEP Site Demolition


Gentlemen

Per our conversation the proposed schedule will conflict with other work. As a result we will not be able to execute a contract to perform this work. Given the above Southern California Grading will agree to be delisted as a subcontractor on this project.

This agreement also acknowledges there will be no liability or involvement by Southern California Grading on this project by U.S. Demolition or any other parties involved on this project.

If you have any questions please call me on my cell (714) 904-4490.

Sincerely,

  
Kurt T. Cutler  
President



4510 E. Eisenhower Circle, Anaheim, CA 92807  
PHONE 714 695-9026 • FAX 714-695-9024

May 24<sup>th</sup> 2013

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

Re: ATEP Site Foundation and Infrastructure Demolition Subcontractor withdrawal

Dear Brandy,

Please see the attached letter from Southern California Grading, our listed subcontractor on the above referenced project. Due to work load SCG cannot man the project with equipment and manpower to complete their scope of work within the schedule requirements.

We propose to substitute SCG with National Demolition to perform the scope of work on the project. Please confirm that this is acceptable to the District.

Please contact me if you have any questions, we look forward to working together with the District on another successful project.

Sincerely,

Scott Moore  
Owner / President  
U.S. Demolition Inc.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 13-23 to Amend FY 2012-2013 Adopted Budget

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2012-2013 Adopted Budget.

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

Disabled Students Programs & Services (DSPS) at Irvine Valley College	\$41,409
Disabled Students Programs & Services (DSPS) at Saddleback College	\$1,868
Credit Matriculation at Irvine Valley College	(\$10,193)
Enrollment Growth for Nursing at Saddleback College	\$89,687
Total Increase to the General Fund	<u><u>\$122,771</u></u>
Child Development Training Consortium at Saddleback College	<u>\$1,875</u>
Total Increase to the Child Development Fund	<u><u>\$1,875</u></u>
Total Budget Amendment	<u><u>\$124,646</u></u>

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-23 to amend the FY 2012-2013 Adopted Budget as indicated in EXHIBIT A.

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



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 13-23**

June 17, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$124,646 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**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8600	State Revenue	\$122,771
		<b><u>\$122,771</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$41,216
2000	Classified Salaries	\$51,868
3000	Fringe Benefits	\$6,660
4000	Books and Supplies	\$1,440
5000	Other Operating Expenses and Services	\$13,449
6000	Capital Outlay	\$8,138
		<b><u>\$122,771</u></b>

**Child Development Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8800	Local Income	\$1,875
		<b><u>\$1,875</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
7000	Other Outgo	\$1,875
		<b><u>\$1,875</u></b>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT  
GENERAL FUND  
**RESOLUTION 13-23**  
June 17, 2013

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$124,646 was duly and regularly adopted by the said Board at a regular meeting thereof held on June 17, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 18th day of June 2013.

---

Gary L. Poertner  
Secretary to the Board of Trustees

**TO:** Board of Trustees**FROM:** Gary L. Poertner, Chancellor**RE:** SOCCCD: Resolution No. 13-24: Conflict of Interest – Update and Amend Designated Positions and Reporting Categories**ACTION:** Approval

---

**BACKGROUND**

On December 12, 2012, the South Orange County Community College District adopted an amendment to its Conflict of Interest Code as required by Government Code Section 87300 of the Political Reform Act of 1974. Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors (the "County"), as the code reviewing body for the District, has requested that the District conduct a review of its Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County. The amended code will become effective upon approval by the County.

**STATUS**

Consistent with the advisory opinions issued by the Fair Political Practices Commission, the District's existing Conflict of Interest Code (Exhibit A - Attachment A) is revised to reflect officials in the positions listed in EXHIBIT B shall file Statements of Economic Interest with either the Clerk of the Orange County Board of Supervisors or the agency/district's Political Reform Act Filing Officer and that the list of designated positions(EXHIBIT B) and reporting categories (EXHIBIT C) are updated and amended as shown.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-24 (EXHIBIT A) and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.

**RESOLUTION NO. 13-24**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ADOPTING A CONFLICT OF INTEREST CODE  
WHICH SUPERSEDES ALL PRIOR CONFLICT OF  
INTEREST CODES AND AMENDMENTS  
PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. Seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, South Orange County Community College District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their code in conformity with the Political Reform Act.

**NOW THEREFORE, BE IT RESOLVED:**

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the South Orange County Community College District.

Section 2. The provisions of all Conflict of Interest Code and Amendments thereto previously adopted by the South Orange County Community College District and hereby superseded.



Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

---

President, Board of Trustees

South Orange County Community College District

---

Clerk, Board of Trustees

South Orange County Community College District

**ATTACHMENT A**

**CONFLICT OF INTEREST CODE FOR THE**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code Regs. Sec. 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend this Regulation to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the South Orange County Community College District.

Officials in the positions listed in Exhibit B shall file Statements of Economic Interest with either the Clerk of the Orange County Board of Supervisors or the agency/district's Political Reform Act Filing Officer, as specified in Exhibit B. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code § 82008).

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## LIST OF DESIGNATED POSITIONS

## CONFLICT OF INTEREST CODE

Designated Positions	Disclosure Categories	Files With
Assistant Athletic Director	OC-02	COB
Assistant Dean, Health Science & Human Services / Director of Nursing	OC-02	COB
Assistant Director of Facilities	OC-02	COB
Assistant Director of Facilities – Capital Outlay Projects	OC-02	COB
Assistant Director of Fiscal Services – Accounting and Budget	OC-02	COB
Assistant Manager, Child Development Center	OC-02	COB
Associate Director of Applications Delivery	OC-02	COB
Associate Director of Human Resources – Employer / Employee Relations	OC-02	COB
Associate Provost	OC-02	COB
Associate Vice Chancellor of Economic Development	OC-02	COB
Board Member	OC-01	COB
Buyer	OC-01	COB
Central Services Manager	OC-02	COB
Chancellor	OC-01	COB
Chief of Police	OC-02	COB
College Grants and Contracts Manager	OC-01	COB
Community Based Job Training Grant Project Director	OC-02	COB
Community Collaborative Grant Project Director	OC-02	COB
Construction Manager	OC-02	COB
Consultant	OC-30	Agency
Dean of Academic Programs	OC-02	COB
Dean of Counseling Services	OC-02	COB
Dean of Fine Arts and Business Sciences	OC-02	COB
Dean of Fine Arts and Media Technology	OC-02	COB
Dean of Kinesiology & Athletics / Athletics Director	OC-02	COB
Dean of Liberal Arts	OC-02	COB
Dean of Liberal Arts, School of Social and Behavioral Sciences, Humanities and Language, Library & Learning Services	OC-02	COB
Dean of Students & Counseling Services	OC-02	COB
Dean of Transfer, Career & Special Programs	OC-02	COB
Dean, Advanced Technology and Applied Science	OC-02	COB
Dean, Business Science and Economic Workforce	OC-02	COB
Dean, Enrollment Services	OC-02	COB
Dean, Health Science and Human Services	OC-02	COB
Dean, Health Sciences, Kinesiology & Athletics	OC-02	COB
Dean, Math, Science and Engineering	OC-02	COB

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## LIST OF DESIGNATED POSITIONS

## CONFLICT OF INTEREST CODE

Designated Positions	Disclosure Categories	Files With
Dean, Online and Extended Education	OC-02	COB
Dean, Online Education and Learning Resources	OC-02	COB
Dean, Social and Behavioral Sciences	OC-02	COB
Dean, Technical Preparation Project	OC-02	COB
Deputy Chief of Police	OC-02	COB
Director of Advanced Technology Center – Rapid Tech NSF	OC-02	COB
Director of Advanced Technology Project – Rapid Tech	OC-02	COB
Director of Annual Giving and Development Services	OC-02	COB
Director of Child Development Center	OC-02	COB
Director of College Broadcast Services	OC-02	COB
Director of Facilities Planning	OC-02	COB
Director of Foster and Kinship Care Education Program	OC-02	COB
Director of Information Technology - Academic Systems	OC-02	COB
Director of Information Technology - Administrative Systems	OC-02	COB
Director of Information Technology – Infrastructure & Security	OC-02	COB
Director of Manufacturing Technology – Rapid Tech NSF	OC-02	COB
Director of Marketing & Communications	OC-02	COB
Director of Marketing, Communications & Broadcast Services	OC-02	COB
Director of Outreach and Recruitment	OC-02	COB
Director of Research, Planning and Accreditation	OC-02	COB
Director of Student Life	OC-02	COB
Director of Technology Services and Broadcast Systems	OC-02	COB
Director, Board Policies & Administrative Regulations Program	OC-02	COB
Director, Center for Applied and Competitive Tech	OC-02	COB
Director, College Foundation	OC-02	COB
Director, Community Education	OC-02	COB
Director, Economic & Workforce Development	OC-02	COB
Director, Emeritus Institute Instructional Programs	OC-02	COB
Director, Facilities	OC-01	COB
Director, Financial Aid	OC-01	COB
Director, Fiscal Services	OC-02	COB
Director, Information Technology, Program Analysis	OC-02	COB
Director, Learning Assistance	OC-02	COB
Director, Performing Arts & Operations	OC-02	COB
Director, Student Health Center	OC-02	COB
Director, Technical Preparation Project	OC-02	COB
Director, Technology Services	OC-02	COB
District Director of Public Affairs & Government Relations	OC-02	COB
District Director of Research, Planning & Data Management	OC-02	COB



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## LIST OF DESIGNATED POSITIONS

## CONFLICT OF INTEREST CODE

Designated Positions	Disclosure Categories	Files With
District Director, Information Technology	OC-02	COB
Educational Program Director	OC-02	COB
Executive Director of Facilities Planning / Purchasing / Materials Management	OC-01	COB
Executive Director of Fiscal Services / Comptroller	OC-01	COB
Executive Director of Human Resources & Employer / Employee Relations	OC-02	COB
Facilities Maintenance and Energy Projects Manager	OC-02	COB
Financial Aid Director	OC-02	COB
Financial Analyst / Audit Supervisor	OC-02	COB
Grant Project Coordinator	OC-02	COB
Instructional Site Supervisor	OC-02	COB
Manager, Office of the Chancellor and Trustee Services	OC-02	COB
Manager, Office of the President	OC-02	COB
Night Facilities Operations Supervisor	OC-02	COB
Payroll and Benefits Processing Manager	OC-02	COB
Police Operations Lieutenant	OC-02	COB
President	OC-01	COB
Project Director of Career Technical Education	OC-02	COB
Provost	OC-02	COB
Purchasing Manager	OC-01	COB
Registrar	OC-02	COB
Risk Manager	OC-02	COB
Senior Buyer	OC-01	COB
Systems Manager, Computers & Networking Operations	OC-02	COB
User Experience Manager	OC-02	COB
Vice Chancellor, Business Services	OC-01	COB
Vice Chancellor, Educational Services	OC-01	COB
Vice Chancellor, Human Resources & Employer-Employee Relations	OC-01	COB
Vice Chancellor, Technology & Learning Services	OC-01	COB
Vice President for College Administrative Services	OC-01	COB
Vice President, Instruction	OC-02	COB
Vice President, Student Services	OC-02	COB

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Gifts to the District and Foundations  
**ACTION:** Approval

---

**BACKGROUND**

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division/school or office within the college receiving the donated item reviews all gifts.

**STATUS**

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

**DONATIONS**  
**June 17, 2013****SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
2 Soft Boxes for Photography	Gilbert G. Flores 45 Via Cresta Rancho Santa Margarita, California
Classical and Easy Listening LP's	Michael Edmonds (in the name of William Edmonds) 26751 Sotelo Mission Viejo, California 92692
Beseler 67C Enlarger for Photography	Maris L. Dye 2022 Las Lunas Street Pasadena, California 91107
Canon EOS 705 Canon Lens 28-70-mm Sigma Zoom 70-210mm	Beverly Campbell 14221 Acacia Drive Tustin, California 92780
15" Dell Laptop	Donald & Marie Bowman 25366 Costeau Laguna Hills, California 92653



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-04154 through P13-04356 amounting to \$993,156.68 and P14-00051 through P14-00102 amounting to \$3,324,819.04 are submitted to the Board of Trustees for approval. Confirming requisitions dated May 2, 2013 through May 28, 2013 totaling \$93,291.17 are also submitted.

**RECOMMENDATION**

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

## Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04154	SCIENCE KIT, INC.		Instructional equipment purchase for life sciences	3,896.66
P13-04155	TROXELL COMMUNICATIONS, INC.		Lamp for DMP projector/ATEP	464.40
P13-04156	ALENA STRICKLAND		FKCE Wksp Trainer	90.00
P13-04157	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Tsquare/smatstk/artray/tubs/ IVC Soc.Sci.	184.36
P13-04158	MAIN GRAPHICS		Honors Brochure/IVC VPSS	1,345.42
P13-04159	MONTGOMERY HARDWARE		Replace A100 Door	1,221.00
P13-04160	DIVERSIFIED BUSINESS SERVICES		Promotional IVC VPSS/ Bic highlighter	3,421.44
P13-04161	DIVERSIFIED BUSINESS SERVICES		Promotional IVC VPSS iconic brief	2,628.56
P13-04162	BOUNDLESS NETWORK		CTE Program Marketing and Promotional materials	2,212.33
P13-04163	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	SC Science	Prescription pads SC student health	367.20
P13-04164	KAUFMAN TRAILERS OF NC, INC.		Transportation trailer	5,611.20
P13-04165	EDMUND OPTICS AMERICA		Supplies for Astronomy	43.23
P13-04166	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Student health cards SC student health ctr	5,356.80
P13-04167	PARKHOUSE TIRE, INC.		Transportation tires	4,219.88
P13-04168	MASUNE FIRST AID & SAFETY		Materials for SC CDC	102.90
P13-04169	HUMANSIZE C/O UNITED INTERIOR S		Task Chairs	1,180.55
P13-04170	WOODEN CAMERA LLC	Bldg W/Com Arts	Back plate for Battery SC Film	1,098.14
P13-04171	MIROSLAVA MANCHIK		PERKINS 2013-2014 State Application Final Budget	276.34
P13-04172	R & R INDUSTRIES, INC.	Bldg W/Com Arts	Events promotion KSBR hats	449.06
P13-04173	G/M BUSINESS INTERIORS		Report writing station for campus police	4,549.45
P13-04174	MIROSLAVA MANCHIK		President's Roundtable for EWD 2013	300.00
P13-04175	BANG PRINTING		IVC Student handbook	1,374.95
P13-04176	ERIC HILDEN		Items for President's Roundtable for EWD event	300.00
P13-04177	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Install sliding window	2,711.66
P13-04178	FILMTOOLS, INC.	Bldg W/Com Arts	Material for lighting control	324.99
P13-04179	TROXELL COMMUNICATIONS, INC.		Portable Microphone/Speaker	634.55
P13-04180	GOVCONNECTION	Bldg W/Com Arts	Hard drive for student editing computers	1,038.52
P13-04181	G/M BUSINESS INTERIORS		Refurnishing A100. CMAS priced	44,072.23
P13-04182	RECONIK		Mics and accessories	1,682.10
P13-04183	KNIGHTS EDGE LTD		Theatre supplies	1,800.00
P13-04184	PROVANTAGE		Theatre supplies	700.00
P13-04185	HEARLIHY & COMPANY/A PITSCO CO MPANY		vellum/dot tape/ architect scale/ SC BGS	460.40
P13-04186	BEST BUY BUSINESS ADVANTAGE		Flat monitors	5,504.20

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## Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04187	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		BOOKS FOR LOAN PROGRAM	1,748.00
P13-04188	ANASTASIIA POLOVIN		Graphic prints and banner for CTE programs	2,000.00
P13-04189	PEARSON CLINICAL ASSESSMENT (P sychCorp)		IVC LD assessment materials	391.48
P13-04190	RICK CRANDALL		GuestSpkr Honorarium, May 3 Film/Panel Discussion	150.00
P13-04191	ANNE KRIEGHOFF		GuestSpkr Honorarium, May 3 Film/Panel Discussion	150.00
P13-04192	DAN MANASSERO MANASSERO FARMS		GuestSpkr Honorarium, May 10 Film/Panel Discussion	150.00
P13-04193	JEFF COFFMAN CLEAN GREEN TECHNOLOGY		GuestSpkr Honorarium, May 3 Film/Panel Discussion	150.00
P13-04194	CHRISTINE KNAPP OC WASTE & RECYCLING		GuestSpkr Honorarium, May 3 Film/Panel Discussion	150.00
P13-04195	DANIELLE ASLAM		GuestSpkr Honorarium, May 10 Film/Panel Discussion	150.00
P13-04196	REYNOLDS ADVANCED MATERIALS		B2E Summer Engineering/casting/epoxamite	2,035.62
P13-04197	FREEMAN MFG & SUPPLY CO		B2E Summer Engineering /renshape 5045	620.21
P13-04198	LULU'S CREPERIE		President's Roundtable for EWD 2013	351.00
P13-04199	RIO GRANDE ALBUQUERQUE		investment/bowl/neusprue/carving tools SC TAS	1,419.12
P13-04200	3D RAPID PROTOTYPING INC.		B2E Summer Engineering N/o-05 16 oz.	269.20
P13-04201	BOUNDLESS NETWORK		CTE Drawstring Backpacks/SC Outreach	1,036.80
P13-04202	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	Accessories for Swift Jib	931.60
P13-04204	CHEFS' TOYS		Supplies for culinary classes	1,099.33
P13-04205	PRO GROUP CO.		Sketch paper	154.71
P13-04206	QUEZADA PRO LANDSCAPE, INC.		Fine arts slope clean up	4,000.00
P13-04207	CRI ELECTRIC, INC		Installing partition whips	200.00
P13-04208	HERCULES PORTABLE POWER, INC.		Emergency generator services	1,082.00
P13-04209	ORANGE COAST FENCE COMPANY		Repair fence at football cell tower	5,892.00
P13-04210	POCKET NURSE ENTERPRISES, INC.		Training equipment for paramedic class	161.28
P13-04211	HUMANSIZE C/O UNITED INTERIORS		Keyboard tray and monitor arms	672.04
P13-04212	STANCIL CORPORATION		Multi channel voice logging recorder system	14,234.40
P13-04213	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		IPAD for Internship Prog/ EWD Employer Outreach	1,014.96
P13-04214	SORIANO ELECTRIC RICK SORIANO		Electrical installation for Techno upgrade	1,000.00
P13-04215	KIEFER		Swim fins/ankle weights/kickboards KNEA SC	654.70

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Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04216	RIVERSIDE PUBLISHING COMPANY C LINICAL CUSTOMER SERVICE DPT		LD testing records & response booklets SC Coun.	235.31
P13-04217	DIVERSIFIED BUSINESS SERVICES		Imprinted USB Drives and stickers EOPS/CARE IVC	1,686.96
P13-04218	GRAVIC, INC.		Upgrade Remark 6 (scannable surveys) to ver 8	550.00
P13-04219	HELEN ECKMANN		Speaker for President's Roundtable 2013	1,000.00
P13-04220	IRVINE VALLEY COLLEGE BOOKSTOR E		Summer 2013 textbooks for EOPS students	1,279.00
P13-04221	FLOOR TECH GROUP		Replace Carpet in B356	2,691.00
P13-04222	THE HILLS HOTEL		Facility Rental for Fin. Aid BPA Workshop	3,240.00
P13-04223	PRESIDIO NETWORKED SOLUTIONS		WANLAN Assessment-Network Refresh Project	22,695.00
P13-04224	CHRISTY WHITE ASSOCIATES		Contract for Auditing Services	120,000.00
P13-04225	MSA CORPORATE CENTER		Calibrate and repair chillgard	750.00
P13-04226	MARGUERITE BEAL		FKCE Wkshp Monitor	70.00
P13-04227	YVETTE ARBIZO		FKCE Wkshp Panelist	100.00
P13-04228	JODY WALLACE		FKCE Wkshp Monitor	35.00
P13-04229	ERIN KIM		FKCE Wkshp Trainer	680.00
P13-04230	CARLOS ZELAYA		FKCE Wkshp Panelist	100.00
P13-04231	ORKIN EXTERMINATING, INC. ACUR ID		Bee removal at Horticulture container	500.00
P13-04232	MOTOROLA SOLUTIONS		Communication equipment/dispatch/emergency mgmt	57,695.25
P13-04233	VIDEO INSIGHT INC		2 servers	31,109.73
P13-04234	VIDEO INSIGHT INC		Emer notifi/atm's/childcare/lrc cams/hardware	43,284.67
P13-04235	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		2 Mini iPads to share with divisional needs	998.88
P13-04236	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Mini iPad to shared with divisional needs	1,214.88
P13-04237	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		2 iPad for Shared use Div of TC&SP	1,646.88
P13-04238	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Ipad for departmental use	660.36
P13-04239	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Macbook Pro 17' battery	125.28
P13-04240	THE PATON GROUP		3D printer supplies	2,557.00
P13-04242	TERRY CHRISTOPHER		Tech Support - "Noises Off"	500.00
P13-04243	HUMANSIZE C/O UNITED INTERIOR S		Ergo Chair	509.49
P13-04244	CPAPUSA.COM		Equipment for EMS pulse oximeter	393.00
P13-04245	DELL MARKETING		Perkins- Bus Dept	1,816.68
P13-04246	DELL MARKETING		Perkins- Bus computer	765.72
P13-04247	DELL MARKETING		4 PowerEdge R720 Servers	50,420.10
P13-04248	SIGN A RAMA		SignsSC Police	295.65
P13-04249	GOENGINEER, INC.		Bridges2Engineering Summer Workshop Software RUSH	2,938.00

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## Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04250	THE PATON GROUP		Bridges2Engineering Summer Workshop Supplies RUSH	1,351.10
P13-04251	ALEXANDER LEIGH		Accompanist for SCLO 2013 Callback auditions	80.00
P13-04252	MISSION VIEJO FLORIST		Comm.Floral Arr. Check needed 5/23/13	583.20
P13-04253	CDW-G COMPUTER CENTERS		Bridges2Engineering Summer Workshop Software	2,429.48
P13-04254	MECSOFT CORPORATION		B2E Summer Engineering Workshop Urgent!	5,251.50
P13-04255	BJB ENTERPRISES, INC.		Bridges2Engineering silicone	237.59
P13-04256	PBS VIDEO/SHOP PBS PBS EDUCATIONAL VIDEO		IVC Geology dvds	91.11
P13-04257	NATIONAL ASSOCIATION OF GEOSCIENCE TEACHERS		Guides for Geology/IVC Sci.math	191.95
P13-04258	SOUTH COAST GEOLOGICAL SOCIETY		Supplies for Geology Dept. IVC books	230.60
P13-04259	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Plan Check Fee/SC LRC Reno	12,320.27
P13-04260	A-1 AWARDS		Commencement Plaques	1,100.00
P13-04261	SADDLEBACK FLOWER SHOP		Scholarship Ceremony Flowers	442.80
P13-04262	SO. ORANGE CO. COMM. COL.DIST		Returning of R2T4 Pell Grant Funds for Spring 2013	3,142.00
P13-04263	HEAT TRANSFER SOLUTIONS %TRACY WILLIAMS		Installing storage tank at fine arts	2,550.00
P13-04264	FISHER SCIENTIFIC		Instructional Supplies - Chemicals	459.40
P13-04265	HUFCOR AIRWALL		Repair divider in the student service lounge	2,560.00
P13-04266	HAITBRINK ASPHALT PAVING, INC.		Repair drain pip at ssc quad	1,575.00
P13-04267	HAITBRINK ASPHALT PAVING, INC.		Repair concrete at water line break at gym	4,870.00
P13-04268	TOMARK SPORTS EQUIPMENT		Repair Winches to Operate Existing Backboard	4,816.78
P13-04269	MATERIAL SALES UNLIMITED		Ground sand supplies	2,065.00
P13-04270	QUEZADA PRO LANDSCAPE, INC.		Landscape work in lot 9 and 10	4,200.00
P13-04271	AMTECH RELIABLE ELEVATOR CO.		Installing emergency lighting/alarm in sm elevator	668.00
P13-04272	CHRIS BOOKE	.	Guest Artist	1,105.00
P13-04273	CAMPUS CONCERTS ATTN: PAT MAK I	.	Concert musicians	2,000.00
P13-04274	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Supplies for student production	823.36
P13-04275	DAVID PUFAHL dba NEW VISION CONSTRUCTION		Remodeling SSC-208 student payment office	11,390.94
P13-04276	CERTIFIED TRANSPORTATION SERVICES		Senior Day Transportation	7,393.43
P13-04277	WOODBIDGE HIGH SCHOOL		H.S. Senior Day 2013 Transportation	800.00
P13-04278	LAGUNA BEACH UNIF. SCHOOL DIST		H.S. Senior Day Transportation	300.51
P13-04279	ORANGE HIGH SCHOOL		H.S. Senior Day Transportation	146.25
P13-04280	DISPENSING SOLUTIONS, INC.		Prescription drugs	238.63

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## Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04281	MC KESSON GENERAL MEDICAL CORP		Medical supplies	191.74
P13-04282	OTHER WORLD COMPUTING ATTN: EDUCATIONAL ACCOUNTS	Bldg W/Com Arts	External hard drive to archive student projects	245.70
P13-04283	THE HILLS HOTEL		Facility Rental- Contacts BPA	3,240.00
P13-04284	JACQUELINE GOODE		FKCE Wkshp Trainer	240.00
P13-04285	CHEFS' TOYS		Items for culinary students using CTE Funds	3,934.79
P13-04286	VAVRNICK, TRINE & DAY		Fiscal Accountability Services	12,500.00
P13-04287	LISA WORKMAN		FKCE Wkshp Panelist	50.00
P13-04288	CARIE CRUZ		FKCE Wkshp CoTrainer	105.00
P13-04289	MARK ESTRADA		FKCE Wkshp Panelist	50.00
P13-04290	GUISELLE SCOTT		FKCE Wkshp CoTrainer	840.00
P13-04291	GABRIELA HERNANDEZ		FKCE Wkshp Panelist	50.00
P13-04292	UNITED SITE SERVICES OF CALIFORNIA, INC.		Emergency rental of portable potties at gym	1,645.22
P13-04293	DELL MARKETING		computer cable system	2,175.96
P13-04294	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreters for deaf student for Hum. Svc courses	2,604.00
P13-04295	HAITBRINK ASPHALT PAVING, INC.		Overlay asphalt at College Dr. and groundsyard	78,815.00
P13-04296	B & H PHOTO	Bldg W/Com Arts	lens filters for RED Epic Camera	1,611.36
P13-04297	ENCO MANUFACTURING CO.		Bridges2Engineering Summer Workshop Supplies RUSH	1,261.00
P13-04298	FIBRE GLAST DEVELOPMENTS CORP.		Bridges2Engineering Summer Workshop Supplies RUSH	468.62
P13-04299	INDUSTRIAL PLASTIC SUPPLY, INC		Bridges2Engineering Summer Workshop RUSH	364.29
P13-04300	B & H PHOTO	Bldg W/Com Arts	Cables for audio equipment SC	874.92
P13-04301	McMASTER CARR SUPPLY COMPANY		* instructional supplies	385.00
P13-04302	HUMANSIZE C/O UNITED INTERIORS		Ergonomic Evaluation Request for Keyboard	204.29
P13-04303	TIRE GUIDES, INC.		wall charts SC autotech	35.41
P13-04304	LAUREN GRAHAM		Commencement Singer 5.24.13 SC	100.00
P13-04305	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Photo ID Machine Cleaning Kit SC A+R	105.20
P13-04306	JACKSON, DE MARCO, TIDUS, & P ECKENPAUGH		Professional Services	7,686.00
P13-04307	OBJET INC.		Supplies for Bridge to Engineering (B2E) workshop	960.50
P13-04308	HOME DEPOT MISSION VIEJO STORE #614		planer for DMP	463.29
P13-04309	MARY T. JONES		Facilitator for IBA workshops for Counseling & SHC	800.00
P13-04310	APCO GRAPHICS, INC.		Updating Building Directory at Campus	327.40
P13-04311	FISHER SCIENTIFIC		Instructional equipment purchase for life sciences	3,650.89
P13-04312	HOME DEPOT MISSION VIEJO STORE #614		* Instructional equip ELECTRIC CHIPPER	234.82

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Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04313	MARATHON INK SCREENPRINTING & EMBROIDERY		IVC Veteran's Affairs promo/shirts/sweatshirts	8,051.40
P13-04314	MAPS.COM		maps for Geology Dept.	523.70
P13-04315	WELLS FARGO #3317 (DISTRICT)		Keyboard for Ergonomic Evaluation/Request	275.31
P13-04316	SADDLEBACK VALLEY UNIFIED SCH OOL DISTRICT		Senior Day Transportation	160.86
P13-04317	PYRO-COMM SYSTEMS		Install fire alarm system to conduit in BGS	3,387.58
P13-04318	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Close-Out App# 04-108888 IVC B200	1,801.72
P13-04319	W. W. GRAINGER		shop vac	148.37
P13-04320	UNITED RENTALS		Truck rental for "Fiddler" set pick-up	790.48
P13-04321	ORKIN EXTERMINATING, INC. ACUR ID		SM termite treatment	1,595.00
P13-04322	LISA JANE GORE		Contract Services	1,000.00
P13-04323	TWO TWINS FROM TEXAS BLIND CO MPANY		CLEANING BLINDS	826.00
P13-04324	TWO TWINS FROM TEXAS BLIND CO MPANY		Repair and Parts for CDC Blinds	85.00
P13-04325	DELL MARKETING		Dell all-in-one touch screen monitors	10,732.18
P13-04326	OCEANSIDE PHOTO & TELESCOPE		Astronomy supplies purchase	519.26
P13-04327	PASCO SCIENTIFIC		Physics supplies purchase	287.08
P13-04328	COLLEGE BOARD CUES SOFTWARE SE RVICES		PowerFAIDS Initial Web Client License One-Time Fee	18,689.04
P13-04329	SUNNY COMMUNICATIONS, INC.		dispatch consoles	25,764.00
P13-04330	ORANGE COUNTY REGISTER		Bid Ad 305D Janitorial - 5/9, 5/16/13	894.00
P13-04331	ORANGE COUNTY REGISTER		Bid Ad 2009 Cogen - 5/10, 5/17/13	1,350.00
P13-04332	UNISOURCE CORPORATION FACILITI ES SUPPLY		Custodial supplies	4,432.08
P13-04333	SAFE NAVIGATION, INC.		Supplies for Geology Dept.	949.20
P13-04334	GUEST ARTISTS		Musicians for Aging Out at McKinney Theatre	320.00
P13-04335	ABC SCHOOL EQUIPMENT, INC.		SC LRC Comm. Arts Reno	3,744.00
P13-04336	ALL AROUND UNDERGROUND CONTRA CTORS INC.		Emergency water line repair	5,815.62
P13-04337	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Expendables for Cinema/TV Students	900.92
P13-04338	WATRY DESIGN INC.		Parking evaluation professional service	21,000.00
P13-04339	JACK APPLEMAN		reimbursement for purchase of 3D printer	3,725.59
P13-04340	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Replacement Audio cables	513.00
P13-04341	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Cables for production use	314.27
P13-04342	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpret. Svcs for students in Hum. Svcs	7,000.00

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## Includes P13-04154 - P13-04356

PO Number	Vendor Name	Site	Description	Account Amount
P13-04343	PASCO SCIENTIFIC		Software upgrade for Physic labs	549.92
P13-04344	FUNDAMENT & ASSOCIATES, INC.		Design cooling tower and chiller system	76,000.00
P13-04345	ANAHEIM FENCE COMPANY		Fence Work to Support for Delivery of Container	1,366.00
P13-04346	AG CONSTRUCTION & CONTRACTING INC		Replace Electrical Covers for SSC Projects	431.05
P13-04347	DIGITAL NETWORKS GROUP, INC.		Replace wireless infrastructure-both campuses	28,672.79
P13-04348	LOCAL JANITORIAL & VACUUM & SUPPLY CO.		Custodial equipment repairs SC MO	2,000.00
P13-04349	MAIN GRAPHICS		Business Cards - for D. McCullough	37.80
P13-04350	SEHI PROCOMP COMPUTER PRODUCTS		Toner Supplies SC PE	1,753.96
P13-04351	COLLEGE BRAIN TRUST		College Brain Trust (2013) - Comm. Workshop	13,104.00
P13-04352	NEUDESIC, LLC		SIS Schedule Planning Tool	45,000.00
P13-04353	LEE ARMSTRONG CO., INC.		Replace flooring in Horticulture Office	995.00
P13-04354	LEE ARMSTRONG CO., INC.		Replacing floor for PE 410 office	695.00
P13-04355	HERCULES PORTABLE POWER, INC.		Repair generators at Fine Arts	699.04
P13-04356	MIROSLAVA MANCHIK		PERKINS 2013-2014 Workshop w/Project Coordinators	587.35
Total Number of POs			201	Total 993,156.68

## Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	182	641,977.17
12	Child Development Fund	3	1,013.90
40	Capital Outlay Fund	15	342,479.61
68	Self-Insurance Fund	1	7,686.00
Total			993,156.68

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## Includes P14-00051 - P14-00102

PO Number	Vendor Name	Site	Description	Account Amount
P14-00051	COMMUNITY COLLEGE LEAGUE OF CA LIFORNIA	.	Library Database Renewals	43,305.88
P14-00052	END2END, INC.	.	ARMS Support & Maintenance	3,700.00
P14-00053	IPSWITCH, INC.	.	WhatsUp Gold Premium Renewal	4,993.75
P14-00054	SMARTDRAW SOFTWARE LLC	.	Smartdraw Enterprise License Renewal	161.84
P14-00055	SARS SOFTWARE PRODUCTS, INC.	.	SARS software per Patti Flanigan	2,700.00
P14-00056	WELLS FARGO #1598	.	Bursar's Credit Card Fee	45.00
P14-00057	WELLS FARGO #1606	.	Bursar's Credit Card Fee	45.00
P14-00058	THE RP GROUP	.	2013-2014 Membership	350.00
P14-00059	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	.	ACCJC Membership 2013-2014	27,215.00
P14-00060	DEPARTMENT OF SOCIAL SERVICES	.	CDC licensing fee	880.00
P14-00061	EASTBAY TEAM SPORTS	.	Women's basketball supplies IVC	498.60
P14-00062	DATAMAX O'NEIL PRINTER SUPPLIES	.	Permit & Citation Printing	4,000.00
P14-00063	RIDDELL AMERICAN SPORTS CORP	.	Football Equipment SC	4,774.80
P14-00064	EASTBAY TEAM SPORTS	.	Women's basketball supplies IVC	7,380.89
P14-00065	TASER INTERNATIONAL, INC.	.	Taser cam SC Police	466.90
P14-00066	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	Maintenance Renewal for Logic Studio	999.00
P14-00067	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.	.	Classification Web Library Database Renewal	525.00
P14-00068	CDW-G COMPUTER CENTERS	.	MindManager Renewal	25.15
P14-00069	KEENAN & ASSOCIATES	.	Claims Management Blanket PO	32,400.00
P14-00070	CHRONICLE OF HIGHER EDUCATION	.	Subscription Renewal-Chronicle of Higher Ed	78.00
P14-00071	RIDDELL AMERICAN SPORTS CORP	.	Football team supplies SC/pads /liners/parts	1,073.66
P14-00072	BUDDY'S ALL STARS	.	Football Team SC/mouth guards/shirts/pumps	6,518.51
P14-00073	WOLTERS KLUWER HEALTH	.	Subscription to Nurse Educator	133.00
P14-00074	P.J. OF SOUTHERN CALIFORNIA IR VINE	.	Food for Counseling's BSI Proj. Freshman Advantage	1,279.80
P14-00075	R & R SOCKS PLUS	.	Football Team Supplies/socks	536.70
P14-00076	KEN'S SPORTING GOODS	.	Football Team Helmet Supplies SC	694.43
P14-00077	ORANGE CO. BUSINESS JOURNAL	.	OC Business Journal Renewal	79.00
P14-00078	SAN DIEGO GAS & ELECTRIC	.	2013-2014 Electric Service	850,000.00
P14-00079	AT&T MOBILITY GOVERNMENT SALES	.	2013-2014 Telephone Service	116,000.00
P14-00080	MOULTON-NIGUEL WATER DIST.	.	2013-2014 Water Service	170,000.00
P14-00081	SOUTHERN CALIFORNIA GAS CO.	.	2013-2014 Natural Gas Transportation Service	175,000.00
P14-00082	BP ENERGY COMPANY	.	2013-2014 Natural Gas supply	475,000.00
P14-00083	KUSUNOKI, GARY I.	.	Citation Hearing Services	2,800.00

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## Includes P14-00051 - P14-00102

PO Number	Vendor Name	Site	Description	Account Amount
P14-00084	PACIFIC PARKING SYSTEMS, INC.	.	Annual Maintenance: Parking ticketing machines	5,820.00
P14-00085	CERAMICS MONTHLY	.	Mag. Subscription	24.95
P14-00086	WELLS FARGO #3317 (DISTRICT)	.	Renewal-Ceramic Dept. LoJack for laptops theft recov svcs 6/2/13-6/1/14	43.19
P14-00087	TELERIK INC. BOSTON OFFICE	.	Telerik Premium Subscription Renewal	584.10
P14-00088	ACDFA	.	ACDFA Membership 2013-2014	350.00
P14-00089	TEXTHELP SYSTEMS, INC.	.	Read and Write GOLD Renewal	1,350.00
P14-00090	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS	.	Furniture for LRC	5,806.43
P14-00091	IBM	.	Renewal of Districtwide SPSS Maint. Agmt.	2,354.00
P14-00092	UNITED INTERIORS	.	Hanging File Bar	184.36
P14-00093	METAVIS TECHNOLOGIES, INC.	.	Maintenance Renewal for MetaVis Migrator	999.00
P14-00094	IRVINE RANCH WATER DIST.	.	Annual Water Service	134,000.00
P14-00095	SOUTHERN CALIFORNIA EDISON CO.	.	Annual: Electric Service	1,150,000.00
P14-00096	SOUTHERN CALIFORNIA GAS CO.	.	Annual Gas Service	80,000.00
P14-00097	ORIENTAL TRADING COMPANY, INC.	.	supplies for readiness program promotion/SC	227.68
P14-00098	MERIT SOFTWARE	.	Merit Software for Reading Lab	2,250.00
P14-00099	COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE	.	Annual Accreditation for EMS department	1,200.00
P14-00100	FOUNDATION FOR CCC ATTN: STEVE TUCK, PURCHASING	.	ESRI Site license Renewal	2,000.00
P14-00101	NASFAA MEMBERSHIP RENEWALS	.	NASFAA Membership Renewal	2,476.00
P14-00102	QUALITY OFFICE FURNISHINGS	.	Furniture for Custodial Office.	1,489.42
Total Number of POs			52	Total 3,324,819.04

## Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	50	3,291,539.04
12	Child Development Fund	1	880.00
68	Self-Insurance Fund	1	32,400.00
Total			3,324,819.04

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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Includes 05/02/2013 - 05/28/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-04550	WELLS FARGO #4198	*CC ONLYSupplies for Staining rack, VENDOR: ZORO	106.21
RQ13-05063	TERRY CHATKUPT	ShortsLab LA Conf. Reimbursement	150.00
RQ13-05419	REBECCA MAY BRUBAKER	Workshop reimbursement for Becky Brubaker	51.79
RQ13-05513	WELLS FARGO #4198	Scriptwriting software	153.35
RQ13-05789	IRVINE VALLEY COLLEGE	Reimburse GF for CDC equipment and supplies	5,000.00
RQ13-06005	CARLA REISCH	ADEC Digital Learning Summit - Reimb Only	203.37
RQ13-06023	NANCY IKEDA	CA-NV-HI Circle K Convention	2,241.96
RQ13-06032	MARTIN MC GROGAN	NSCAA Convention	1,790.20
RQ13-06232	S & B FOODS	Water service for district-wide forums	22.68
RQ13-06263	ORANGE CO. SHERIFF/CORONER	Training SC Police	120.00
RQ13-06272	S & B FOODS	CTE Middle School Advisory	159.19
RQ13-06279	S & B FOODS	Cinema Television & Radio Film Festival	648.00
RQ13-06281	DR. LINDA FONTANILLA	Postage reimbursement	6.97
RQ13-06289	JACK APPLEMAN	Reimbursement for 3D printing materials	89.08
RQ13-06295	WELLS FARGO #4198	Good Hand Cleaners/Tablecloths	130.00
RQ13-06296	A-1 AWARDS	Student trustee appreciation plaque	101.27
RQ13-06303	S & B FOODS	Refreshments for Faculty Celebration	897.05
RQ13-06304	ECONOMIC ALTERNATIVES, INC.	Water Treatment Supplies	231.59
RQ13-06305	KURT MEYER	Payment for workshop registration.	375.00
RQ13-06311	AMERICASPRINTER.COM	Wrap around book order - Transmittals/Deposits	302.40
RQ13-06312	WELLS FARGO #3317 (DISTRICT)	Vendor- Stonefire Grill	249.75
RQ13-06313	JESSICA M. CHA	Reimbursement for office supplies	9.71
RQ13-06319	TROPHY AWARDS MFG. INC.	Acrylic awards, Iariat banquet	96.29
RQ13-06324	WELLS FARGO #1598	Purchase IN/OUT board for counseling area	42.54
RQ13-06326	TOMARK SPORTS EQUIPMENT	Gym repair service for the IVC Gym	1,995.00
RQ13-06327	S & B FOODS	Recycling & Resource Manag. Celeb.- refreshments	1,100.36
RQ13-06329	EFREN MALAGON	Athletic Equipment Conference	617.32
RQ13-06331	GARY BARNAK	AMUG Conference - Reimbursement	595.00
RQ13-06333	IRVINE VALLEY COLLEGE BOOKSTORE	Blue IVC folders	42.77
RQ13-06335	KATE ALDER	Tent cards for advisory mtg	31.31
RQ13-06337	WELLS FARGO #1606	Bows for Commencement 2013	443.43
RQ13-06338	FHEG SADDLEBACK No. 296 MA 2964420	Reimbursement for bookstore voucher	100.00
RQ13-06341	FAWN TANRIVERDI	Reimbursement to Fawn Tanriverdi/Office supplies	660.25
RQ13-06344	S & B FOODS	President's Roundtable for EWD 2013	821.61
RQ13-06348	SO. ORANGE CO. COMM. COL.DIST	Return of IV Title Funds - Spring Semester 2013	3,768.00
RQ13-06353	JANINE O'BUCHON	ConfReimb-Developing Critical Thinking in Nursing	121.01
RQ13-06354	CLAIRE CESAREO-SILVA	ConfReimb-Society for Anthropology of Religion	683.22
RQ13-06355	POUYA JAHANSHAH	ConfReimb-AIGA Design Educators	500.00
RQ13-06356	PHILLIS KUCHARSKI	ConfReim-WakeMedPediatric-Stepping Into the Future	785.97
RQ13-06357	RALPH MEZA	ConfReimb-CA Intersegmental Articulation Council	612.65
RQ13-06358	KEN WELCH	ConfReimb-CA Automotive Teachers	500.00

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Includes 05/02/2013 - 05/28/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-06359	MICHELLE GORACKE	ConfReimb-CA Geographical Society	500.00
RQ13-06360	KRIS JONES	ConfReimb-CA Geographical Society	500.00
RQ13-06361	MEREDITH DORNER	ConfReimb-American Educational Research Association	500.00
RQ13-06362	RICHARD GOODMAN	ConfReimb-Healing Developmental Deficits	479.88
RQ13-06363	KAREN TAYLOR	ConfReim-HEA Arts & Humanities: Exploring Narratives	1,000.00
RQ13-06365	LAGUNA GRAPHIC ARTS, INC.	Public meeting poster	75.60
RQ13-06371	LAGUNA GRAPHIC ARTS, INC.	Business Cards for Teddi Lorch	51.12
RQ13-06372	MEGAN NEWTON	Cake for Faculty Celebration	17.99
RQ13-06374	YAMAHA GOLF CARS OF CA, INC.	Repair charge for trainers golf cart	65.00
RQ13-06380	DEBRA L. FITZSIMONS	Reimbursement	9.99
RQ13-06382	MEGAN OZIMA	Conf. reimbursement.	249.05
RQ13-06384	CORALYN R. FOULTS	Medieval Assoc of the Pacific conf reimb	310.71
RQ13-06386	WELLS FARGO #4198	Dry cleaning for scholarship ceremony	216.00
RQ13-06395	JUNIOR'S GOLF CARTS	Golf cart repair for equipment manager	1,720.75
RQ13-06402	CHARLES P. HOBBS	Computers in Libraries conf reimb	350.00
RQ13-06403	REBECCA BECK	CATESOL Conf. Reimbursement.	54.46
RQ13-06405	ADRIENNE GRACE	Conf. Reimbursement-AIGA Y	100.00
RQ13-06406	ANTHONY PINTO	Conf. Reimbursement-AIGA Y	100.00
RQ13-06409	BONNIE JOY MASSEY	Conference reimbursement - MACCC	700.00
RQ13-06410	IRVINE VALLEY COLLEGE BOOKSTORE	Notebooks for potential EOPS/CARE students	868.73
RQ13-06411	RANDY W. PEEBLES	Conference: Randy Peebles	3,685.00
RQ13-06414	ROCKY CIFONE	Awards	455.00
RQ13-06425	WELLS FARGO #1598	Online Teaching Conference Registration	185.00
RQ13-06426	JEFF WILSON	CATESOL Conf. reimbursement	64.02
RQ13-06435	KEVIN CALDERWOOD	NPDA Natl Championship conf reimb	425.60
RQ13-06437	ANTHONY B. LIN	Sloan Emerging Tech. Conf. Reimbursement	1,160.00
RQ13-06449	BART MC HENRY	FY12/13 reimbursement show research	150.00
RQ13-06457	WELLS FARGO #3317 (DISTRICT)	Vendor- Rubios, Mission Viejo	324.00
RQ13-06459	JENNIFER FOROUZESH	NLN Conference	598.44
RQ13-06460	THEATRE HOUSE, INC.	Costuming supplies 12-13 theatre arts season	17.70
RQ13-06461	KEENAN & ASSOCIATES	Overpayment Reimbursement	1,414.26
RQ13-06462	MONICA CATALDO	Reimbursement for paper products	11.97
RQ13-06465	JERRY HANNULA	Conference Expenses	149.36
RQ13-06466	JERRY HANNULA	Conference Expenses	938.00
RQ13-06467	ELWIN KISHIMOTO	Repair of Glass Kilns	134.00
RQ13-06470	BERTRAND'S MUSIC	Instrument repair	37.59
RQ13-06477	BLAKE STEPHENS	Reimburse for dvds for arch classes	35.72
RQ13-06479	JOHN FELLNER,	Reimbursement for Mooring at Catalina Island	28.00
RQ13-06482	WELLS FARGO #4198	National Child ID Program: Child ID Kits	184.08
RQ13-06491	MARCIA MILCHIKER	Conference for Marcia Milchiker	30.07
RQ13-06495	AMY V. GRIMM	Museums and the Web Conf.	1,985.80
RQ13-06500	JOHN LICITRA	7th Annual Health Professions Conf - reimbursement	63.08
RQ13-06501	CAROLINA KUSSOY	CalBC/BESAC Conf. - reimbursement	700.00
RQ13-06502	JERRY RUDMANN	Western Psychological Assoc Conf - reimbursement	700.00

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## Listing

Includes 05/02/2013 - 05/28/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-06506	ANGELA OROZCO-MAHANEY	Postage reimbursement	7.17
RQ13-06509	NINA WELCH	Reimbursement for supplies	16.19
RQ13-06510	FHEG IVC BOOKSTORE STORE 895 MA 500	2013 Commencement Regalia	609.12
RQ13-06511	WILL GLEN	Reimbursement for campus safety supplies	37.76
RQ13-06515	BARI RUDMANN	Western Psychological Assoc Conf. - reimb. only	700.00
RQ13-06516	SOUTH COAST A.Q.M.D	AQMD Fee July, 2012-June, 2013	116.61
RQ13-06518	DIANE OAKS	D. Oaks 5/15 Travel	12.54
RQ13-06521	TONY LIPOLD	CCCADA Conference 2013	1,254.00
RQ13-06523	LAGUNA GRAPHIC ARTS, INC.	Business Cards - Denice Inciong and Daune Main	84.24
RQ13-06526	TAMERA RICE	Reimbursement for BRN conference	277.80
RQ13-06528	SHOOT-A-WAY INC	Repair for the ball shooting gun/kines department	198.20
RQ13-06533	S & B FOODS	Catering for 5/17/13 Scholarship Ceremony	2,226.50
RQ13-06534	WELLS FARGO #1606	Battery Clearance LLC: Ear buds for the PAC	436.63
RQ13-06537	WELLS FARGO #3317 (DISTRICT)	Assn of Governing Boards Guide	159.00
RQ13-06538	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	363.80
RQ13-06541	DIANE PESTOLESI	Reimbursement for NLNAC Conference	560.80
RQ13-06547	WELLS FARGO #1606	Direct Payment for AED battery supplies	1,220.00
RQ13-06548	RUSSELL HAMILTON	Classified Leadership Institute Conference	1,496.86
RQ13-06552	SOUTH COAST FAMILY MEDI-CENTER, INC.	Pre-Placement Examination - Police Officer	235.00
RQ13-06555	FRANCHISE TAX BOARD	Franchise Tax Board	10.00
RQ13-06566	POWER FORD TUSTIN	Brake Service	160.00
RQ13-06569	MARK KRUHMIN	Reimburse staff member for production music	40.00
RQ13-06571	DR. ROBERT BRAMUCCI	Refreshments at predictive analytics meeting	378.00
RQ13-06572	WELLS FARGO #4198	I-pad covers	172.76
RQ13-06583	JOYCE BARTLOMAIN	Reimbursement - pressing services	34.00
RQ13-06586	ASMITA BHAKTA	advisory meeting supplies	200.00
RQ13-06587	WELLS FARGO #4198	Bridges2Engineering Summer Workshop. Rush.	386.44
RQ13-06590	VIDEO SERVICE OF AMERICA	Additional wireless audio items - McKinney Theatre	2,992.79
RQ13-06594	GRIFFIN BELTRAN	Reimbursement	264.59
RQ13-06602	EMCOR/Mesa Energy Systems	Project Evaluation/Specs for Boiler Replacement	1,000.00
RQ13-06603	JIM GASTON	Reimb. for Campus Technology Forum 2013	987.07
RQ13-06604	IRVINE TENNIS	men's tennis supplies	766.28
RQ13-06606	TECHNIC BUSINESS SOLUTIONS	Plotter Repair	145.00
RQ13-06611	AMY V. GRIMM	Reimbursement for Powerpoint remote	48.36
RQ13-06613	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	Pre-Employment Evaluation - Police Officer	350.00
RQ13-06614	S & B FOODS	Refreshments for HR/ Finace SRP Mtg.	150.00
RQ13-06615	JESSICA M. CHA	Reimburse TO Jessica Cha supplies	49.54
RQ13-06616	MARK MC ELROY	Reimburse Glen McElroy for gas	20.01
RQ13-06618	PENHALL RENTALS	Equipment rental	1,750.00
RQ13-06620	WELLS FARGO #4198	Safety signs	150.00
RQ13-06624	WELLS FARGO #7561 ASG-SBC	Commencement Signage	151.72
RQ13-06627	S & B FOODS	Refreshments for Benefits BPA	135.00
RQ13-06631	MILLER MECHANICAL	Ice Machine repair/IVC Gymnasium	225.00
RQ13-06633	TAM DO	Conf. reimbursement.	100.00
RQ13-06635	PARISA SOLTANI	Conf. reimbursement.	108.38

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Includes 05/02/2013 - 05/28/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-06636	JOHN LICITRA	Conf. reimbursement.	116.36
RQ13-06641	JAMES PALMER	Reimbursement for James Palmer	64.83
RQ13-06642	CHELSEAE WALLACE	Nursing Scholarships for testing fees	200.00
RQ13-06643	AZADEH TOORYANI	Nursing Scholarships for testing fees	200.00
RQ13-06644	KHADIJA QURESHI	Nursing Scholarships for testing fees	200.00
RQ13-06647	SUSAN MIJARES	Nursing Scholarships for testing fees	200.00
RQ13-06652	FIVE STAR TROPHIES JEFFREY H. SEAL	Saddleback bronze plaques	1,319.44
RQ13-06653	JODI TITUS	Conf. reimbursement.	619.33
RQ13-06654	A-1 AWARDS	Office Signage	76.68
RQ13-06657	SO. ORANGE CO. COMM. COL.DIST	return to title iv funds spring semester 2013	2,401.00
RQ13-06659	BERTRAND'S MUSIC	Instrument repair	214.92
RQ13-06660	RICHARD DAHLIN	Reimbursement for Mooring at Catalina Island	56.00
RQ13-06670	R. M. SYSTEMS, INC.	Troubleshooting and Correction of Fire Alarm	456.00
RQ13-06674	MATCO TOOLS MARK JACOBSON	shop items	99.15
RQ13-06688	LAGUNA GRAPHIC ARTS, INC.	Business cards for David Robinson	42.12
RQ13-06693	SO. ORANGE CO. COMM. COL.DIST	RETURN OF TITLE IV FUNDS SPRING SEMESTER 2013	1,156.53
RQ13-06699	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	professional services SWACC coverage	1,092.00
RQ13-06708	DANA MANLEY	Reimbursement to Dana Manley for Supplies	12.96
RQ14-00286	SAFIAH MAMOON	ConfReimb-Assembly on Education&FacultyDevelopment	1,000.00
RQ14-00291	PATRICIA K. FLANIGAN	Prepayment - Bb Conference for Patricia Flanigan	1,755.90
RQ14-00350	KEENAN & ASSOCIATES	Run-Off- Claim Administration Agreement	3,780.00
RQ14-00361	BRETT MC KIM	Reimburse for print heads	81.42
RQ14-00363	GLENN ROQUEMORE	Travel for Glenn Roquemore	3,450.40
RQ14-00368	TAMERA RICE	NLN Conference	2,486.42
RQ14-00380	ASSOCIATION FOR INSTITUTIONAL RESEARCH	PrepaidExpS.TorabiConf	800.00
RQ14-00386	WELLS FARGO #1606	Facility Rental/Mgr Retreat	368.00
RQ14-00402	RUTH HIGGINS	NASFAA 2013 Conference	2,312.28
RQ14-00409	WELLS FARGO #1598	Annual fee for IVC.edu Vendor: Educause	40.00
		<b>Total</b>	<b>158</b>
			<b>93,291.17</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	149	81,182.42
12	Child Development Fund	1	5,000.00
40	Capital Outlay Fund	6	2,236.75
68	Self-Insurance Fund	2	4,872.00
Total		158	93,291.17

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: 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 May 31, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period 05-01-13 to 05-31-13**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$24,154	
2000	Classified Salaries		\$7,837
3000	Fringe Benefits		\$14,990
4000	Books and Supplies	\$6,152	
5000	Other Operating Expenses & Services		\$41,445
6000	Capital Outlay	\$31,816	
7000	Other Outgo	\$2,150	
<b>Total Transfers - General Fund</b>		<b><u>\$64,272</u></b>	<b><u>\$64,272</u></b>

**Child Development Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$200	
2000	Books and Supplies	\$2,203	
5000	Other Operating Expenses & Services	\$135	
7000	Other Outgo		\$2,538
<b>Total Transfers - Child Development Fund</b>		<b><u>\$2,538</u></b>	<b><u>\$2,538</u></b>

**Capital Outlay Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
2000	Classified Salaries		\$15,500
3000	Fringe Benefits		\$2,150
5000	Other Operating Expenses & Services		\$21,000
6000	Capital Outlay	\$38,650	
<b>Total Transfers - Capital Outlay Fund</b>		<b><u>\$38,650</u></b>	<b><u>\$38,650</u></b>

<b>Total Transfers</b>		<b><u>\$105,460</u></b>	<b><u>\$105,460</u></b>
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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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**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. 169119 through 170039 processed through the Orange County Department of Education, totaling \$5,230,534.09; and Checks No. 010641 through 010653, processed through Saddleback College Community Education, totaling \$18,823.64; and Checks No. 009106 through 009119, processed through Irvine Valley College Community Education, totaling \$28,695.61 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 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169119	05/02/2013	BRUCE RADLOFF MEDICAL DISCOUNT	2,492.75
169120	05/02/2013	NCS PEARSON, INC.	7.12
169121	05/02/2013	PACIFIC CLIPPINGS	59.00
169122	05/02/2013	J.W. PEPPER & SON, INC.	370.70
169123	05/02/2013	PROGRESSIVE MEDICAL INT.	217.71
169124	05/02/2013	PSI-PAYPHONE STATIONS INNOVAT.	315.00
169125	05/02/2013	QUARK ENTERPRISES, INC.	6,520.54
169126	05/02/2013	DESIREE ROBLES	100.00
169127	05/02/2013	SHRED-IT USA-SAN DIEGO	100.00
169128	05/02/2013	SIGMA ALDRICH CHEMICAL CO.	203.95
169129	05/02/2013	SILVER STATE COACH, INC.	1,527.04
169130	05/02/2013	TERMITE TERRY PEST CONTROL	500.00
169131	05/02/2013	JASON H. THOMPSON	200.00
169132	05/02/2013	DEBRA WARD	100.00
169133	05/02/2013	WEST-LITE SUPPLY CO.	2,505.60
169134	05/02/2013	JIM WRIGHT	55.99
169135	05/02/2013	SMART & FINAL IRIS CO.	349.60
169136	05/02/2013	AT & T MOBILITY	58.19
169137	05/02/2013	APPLE COMPUTER INC.	112,759.68
169138	05/02/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	500.00
169139	05/02/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	500.00
169140	05/02/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	500.00
169141	05/02/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	500.00
169142	05/02/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	27,712.71
169143	05/02/2013	DVV ASSOCIATES, INC.	4,000.00
169144	05/02/2013	GKKWORKS	133,250.00
169145	05/02/2013	ORANGE COUNTY REGISTER	1,098.00
169146	05/02/2013	PARSONS BRINCKERHOFF, INC.	9,095.00
169147	05/02/2013	R2A ARCHITECTURE	3,475.42
169148	05/02/2013	REPRO XPRESS	173.46
169149	05/02/2013	RGP PLANNING & DEVELOPMENT SERVICES	50,851.83
169150	05/02/2013	S & B FOODS CATERING DIVISION	899.75
169151	05/02/2013	SEGURA ASSOCIATES, INC.	8,568.00
169152	05/02/2013	SYNERGY SOFTWARE SOLUTIONS	6,308.00
169153	05/02/2013	TMCx SOLUTIONS, LLC	1,755.00
169154	05/02/2013	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
169155	05/02/2013	PRO RAILING METAL WORKS	4,300.00
169156	05/02/2013	PROAIR CONSTRUCTION SVCS. INC.	3,640.00
169157	05/02/2013	S & B FOODS CATERING DIVISION	317.95
169158	05/02/2013	S & B FOODS CATERING DIVISION	160.65
169159	05/02/2013	SCHWAB APIARIES	255.00
169160	05/02/2013	SO COAST A.Q.M.D.	438.68
169161	05/02/2013	SO. COAST FIRE PROTECTION	160.00
169162	05/02/2013	SVM, LP	804.64
169163	05/02/2013	TIME MASTERS	38.43
169164	05/02/2013	TRIARCH INC.	830.30
169165	05/02/2013	VIDACARE CORPORATION	764.47
169166	05/02/2013	DOUGLAS WESTLAKE	75.00
169167	05/02/2013	RPM CONSULTANT GROUP	2,968.24

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169168	05/03/2013	HOME DEPOT CREDIT SERVICES	6,533.84
169169	05/03/2013	ABC ICE HOUSE	19.44
169170	05/03/2013	ABC SCHOOL EQUIPMENT, INC.	2,179.02
169171	05/03/2013	ALL TECH SERVICE	1,039.32
169172	05/03/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
169173	05/03/2013	ALLSTAR AWARDS	33.42
169174	05/03/2013	AMTECH ELEVATOR SERVICES	103.00
169175	05/03/2013	APEX AUDIO	900.50
169176	05/03/2013	ARS ENTERPRISES	283.81
169177	05/03/2013	ARTIST SUPPLY SOURCE S3 STORES, INC.	443.64
		Unpaid Sales Tax	27.02
		Expensed Amount	470.66
169178	05/03/2013	ASICS	2,377.84
169179	05/03/2013	AIRPORT VAN RENTAL SOLUTIONS	942.06
169180	05/03/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	2,216.50
		Unpaid Sales Tax	177.32
		Expensed Amount	2,393.82
169181	05/03/2013	BIOEXPRESS LLC	263.65
169182	05/03/2013	BONDED WET-DRY CLEANERS	49.25
169183	05/03/2013	BUSCH, INC.	122.11
169184	05/03/2013	CALIFORNIA STAGE/LIGHTING, INC	2,224.82
169185	05/03/2013	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	533.00
169186	05/03/2013	CAROLINA BIOLOGICAL SUPPLY	405.93
169187	05/03/2013	CDW GOVERNMENT, INC.	9,553.00
169188	05/03/2013	COMPUTERLAND	138.00
169189	05/03/2013	CAROL DANNA	138.00
169190	05/03/2013	MARIE DE LA PALME	38.62
169191	05/03/2013	EASTBAY TEAM SPORTS DEPT #5374	169.47
169192	05/03/2013	ELECTRONIX EXPRESS	883.45
		Unpaid Sales Tax	65.92
		Expensed Amount	949.37
169193	05/03/2013	EXCELSIOR ELEVATOR CORPORATION	294.00
169194	05/03/2013	FRY'S ELECTRONICS	488.11
169195	05/03/2013	OFFICEMAX CONTRACT INC.	7,024.58
169196	05/03/2013	GARY BARNAK	595.00
169197	05/03/2013	DEIDRE CAVAZZI	1,000.00
169198	05/03/2013	COMMUNITY COLLEGE LEAGUE OF CA	695.00
169199	05/03/2013	CLAIRE CESAREO-SILVA	683.22
169200	05/03/2013	ROBERT COSGROVE	1,301.29
169201	05/03/2013	APRIL CUNNINGHAM	179.40
169202	05/03/2013	CAROLINE DURDELLA	224.80
169203	05/03/2013	CRAIG HAYWARD	458.99
169204	05/03/2013	JENNY LANGRELL	341.80
169205	05/03/2013	EFREN MALAGON	463.00
169206	05/03/2013	JANINE O'BUCHON	121.01
169207	05/03/2013	ORANGE COUNTY SHERIFF'S DEPT	120.00
169208	05/03/2013	HEIDI M. OCHOA	291.00

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Check Number	Check Date	Pay to the Order of	Check Amount
169209	05/03/2013	LUCAS OCHOA	291.00
169210	05/03/2013	RED LION HOTEL WOODLAKE CONF CENTER	153.43
169211	05/03/2013	GLENN ROQUEMORE	83.62
169212	05/03/2013	GARY RYBOLD	5,722.60
169213	05/03/2013	CHRISTINA SMITH	484.38
169214	05/03/2013	MAUREEN SMITH	602.81
169215	05/03/2013	BARBARA TAMIALIS	496.55
169216	05/06/2013	KENT HELWIG	2,000.00
169217	05/06/2013	HIGHER ONE INC.	436.80
169218	05/06/2013	MALIA HILL	1,445.56
169219	05/06/2013	INGARDIA BROTHERS PRODUCE, INC.	1,602.75
169220	05/06/2013	IRVINE RANCH WATER DIST.	2,213.23
169221	05/06/2013	KIMBALL OFFICE KIMBALL INT'L.	13,965.18
169222	05/06/2013	MERCADO CORONA, INC.	282.99
169223	05/06/2013	ROXANNE METZ	2,387.10
169224	05/06/2013	MF ATHLETIC COMPANY	1,105.71
169225	05/06/2013	OC Treasurer-Tax Collector	12,866.04
169226	05/06/2013	ORANGE CO. FARM SUPPLY	846.69
169227	05/06/2013	ORANGE COUNTY FIRE AUTHORITY ACCOUNTS RECEIVABLE	100.00
169228	05/06/2013	ORANGE COUNTY REGISTER	565.29
169229	05/06/2013	OC WEEKLY	1,519.00
169230	05/06/2013	OCLC, INC. DEPT #34299	524.31
169231	05/06/2013	KAITLYN PIETRAS	500.00
169232	05/06/2013	PACIFIC COACHWAYS	1,225.88
169233	05/06/2013	QUEST DIAGNOSTICS	958.39
169234	05/06/2013	REFRIGERATION SUPPLIES DIST.	236.84
169235	05/06/2013	S & B FOODS CATERING DIVISION	11.34
169236	05/06/2013	S & B FOODS CATERING DIVISION	56.11
169237	05/06/2013	S & B FOODS CATERING DIVISION	11.34
169238	05/06/2013	SCANTRON CORPORATION	75.81
169239	05/06/2013	SIRCHIE FINGER PRINT LABS	122.54
169240	05/06/2013	THOMAS L. SMITH	29.25
169241	05/06/2013	ALENA STRICKLAND	90.00
169242	05/06/2013	TOMARK SPORTS, INC.	58.92
169243	05/06/2013	TUTTLE-CLICK FORD	44.24
169244	05/06/2013	U.S. AIR CONDITIONING DISTRIBUTORS	309.52
169245	05/06/2013	WARD'S NATURAL SCIENCE	215.60
169246	05/06/2013	MICHAEL E. WILSON	13,532.00
169247	05/06/2013	SAFEWAY, INC.	399.83
169248	05/06/2013	SMART & FINAL IRIS CO.	327.13
169249	05/06/2013	SOUTH COAST FAMILY PRACTICE	480.00
169250	05/06/2013	AT&T	11.73
169251	05/06/2013	CHRISTINA ALTMAN C/O SADDLEBACK COLLEGE	24.07
169252	05/06/2013	JOYCE BARTLOMAIN	42.31
169253	05/06/2013	DR. ROBERT BRAMUCCI	92.58
169254	05/06/2013	BRANDYE D'LENA	77.29
169255	05/06/2013	GEORGINA GUY	86.41
169256	05/06/2013	HANSON, MARIA	9.12

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169257	05/06/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	59.79
169258	05/06/2013	MELANIE HOSHALL	35.37
169259	05/06/2013	IRVINE RANCH WATER DIST.	22,819.39
169260	05/06/2013	MICHAEL JAMES	46.65
169261	05/06/2013	BILL JAY	8.80
169262	05/06/2013	JEMAL, TIMOTHY	76.81
169263	05/06/2013	NAOMI KASAHARA	1,000.00
169264	05/06/2013	MARK KATZ, PhD	1,500.00
169265	05/06/2013	PIPS C/O KEENAN & ASSOCIATES	154,247.87
169266	05/06/2013	DAVID B. LANG	16.93
169267	05/06/2013	NICOLE LOFTUS	63.09
169268	05/06/2013	SHARON LOUIE	38.63
169269	05/06/2013	MARCIA MILCHIKER	39.99
169270	05/06/2013	MONARCH FLORIST	400.00 *
Cancelled on 05/15/2013, Cancel Register # AP05152013			
169271	05/06/2013	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	59,666.55
169272	05/06/2013	OC Treasurer-Tax Collector	903.00
169273	05/06/2013	COUNTY OF ORANGE AUDITOR-CONTROLLER	22,501.97
169274	05/06/2013	JOHN OROPALLO CO SADDLEBACK COLLEGE	10.00
169275	05/06/2013	NANCY PADBERG	73.40
169276	05/06/2013	HEATHER PARK	18.54
169277	05/06/2013	THOMAS JOHN PRENDERGAST	19.61
169278	05/06/2013	JAMES ROGERS	126.25
169279	05/06/2013	MICHELLE SCHARF	41.02
169280	05/06/2013	PATRICK WEBSTER	134.86
169281	05/06/2013	JIM WRIGHT	89.32
169282	05/06/2013	CADENCE A. WYNTER	108.93
169283	05/06/2013	KARINE ZAKARYAN	14.99
169284	05/07/2013	MARK BLETHEN	2,160.00
169285	05/07/2013	OFFICEMAX CONTRACT INC.	11,640.09
169286	05/07/2013	ACSIG/EDGE	139,964.58
169287	05/07/2013	ACSIG/EDGE	43,094.52
169288	05/07/2013	HYATT LEGAL	7,279.10
169289	05/07/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,993.05
169290	05/07/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,015.60
169291	05/07/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,264,224.00
169292	05/07/2013	UNUM LIFE INSURANCE COMPANY	2,843.36
169293	05/07/2013	UNUM LIFE INSURANCE COMPANY	1,511.32
169294	05/07/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,138.03
169295	05/07/2013	ACSIG/EDGE	23,064.67
169296	05/07/2013	ACSIG/EDGE	5,765.00
169297	05/07/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	344,222.00
169298	05/07/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	3,483.20
169299	05/07/2013	REBECCA BECK	54.46
169300	05/07/2013	DR. ROBERT BRAMUCCI	386.42
169301	05/07/2013	KEVIN CALDERWOOD	425.60

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Check Number	Check Date	Pay to the Order of	Check Amount
169302	05/07/2013	ANDREW CRAVEN	198.14
169303	05/07/2013	CORALYN R. FOULTS	310.71
169304	05/07/2013	ADRIENNE GRACE	419.74 *
Cancelled on 05/08/2013, Cancel Register # AP05082013E			
169305	05/07/2013	CHARLES P. HOBBS	350.00
169306	05/07/2013	NANCY IKEDA	2,241.96
169307	05/07/2013	ANTHONY B. LIN	1,160.00
169308	05/07/2013	MARTIN MC GROGAN	1,790.20
169309	05/07/2013	MEGAN OZIMA	249.05
169310	05/07/2013	ANTHONY PINTO	419.74 *
Cancelled on 05/08/2013, Cancel Register # AP05082013E			
169311	05/07/2013	JOYCE SEMANIK	414.73
169312	05/07/2013	JEFF WILSON	64.02
169313	05/07/2013	XEROX CORPORATION	175.50
169314	05/07/2013	XEROX CORPORATION	26,734.68
169315	05/07/2013	XEROX CORPORATION	93.23
169316	05/07/2013	AT & T	71.15
169317	05/07/2013	AT & T	29.41
169318	05/07/2013	AT & T	35.84
169319	05/07/2013	SOUTHERN CALIFORNIA EDISON CO.	179.53
169320	05/07/2013	TECHNIC BUSINESS SOLUTIONS	279.52
169321	05/07/2013	SOCCCD/CACT	720.00
169322	05/08/2013	3D SYSTEMS, INC.	1,998.85
169323	05/08/2013	A-1 AWARDS	101.27
169324	05/08/2013	AG CONSTRUCTION & CONTRACTING INC	14,692.18
169325	05/08/2013	ALFONSO ALVAREZ	90.00
169326	05/08/2013	JACK APPLEMAN	89.08
169327	05/08/2013	ASICS	116.47
169328	05/08/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	40,282.96
169329	05/08/2013	BESAFE TECHNOLOGIES, INC.	738.15
169330	05/08/2013	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	657.08
169331	05/08/2013	BOUNDLESS NETWORK	1,036.80
169332	05/08/2013	DR. ROBERT BRAMUCCI	74.12
169333	05/08/2013	BULBTRONICS	936.26
169334	05/08/2013	KRISTEN BUSH	1,330.00
169335	05/08/2013	CALIBER SIGNS & IMAGING, INC.	74.42
169336	05/08/2013	MONICA CATALDO	11.97
169337	05/08/2013	CDW GOVERNMENT, INC.	265.36
169338	05/08/2013	JESSICA M. CHA	9.71
169339	05/08/2013	CINEMA SECRETS, INC.	1,267.22
169340	05/08/2013	CR&R	92.00
169341	05/08/2013	DIANE M. CRANLEY	90.00
169342	05/08/2013	CARIE CRUZ	90.00
169343	05/08/2013	JOHN DEERE LANDSCAPES, INC.	494.45
169344	05/08/2013	MICHELE DUGAN	180.00
169345	05/08/2013	DUNN-EDWARDS CORPORATION	99.58
169346	05/08/2013	ELECTRONIX EXPRESS	96.75
Unpaid Sales Tax			6.82
Expensed Amount			103.57

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169347	05/08/2013	EN4ORM OFFICE INTERIORS	3,157.71
169348	05/08/2013	END2END, INC.	3,700.00
169349	05/08/2013	EXPERIAN	77.00
169350	05/08/2013	FABRIC LAND	615.00
169351	05/08/2013	FISHER SCIENTIFIC	781.67
169352	05/08/2013	FLEX-A-CHART.COM	586.81
169353	05/08/2013	DR. LINDA FONTANILLA	6.97
169354	05/08/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	5,356.80
169355	05/08/2013	NSSA	600.00
169356	05/08/2013	LINDSAY STEINRIEDE	180.00
169357	05/08/2013	ALBERTSONS PURCHASE ADVANTAGE CARD	10.80
169358	05/08/2013	BCH WATERWORKS	135.00
169359	05/08/2013	DEFOE FURNITURE 4 KIDS	1,300.36
169360	05/08/2013	MINDIA GABICHVADZE	1,416.66
169361	05/08/2013	JAMES EVENT PRODUCTIONS	5,998.90
169362	05/08/2013	LIEBERT CASSIDY WHITMORE	4,812.17
169363	05/08/2013	KENT MADOLE	118.75
169364	05/08/2013	MAIN GRAPHICS	515.27
169365	05/08/2013	MAKE MUSIC! INC.	382.34
Unpaid Sales Tax			26.41
Expensed Amount			408.75
169366	05/08/2013	MARCIVE, INC.	9.90
169367	05/08/2013	MARK IV COMMUNICATIONS, INC.	1,964.48
169368	05/08/2013	MARSHALL MATERIALS	553.85
169369	05/08/2013	BOB MARTIN CO.	782.91
169370	05/08/2013	J. M. MC CONKEY CO.	407.54
169371	05/08/2013	MICHAEL LOWELL MC CORMICK	83.59
169372	05/08/2013	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	62.21
169373	05/08/2013	KENT S. MC FANN	368.03
169374	05/08/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	2,480.00
169375	05/08/2013	MC KESSON MEDICAL SURGICAL	669.37
169376	05/08/2013	McLOGAN SUPPLY COMPANY, INC.	366.85
169377	05/08/2013	McMASTER CARR SUPPLY CO.	699.68
169378	05/08/2013	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
169379	05/08/2013	MEDCO SUPPLY COMPANY	516.91
169380	05/08/2013	MICRO CENTER A/R	226.16
169381	05/08/2013	MICRON CONSUMER PRODUCTS GROUP	151.20
169382	05/08/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	91.80
169383	05/08/2013	KAREN MILLER	200.00
169384	05/08/2013	MONSTERSLAYER, INC.	154.75
Unpaid Sales Tax			12.38
Expensed Amount			167.13
169385	05/08/2013	MSC INDUSTRIAL SUPPLY CO.	146.32
169386	05/08/2013	ALICE MURILLO	416.19
169387	05/08/2013	LAURIE MURPHY-KLEIN	16.18
169388	05/08/2013	CANON SOLUTIONS AMERICA	79.92
169389	05/08/2013	ORKIN PEST CONTROL 711	850.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169390	05/08/2013	ORKIN PEST CONTROL 711	93.60
169391	05/08/2013	AIMIA PROPRIETARY LOYALTY US - BLACKBOARD	750.00
169392	05/08/2013	MATT BRODET	660.24
169393	05/08/2013	ADRIENNE GRACE	100.00
169394	05/08/2013	BART MC HENRY	150.00
169395	05/08/2013	MARCIA MILCHIKER	30.07
169396	05/08/2013	RANDY W. PEEBLES	2,122.29
169397	05/08/2013	ANTHONY PINTO	100.00
169398	05/08/2013	CARLA REISCH	203.37
169399	05/08/2013	JANE ROSENKRANS	137.13
169400	05/08/2013	VENETIAN RESORT-HOTEL-CASINO	846.27
169401	05/08/2013	DAN WALSH	573.57
169402	05/08/2013	FARWEST MATERIALS	1,529.50
		Unpaid Sales Tax	103.00
		Expensed Amount	1,632.50
169403	05/08/2013	DR. RIBA'S HEALTH CLUB, INC.	90.00
169404	05/08/2013	PENN CORPORATE RELOCATION SERVICES, INC.	679.30
169405	05/08/2013	LILIANN PEREZ-STROUD	360.00
169406	05/08/2013	POWER FORD TUSTIN	384.66
169407	05/08/2013	POWR-FLITE TACONY CORPORATION	457.98
169408	05/08/2013	PRAXAIR DISTRIBUTION	77.71
169409	05/08/2013	PROFORMA	1,279.25 *
Cancelled on 05/08/2013, Cancel Register # AP05092013			
169410	05/08/2013	A QUARTER BLUE	270.00
169411	05/08/2013	QUEZADA PRO LANDSCAPE, INC.	785.00
169412	05/08/2013	R. M. SYSTEMS, INC.	840.00
169413	05/08/2013	RANCHO SANTIAGO COLLEGE	5,665.65
169414	05/08/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	221.11
		Unpaid Sales Tax	16.93
		Expensed Amount	238.04
169415	05/08/2013	CYNTHIA ROE	90.00
169416	05/08/2013	S & B FOODS CATERING DIVISION	324.00
169417	05/08/2013	S & B FOODS CATERING DIVISION	40.39
169418	05/08/2013	S & B FOODS CATERING DIVISION	324.00
169419	05/08/2013	S & B FOODS CATERING DIVISION	106.60
169420	05/08/2013	S & B FOODS CATERING DIVISION	477.63
169421	05/08/2013	GUISELLE SCOTT	90.00
169422	05/08/2013	SCOTT, JARED	100.00
169423	05/08/2013	SEHI PROCOMP COMPUTER PRODUCTS	8,229.27
169424	05/08/2013	SIGMA ALDRICH CHEMICAL CO.	82.00
169425	05/08/2013	SO. ORANGE CO. COMM. COL.DIST	4,075.00 *
Reissued on 05/16/2013, Cancel Register # AP05162013D			
169426	05/08/2013	SUNNY SLOPE TREES	168.48
169427	05/08/2013	AMY SUPINGER dba SUPINGER STRATEGIES	3,500.00
169428	05/08/2013	ANTHONY TENG	250.00
169429	05/08/2013	THEATRE HOUSE, INC.	17.70
169430	05/08/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
169431	05/08/2013	UNISOURCE WORLDWIDE INC.	3,510.00

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169432	05/08/2013	UNIVERSAL SPECIALTIES, INC.	414.90
169433	05/08/2013	VENTEK INTERNATIONAL	315.00
169434	05/08/2013	W A X I E	146.30
169435	05/08/2013	YALE CHASE MATERIALS HANDLING	855.36
169436	05/08/2013	XEROX CORPORATION	18.09
169437	05/08/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,512.03
169438	05/08/2013	AG CONSTRUCTION & CONTRACTING INC	4,114.46
169439	05/08/2013	AT&T DATACOM, INC.	4,800.00
169440	05/08/2013	DELL MARKETING L.P. C/O DELL USA L.P.	27,375.35
169441	05/08/2013	ENAMIX, INC.	5,840.00 *
Reissued on 05/22/2013, Cancel Register # AP05222013D			
169442	05/08/2013	LIBERTY MUTUAL ATTN: JASON STONEFELD	680,415.00
169443	05/08/2013	MARK IV COMMUNICATIONS, INC.	19,600.00
169444	05/08/2013	NEUDESIC, LLC	65,184.00
169445	05/08/2013	NIMBLE CONSULTING	10,125.00
169446	05/08/2013	PUBLIC ECONOMICS, INC.	1,009.38
169447	05/08/2013	S & B FOODS CATERING DIVISION	623.86
169448	05/08/2013	PADHRAIC SMYTH	2,625.00
169449	05/08/2013	TEAMDYNAMIXHE	1,227.55
169450	05/08/2013	TORREY PINES BANK ATTN: ROSE RAMSDEN	75,607.00
169451	05/08/2013	GARY L. VOGT AND ASSOCIATES	12,500.00
169452	05/09/2013	M & R PRINTING	33.51 *
Reissued on 05/09/2013, Cancel Register # AP05092013A			
169453	05/09/2013	M & R PRINTING	33.51
169454	05/09/2013	PARTS EXPRESS	327.65
			Unpaid Sales Tax 25.20
			Expensed Amount 352.85
169455	05/09/2013	POCKET NURSE ENTERPRISES, INC.	1,280.85
			Unpaid Sales Tax 93.03
			Expensed Amount 1,373.88
169456	05/09/2013	THE RP GROUP	4,500.00
169457	05/09/2013	SCANTRON CORPORATION	1,797.62
169458	05/09/2013	SEHI PROCOMP COMPUTER PRODUCTS	701.02
169459	05/09/2013	WALTERS WHOLESALE ELECTRIC	3.91
169460	05/09/2013	XEROX CORPORATION	673.64
169461	05/09/2013	SAN DIEGO GAS & ELECTRIC	974.00
169462	05/10/2013	AIRGAS WEST	258.76
169463	05/10/2013	KATE ALDER	31.31
169464	05/10/2013	APPLE COMPUTER INC.	3,559.68
169465	05/10/2013	ART SUPPLY WAREHOUSE	147.41
169466	05/10/2013	BATTERY SYSTEMS	1,020.34
169467	05/10/2013	BERTRAND'S MUSIC	37.59
169468	05/10/2013	CINEMAGADGETS.COM	1,670.59
169469	05/10/2013	COX COMMUNICATIONS	10.31
169470	05/10/2013	D3 SPORTS, INC.	1,038.30
169471	05/10/2013	DELL MARKETING L.P. C/O DELL USA L.P.	312.10
169472	05/10/2013	ELITE MINDS, INC DEPT: SPEEDREADERX	647.50
169473	05/10/2013	FEDERAL EXPRESS	241.06
169474	05/10/2013	JOHN FELLNER,	28.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169475	05/10/2013	SC ASSOCIATED STUDENT BODY	9,457.74
169476	05/10/2013	RADHA M. BATHALA	400.53
169477	05/10/2013	VIJETHA BATHALA	358.12
169478	05/13/2013	AAA ACCESS SMOG	50.00
169479	05/13/2013	AARDVARK CLAY AND SUPPLIES	1,855.55
169480	05/13/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
169481	05/13/2013	AMTECH ELEVATOR SERVICES	51.50
169482	05/13/2013	APPLE COMPUTER INC.	119.94
169483	05/13/2013	ADVANCE BEAUTY COLLEGE, INC.	43,752.38
169484	05/13/2013	ADVANTA ENERGY	1,600.00
169485	05/13/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	254.85
		Unpaid Sales Tax	20.39
		Expensed Amount	275.24
169486	05/13/2013	BAKER & TAYLOR	201.23
169487	05/13/2013	C & H DISTRIBUTORS, INC.	251.51
169488	05/13/2013	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	3,999.80
169489	05/13/2013	COMPUTERLAND	112.60
169490	05/13/2013	CONQUEST SECURITY INC.	698.00
		Unpaid Sales Tax	55.84
		Expensed Amount	753.84
169491	05/13/2013	FISHER SCIENTIFIC	4,464.39
169492	05/13/2013	DEBRA L. FITZSIMONS	9.99
169493	05/13/2013	FRY'S ELECTRONICS	130.78
169494	05/13/2013	DAIRY DEPOT	91.36
169495	05/13/2013	LULU'S CREPERIE	351.00
169496	05/13/2013	MISSION VIEJO FLORIST	583.20
169497	05/14/2013	CDW GOVERNMENT, INC.	2,999.00
169498	05/14/2013	TERRY CHRISTOPHER	500.00
169499	05/14/2013	HAMPTON INN SANTA CLARITA	632.05
169500	05/14/2013	SANTA ANA COLLEGE SANTA ANA GOLF	1,750.00
169501	05/14/2013	AT & T	222.78
169502	05/14/2013	AT&T	6.25
169503	05/14/2013	AT&T	5,745.58
169504	05/14/2013	AT&T	11.63
169505	05/14/2013	AT&T	11.62
169506	05/14/2013	SOUTHERN CALIFORNIA GAS CO.	2,530.93
169507	05/14/2013	SOUTHERN CALIFORNIA GAS CO.	32.38
169508	05/14/2013	SOUTHERN CALIFORNIA GAS CO.	1,355.99
169509	05/14/2013	SOUTHERN CALIFORNIA GAS CO.	44.73
169510	05/14/2013	HAIR CALIFORNIA BEAUTY ACADEMY	23,836.50
169511	05/14/2013	HERCULES PORTABLE POWER, INC.	1,082.00
169512	05/14/2013	MALIA HILL	2,871.56
169513	05/14/2013	INTERACT COMMUNICATIONS, INC.	10,500.00
169514	05/14/2013	INTERBORO PACKAGING CORP.	3,045.02
169515	05/14/2013	INTERSTATE BATTERIES OF CALIFORNIA COAST	120.19
169516	05/14/2013	IRVINE RANCH WATER DIST.	314.86
169517	05/14/2013	IRVINE TENNIS	1,172.40

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169518	05/14/2013	FHEG IVC BOOKSTORE STORE 895	529.31
169519	05/14/2013	LOS ANGELES TIMES	364.00
169520	05/14/2013	LABOR LAW CENTER, INC.	40.30
169521	05/14/2013	LABSCO	26,564.66
169522	05/14/2013	LAGUNA CLAY CO.	6,365.18
169523	05/14/2013	LAGUNA GRAPHIC ARTS, INC.	321.84
169524	05/14/2013	LAMA BOOKS LEO A MEYER ASSOCIATED, INC.	112.61
169525	05/14/2013	LAMINATION DEPOT, INC.	710.99
169526	05/14/2013	LAMPS PLUS	1,169.78
169527	05/14/2013	SHARON LANDIS	480.00
169528	05/14/2013	LASER SOURCE	1,689.12
169529	05/14/2013	TOMIKO LAWLESS	200.00
169530	05/14/2013	LAWNMOWERS ETC., LLC	297.30
169531	05/14/2013	LEARNING SEED	921.27
		Unpaid Sales Tax	68.88
		Expensed Amount	990.15
169532	05/14/2013	MICHAEL LEVINE, INC.	450.99
169533	05/14/2013	DIANE LEWIS	919.85
169534	05/14/2013	SHANNON LINDSEY	200.00
169535	05/14/2013	NICOLE LOFTUS	21.59
169536	05/14/2013	ROBOTSHOP INC.	1,542.48
		Unpaid Sales Tax	123.40
		Expensed Amount	1,665.88
169537	05/14/2013	MISSION AUTO EQUIP & LIFTS	4,591.08
169538	05/14/2013	MOULTON-NIGUEL WATER DIST.	8,751.50
169539	05/14/2013	CANON SOLUTIONS AMERICA	71.91
169540	05/14/2013	CHRISTY WHITE ASSOCIATES	45,713.31
169541	05/14/2013	J.W. PEPPER & SON, INC.	52.28
169542	05/14/2013	PONTE VINEYARD INN	4,554.00
169543	05/14/2013	PROFORMA	1,279.25
169544	05/14/2013	PYRO-COMM SYSTEMS	6,700.00
169545	05/14/2013	RSCCD ATTN: PETER HARDASH BUSINESS OPERATIONS	2,294.03
169546	05/14/2013	RICOH USA, INC.	1,277.92
169547	05/14/2013	THE RP GROUP	350.00
169548	05/14/2013	THE RP GROUP	3,600.00
169549	05/14/2013	S & B FOODS CATERING DIVISION	110.05
169550	05/14/2013	SADDLEBACK APPLIANCES	1,024.00
169551	05/14/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,383.78
169552	05/14/2013	SOURCE GRAPHICS	259.38
169553	05/14/2013	SWEETWATER	269.95
		Unpaid Sales Tax	21.60
		Expensed Amount	291.55
169554	05/14/2013	TOWN & COUNTRY GLASS	1,000.00
169555	05/14/2013	TUFF SHED, INC.	4,762.00
169556	05/14/2013	U.S. DATA TRUST CORPORATION	6,000.00
169557	05/14/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	377.78
169558	05/14/2013	USA MOBILITY WIRELESS, INC.	92.21
169559	05/14/2013	JODY WALLACE	35.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169560	05/14/2013	WARD'S NATURAL SCIENCE	89.93
		Unpaid Sales Tax	7.19
		Expensed Amount	97.12
169561	05/14/2013	WAXIE	1,366.80
169562	05/14/2013	YAMAHA GOLF CARS OF CA, INC.	65.00
169563	05/14/2013	CARLOS ZELAYA	50.00
169564	05/14/2013	PROFESSIONAL SOLUTIONS	125.00
169565	05/14/2013	RICHARD SNEED	314.70
169566	05/14/2013	PRECISION BRUSH	621.64
169567	05/14/2013	CDW GOVERNMENT, INC.	2,833.45
169568	05/14/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	12,320.27
169569	05/14/2013	ENVIRON INTERNATIONAL CORP.	1,405.56
169570	05/14/2013	FUNDAMENT & ASSOCIATES, INC.	23,228.00 *
Cancelled on 05/24/2013, Cancel Register # AP05242013			
169571	05/14/2013	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
169572	05/14/2013	THE HILLS HOTEL	3,240.00
169573	05/14/2013	I3 SOLUTIONS	13,000.00
169574	05/14/2013	NIMBLE CONSULTING	10,250.00
169575	05/14/2013	INX LLC,	186,776.08 *
Cancelled on 05/20/2013, Cancel Register # AP05202013			
169576	05/14/2013	RITZ CONSTRUCTION	12,453.45
169577	05/14/2013	SYNERGY SOFTWARE SOLUTIONS	6,972.00
169578	05/15/2013	SOTTER ENGINEERING CORPORATION	213.00
169579	05/15/2013	EARL MIDDLETON dba EARL MIDDLETON MINISTRIES	100.00
169580	05/15/2013	G & K SERVICES	168.78
169581	05/15/2013	GANS INK & SUPPLY CO	109.90
169582	05/15/2013	GEMPLER'S	257.10
169583	05/15/2013	GENESIS, INC.	398.00
		Unpaid Sales Tax	30.72
		Expensed Amount	428.72
169584	05/15/2013	NATIONAL ASSOCIATION OF GEOSCIENCE TEACHERS	191.95
169585	05/15/2013	GKKWORKS	39,146.75
169586	05/15/2013	JACOBSEN WEST	983.54
169587	05/15/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	10,120.00
169588	05/15/2013	HAITBRINK ASPHALT PAVING, INC.	4,900.00
169589	05/15/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	1,451.17
169590	05/15/2013	HERFF JONES	1,823.12
169591	05/15/2013	HIGHMARK SMART RELIABLE SEATING, INC.	419.84
169592	05/15/2013	HOPPER EQUIPMENT & SUPPLY	4,618.89
169593	05/15/2013	HORIZON	46.12
169594	05/15/2013	IRVINE CHAMBER OF COMMERCE	650.00
169595	05/15/2013	IRVINE PIPE & SUPPLY	448.39
169596	05/15/2013	FHEG IVC BOOKSTORE STORE 895	868.73
169597	05/15/2013	EFAX CORPORATE c/o J2 GLOBAL, INC.	299.70
169598	05/15/2013	BILL JAY	420.40
169599	05/15/2013	JEMAL, TIMOTHY	49.99
169600	05/15/2013	J.H. RECOGNITION COMPANY	403.86

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169601	05/15/2013	JOHNSTONE SUPPLY	1,255.80
169602	05/15/2013	BETH JONES	208.00
169603	05/15/2013	JOSTEN'S	489.13
169604	05/15/2013	K-LOG COMPANY	227.81
		Unpaid Sales Tax	18.22
		Expensed Amount	246.03
169605	05/15/2013	KELE INC.	76.75
		Unpaid Sales Tax	6.14
		Expensed Amount	82.89
169606	05/15/2013	REBECCA J. KENNEY	796.13
169607	05/15/2013	ERIN KIM	630.00
169608	05/15/2013	MORITAKA KINA	120.00
169609	05/15/2013	MARK KRUHMIN	10.79
169610	05/15/2013	GARY I. KUSUNOKI	280.00
169611	05/15/2013	LAGUNA GRAPHIC ARTS, INC.	84.24
169612	05/15/2013	LAURA'S INT PLANTSCAPE SERV	290.72
169613	05/15/2013	LEARNING ZONE	172.85
		Unpaid Sales Tax	12.79
		Expensed Amount	185.64
169614	05/15/2013	LESLIE'S POOLMART, INC.	29.96
169615	05/15/2013	LOOMIS, FARGO & COMPANY	665.35
169616	05/15/2013	MAGNA PUBLICATIONS, INC.	257.00
169617	05/15/2013	MAIN GRAPHICS	147.96
169618	05/15/2013	MARCIVE, INC.	236.50
169619	05/15/2013	MICHAEL LOWELL MC CORMICK	463.68
169620	05/15/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	124.00
169621	05/15/2013	METALLIFEROUS	361.62
		Unpaid Sales Tax	27.71
		Expensed Amount	389.33
169622	05/15/2013	MOORE MEDICAL, LLC	330.15
169623	05/15/2013	KIMBERLY MOUNSEY	90.00
169624	05/15/2013	TACONY CORPORATION	260.97
		Unpaid Sales Tax	18.91
		Expensed Amount	279.88
169625	05/15/2013	NASCO MODESTO	30.24
169626	05/15/2013	MEGAN NEWTON	17.99
169627	05/15/2013	NORTH STATE ENVIRONMENTAL	385.82
169628	05/15/2013	MARIA NUNEZ	6.31
169629	05/15/2013	WIRED PLANET ERIK JENSEN	600.00
169630	05/15/2013	KAPLAN EARLY LEARNING COMPANY	288.25
169631	05/15/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,525.86
169632	05/15/2013	AMERICAN PORTABLE STORAGE	6,183.20
169633	05/15/2013	YVETTE ARBIZO	50.00
169634	05/15/2013	ARROWHEAD DRINKING WATER	58.05
169635	05/15/2013	MARGUERITE BEAL	70.00
169636	05/15/2013	BOUNDLESS NETWORK	1,669.04
169637	05/15/2013	CALIFORNIA STAGE/LIGHTING, INC	308.31
169638	05/15/2013	CDW GOVERNMENT, INC.	4,965.00
169639	05/15/2013	CITRIX ONLINE	1,740.60

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169640	05/15/2013	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	10,230.15
169641	05/15/2013	COLLEGE BRAIN TRUST	36,750.00
169642	05/15/2013	COX COMMUNICATIONS	2,051.38
169643	05/15/2013	COX COMMUNICATIONS	4,119.36
169644	05/15/2013	EDWARDS, ARNETTE	180.00
169645	05/15/2013	FEDERAL EXPRESS	325.46
169646	05/15/2013	FRANCHISE TAX BOARD	10.00
169647	05/15/2013	DEPARTMENT OF SOCIAL SERVICES	880.00
169648	05/15/2013	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
169649	05/15/2013	PASCO SCIENTIFIC	6,470.60
169650	05/15/2013	J.W. PEPPER & SON, INC.	26.98
169651	05/15/2013	POWER FORD TUSTIN	160.00
169652	05/15/2013	PRO CHEMICAL & DYE	2,836.21
169653	05/15/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	1,290.74
		Unpaid Sales Tax	98.25
		Expensed Amount	1,388.99
169654	05/15/2013	ROSE BRAND	951.54
169655	05/15/2013	SADDLEBACK FLOWER SHOP	442.80
169656	05/15/2013	SARS SOFTWARE PRODUCTS, INC.	2,700.00
169657	05/15/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	228.20
169658	05/15/2013	SILPAK, INC.	385.00 *
Cancelled on 05/15/2013, Cancel Register # AP05162013			
169659	05/15/2013	SOUTHERN CALIFORNIA GAS CO.	13,373.10
169660	05/15/2013	SO. COAST FIRE PROTECTION	419.04
169661	05/15/2013	SO. ORANGE CO. COMM. COL.DIST	500.00
169662	05/15/2013	SOUTH COAST GEOLOGICAL SOCIETY	230.60
169663	05/15/2013	SPECTRUM CHEMICAL MFG. CORP.	210.58
169664	05/15/2013	FAWN TANRIVERDI	660.25
169665	05/15/2013	WARD'S NATURAL SCIENCE	458.46
		Unpaid Sales Tax	36.68
		Expensed Amount	495.14
169666	05/15/2013	NINA WELCH	16.19
169667	05/15/2013	WHITE CAP INDUSTRIES	366.09
169668	05/15/2013	WIRED PLANET ERIK JENSEN	262.50
169669	05/15/2013	WOODEN CAMERA LLC	1,017.50
		Unpaid Sales Tax	80.64
		Expensed Amount	1,098.14
169670	05/15/2013	YALE CHASE MATERIALS HANDLING	325.65
169671	05/15/2013	LIANNA ZHAO	7.17
169672	05/15/2013	SO. ORANGE CO. COMM. COL. DIST	5,142.01
169673	05/16/2013	CHRISTIAN ALVARADO	105.21
169674	05/16/2013	ASSOC OF DEFENSE COMMUNITIES	750.00
169675	05/16/2013	TOD A. BURNETT	1,077.58
169676	05/16/2013	KERRY CRABB	469.36
169677	05/16/2013	STEVE CRAPO	580.17
169678	05/16/2013	JASMINE DIEU	118.08
169679	05/16/2013	MONICA FRIEDRICH	407.09
169680	05/16/2013	RICHARD GOODMAN	479.88
169681	05/16/2013	YOLANDA GOULDSMITH	100.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169682	05/16/2013	GEORGINA GUY	392.02
169683	05/16/2013	JERRY HANNULA	149.36
169684	05/16/2013	SUZANNE HEWITT	1,000.00
169685	05/16/2013	SENIYE MARGARET HUANG	500.00
169686	05/16/2013	DR. CRAIG JUSTICE	1,161.11
169687	05/16/2013	CAROLINA KUSSOY	700.00
169688	05/16/2013	KRIS LEPPHEN-CHRISTENSEN	1,000.00
169689	05/16/2013	JOHN LICITRA	63.08
169690	05/16/2013	LESLEY LOWE	255.00
169691	05/16/2013	DIANA MC CULLOUGH	108.18
169692	05/16/2013	LISA MESSENGER	255.00
169693	05/16/2013	SOPHIE MILLER	693.87
169694	05/16/2013	HEIDI M. OCHOA	303.00
169695	05/16/2013	LUCAS OCHOA	303.00
169696	05/16/2013	BARI RUDMANN	700.00
169697	05/16/2013	JERRY RUDMANN	700.00
169698	05/16/2013	KAY RYALS	1,030.20
169699	05/16/2013	KIMBERLY STANKOVICH	582.52
169700	05/16/2013	THE WESTIN BUCKHEAD ATLANTA	172.84
169701	05/16/2013	DERECK ZARA	115.65
169702	05/16/2013	SO. ORANGE CO. COMM. COL.DIST	3,768.00
169703	05/16/2013	HOME DEPOT CREDIT SERVICES	3,543.12
169704	05/17/2013	3D RAPID PROTOTYPING INC.	269.20
169705	05/17/2013	AAA ACCESS SMOG	350.00
169706	05/17/2013	ABC ICE HOUSE	40.18
169707	05/17/2013	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	930.42
169708	05/17/2013	AMERICAN PORTABLE STORAGE	4,876.40
169709	05/17/2013	APORTSTORAGE CONTAINERS, LLC	2,748.60
169710	05/17/2013	YVETTE ARBIZO	50.00
169711	05/17/2013	AUTOMOTIVE ELECTRONICS SERVICES INC	1,749.50
169712	05/17/2013	AIRPORT VAN RENTAL SOLUTIONS	471.08
169713	05/17/2013	BAKER & TAYLOR	9.00
169714	05/17/2013	JOYCE BARTLOMAIN	34.00
169715	05/17/2013	BEST BUY BUSINESS ADVANTAGE	5,504.20
169716	05/17/2013	BLICK ART MATERIALS	4,542.21
169717	05/17/2013	CHRIS BOOKE	1,105.00
169718	05/17/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	41,930.09
169719	05/17/2013	NANCY BRACKEN	708.00
169720	05/17/2013	BRAVO SIGN & DESIGN	1,074.80
169721	05/17/2013	BUTLER CHEMICALS, INC.	330.64
169722	05/17/2013	CAMPUS CONCERTS	2,000.00
169723	05/17/2013	CARAVAN CANOPY INT'L, INC.	1,304.16
169724	05/17/2013	CARQUEST AUTO PARTS	64.84
169725	05/17/2013	CDW GOVERNMENT, INC.	344.07
169726	05/17/2013	CERTIFIED TRANSPORTATION SERVICES	7,393.43
169727	05/17/2013	CHRONICLE OF HIGHER EDUCATION	78.00
169728	05/17/2013	CINTAS CORPORATION	40.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169729	05/17/2013	CINTAS DOCUMENT MANAGEMENT	120.00
169730	05/17/2013	CINTAS DOCUMENT MANAGEMENT	120.00
169731	05/17/2013	COASTLINE ROP	915.91
169732	05/17/2013	CRI ELECTRIC, INC	2,990.00
169733	05/17/2013	CARIE CRUZ	105.00
169734	05/17/2013	DANA POINT YACHT MAINTENANCE	68.80
169735	05/17/2013	JOHN DEERE LANDSCAPES, INC.	105.73
169736	05/17/2013	DISCOUNT SCHOOL SUPPLY	184.36
169737	05/17/2013	DUNN-EDWARDS CORPORATION	377.35
169738	05/17/2013	ECONOMIC ALTERNATIVES, INC.	358.33
169739	05/17/2013	EDMUND OPTICS AMERICA	43.23
169740	05/17/2013	EMCOR/Mesa Energy Systems	1,300.00
169741	05/17/2013	ENVIRONMENTAL EQUIPMENT SUPPLY	13,942.22
169742	05/17/2013	MARK ESTRADA	50.00
169743	05/17/2013	EWING IRRIGATION PRODUCTS	15.50
169744	05/17/2013	EXCELSIOR ELEVATOR CORPORATION	1,137.50
169745	05/17/2013	FERGUSON ENTERPRISES INC #1350	68.62
169746	05/17/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	367.20
169747	05/17/2013	SHEILA FORSBERG	12,430.00
169748	05/17/2013	DEBORAH FRICKE	180.00
169749	05/17/2013	GOLDEN WEST COLLEGE ATHLETICS	30.00
169750	05/17/2013	OFFICEMAX CONTRACT INC.	12,409.53
169751	05/17/2013	AVALON TENT & PARTY	108.26
169752	05/17/2013	CDW GOVERNMENT, INC.	159.87
169753	05/17/2013	DAIRY DEPOT	120.46
169754	05/17/2013	AT&T	63.08
169755	05/17/2013	SOUTHERN CALIFORNIA EDISON CO.	1,939.81
169756	05/17/2013	SOUTHERN CALIFORNIA EDISON CO.	17,902.62
169757	05/17/2013	SOUTHERN CALIFORNIA EDISON CO.	75.08
169758	05/20/2013	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	1,000.00
169759	05/20/2013	ARLEEN ELSEROAD	592.50
169760	05/20/2013	TERESA FLUEGEMAN	1,166.02
169761	05/20/2013	FOUR SEASONS HOTEL	1,150.40
169762	05/20/2013	AMY V. GRIMM	1,985.80
169763	05/20/2013	GEORGINA GUY	27.56
169764	05/20/2013	JUNE MC LAUGHLIN	847.12
169765	05/20/2013	DVV ASSOCIATES, INC.	1,125.00
169766	05/20/2013	ENAMIX, INC.	5,840.00
169767	05/20/2013	GKKWORKS	3,384.44
169768	05/20/2013	PRESIDIO NETWORKED SOLUTIONS	186,776.08
169769	05/20/2013	QUEST ENERGY GROUP, LLC	1,480.00
169770	05/20/2013	QUEZADA PRO LANDSCAPE, INC.	4,200.00
169771	05/20/2013	SEGURA ASSOCIATES, INC.	2,142.00
169772	05/20/2013	KATE ALDER	39.33
169773	05/20/2013	FHEG IVC BOOKSTORE NO. 895 MA 66	653.18
169774	05/20/2013	IRVINE VALLEY COLLEGE	577.00
169775	05/20/2013	IRVINE VALLEY COLLEGE	152.00
169776	05/20/2013	PACIFIC CLINICS TRAINING INSTITUTE	4,500.00

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Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169777	05/20/2013	NCS PEARSON, INC.	391.48
169778	05/20/2013	J.W. PEPPER & SON, INC.	21.59
169779	05/20/2013	P.J. OF SOUTHERN CALIFORNIA IRVINE	1,279.80
169780	05/20/2013	POSTAL PRODUCTS UNLIMITED	2,046.64
		Unpaid Sales Tax	8.58
		Expensed Amount	2,055.22
169781	05/20/2013	THOMAS JOHN PRENDERGAST	64.99
169782	05/20/2013	PURETEC	536.13
169783	05/20/2013	R2A ARCHITECTURE	2,233.69
169784	05/20/2013	ROYAL PLYWOOD CO., LLC	1,257.30
169785	05/20/2013	S & B FOODS CATERING DIVISION	250.00
169786	05/20/2013	S & B FOODS CATERING DIVISION	1,274.62
169787	05/20/2013	JOE SAN JUAN	92.00
169788	05/20/2013	GUISELLE SCOTT	840.00
169789	05/20/2013	SILPAK, INC.	414.64
169790	05/20/2013	SO COAST A.Q.M.D.	116.61
169791	05/20/2013	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
169792	05/20/2013	SOUTHLAND INSTRUMENTS, INC.	2,268.37 *
Reissued on 05/20/2013, Cancel Register # AP05202013C			
169793	05/20/2013	BLAKE STEPHENS	35.72
169794	05/20/2013	TIM SWISS	258.45
169795	05/20/2013	TRAFFIC MANAGEMENT INC.	1,408.88
169796	05/20/2013	TREE OF LIFE NURSERY	216.43
169797	05/20/2013	TROXELL COMMUNICATIONS, INC.	464.40
169798	05/20/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	1,645.22
169799	05/20/2013	WOLTERS KLUWER HEALTH	133.00
169800	05/20/2013	LISA WORKMAN	50.00
169801	05/20/2013	XEROX CORPORATION	2,130.02
169802	05/20/2013	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS	169.79
169803	05/20/2013	OFFICEMAX CONTRACT INC.	7,588.26
169804	05/20/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,590.79
169805	05/20/2013	OFFICEMAX CONTRACT INC.	237.65
169806	05/20/2013	SOUTHLAND INSTRUMENTS, INC.	1,866.61
169807	05/21/2013	G & K SERVICES	111.20
169808	05/21/2013	WILL GLEN	37.76
169809	05/21/2013	JACQUELINE GOODE	240.00
169810	05/21/2013	GOPHER NW5634	2,577.47
		Unpaid Sales Tax	196.46
		Expensed Amount	2,773.93
169811	05/21/2013	LAUREN GRAHAM	100.00
169812	05/21/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	1,873.38
169813	05/21/2013	HEARLIHY & COMPANY PITSCO ED.	460.40
169814	05/21/2013	GABRIELA HERNANDEZ	50.00
169815	05/21/2013	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	13,082.83
169816	05/21/2013	IMAGE APPAREL FOR BUSINESS INC	686.03
169817	05/21/2013	FHEG IVC BOOKSTORE STORE 895 MA 500	609.12
169818	05/21/2013	JOHNSTONE SUPPLY	335.76
169819	05/21/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	1,414.26

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169820	05/21/2013	ELWIN KISHIMOTO	134.00
169821	05/21/2013	CHRISTINE KNAPP OC WASTE & RECYCLING	150.00
169822	05/21/2013	ANNE KRIEGHOFF	150.00
169823	05/21/2013	MARK KRUHMIN	40.00
169824	05/21/2013	GARY I. KUSUNOKI	220.00
169825	05/21/2013	LAGUNA BEACH UNIF. SCHOOL DIST	300.51
169826	05/21/2013	LAGUNA GRAPHIC ARTS, INC.	51.12
169827	05/21/2013	LEARNING SEED	158.36
		Unpaid Sales Tax	11.84
		Expensed Amount	170.20
169828	05/21/2013	ALEXANDER LEIGH	80.00
169829	05/21/2013	DIANE LEWIS	178.59
169830	05/21/2013	CHIEF, LOC CDS	525.00
169831	05/21/2013	MAIN GRAPHICS	336.96
169832	05/21/2013	DAN MANASSERO MANASSERO FARMS	150.00
169833	05/21/2013	MICHAEL LOWELL MC CORMICK	117.99
169834	05/21/2013	MARK MC ELROY	20.01
169835	05/21/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	1,302.00
169836	05/21/2013	McMASTER CARR SUPPLY CO.	284.47
169837	05/21/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	192.46
169838	05/21/2013	SALLIE MILLER	120.00
169839	05/21/2013	ANNA MINNIECE	10.16
169840	05/21/2013	MOULTON-NIGUEL WATER DIST.	16,371.20
169841	05/21/2013	MUSIC THEATRE INTERNATIONAL	7,668.00
169842	05/21/2013	MYERS TIRE SUPPLY	6,669.00
169843	05/21/2013	MASUNE FIRST AID & SAFETY	102.90
169844	05/21/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	7,686.00
169845	05/21/2013	AT & T	71.15
169846	05/21/2013	AT & T	27.25
169847	05/21/2013	VERIZON	184.64
169848	05/21/2013	VERIZON	409.41
169849	05/21/2013	THE PATON GROUP	1,351.10
169850	05/21/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
169851	05/21/2013	RECONIK	1,682.10
169852	05/21/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	27.90
		Unpaid Sales Tax	2.23
		Expensed Amount	30.13
169853	05/21/2013	ROTH CARNEY APC	2,859.50
169854	05/21/2013	S & B FOODS CATERING DIVISION	159.19
169855	05/21/2013	DANIEL SMITH, INC.	775.36
169856	05/21/2013	SPECTRUM INDUSTRIES, INC.	5,069.83
169857	05/21/2013	SPECTRUM CHEMICAL MFG. CORP.	571.14
169858	05/21/2013	TECHNICAL CONSULTANTS INC.	792.00
		Unpaid Sales Tax	60.00
		Expensed Amount	852.00
169859	05/21/2013	UNISOURCE WORLDWIDE INC.	427.36
169860	05/21/2013	VIDEO INSIGHT INC	23,256.00
		Unpaid Sales Tax	1,832.48
		Expensed Amount	25,088.48

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169861	05/21/2013	VSA, Inc.	331.46
169862	05/21/2013	VILLAGE NURSERIES LANDSCAPE CENTERS	526.95
169863	05/21/2013	PETCO ANIMAL SUPPLIES, INC.	213.39
169864	05/21/2013	SAFEWAY INC/PAVILIONS	298.44
169865	05/21/2013	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	160.86
169866	05/21/2013	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	400.00
169867	05/22/2013	SHRED-IT USA-SAN DIEGO	288.00
169868	05/22/2013	ADCLUB ADVERTISING SERVICE	95.00
169869	05/22/2013	AMERICAN PORTABLE STORAGE	10,249.40
169870	05/22/2013	APCO GRAPHICS, INC.	3,073.79
169871	05/22/2013	APPLE COMPUTER INC.	2,615.52
169872	05/22/2013	ART SUPPLY WAREHOUSE	922.87
169873	05/22/2013	DANIELLE ASLAM	150.00
169874	05/22/2013	BJB ENTERPRISES, INC.	237.59
169875	05/22/2013	BLICK ART MATERIALS	13.50
169876	05/22/2013	NANCY BRACKEN	2,739.71
169877	05/22/2013	CERAMICS & CRAFTS WAREHOUSE	625.46
169878	05/22/2013	CERAMICS MONTHLY	24.95
169879	05/22/2013	JESSICA M. CHA	49.54
169880	05/22/2013	CHEFS' TOYS	915.08
169881	05/22/2013	JEFF COFFMAN CLEAN GREEN TECHNOLOGY	150.00
169882	05/22/2013	COMPUTERLAND	896.36
169883	05/22/2013	RICK CRANDALL	150.00
169884	05/22/2013	DATAMAX O'NEIL	485.24
169885	05/22/2013	DELL MARKETING L.P. C/O DELL USA L.P.	1,997.61
169886	05/22/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	96.00
169887	05/22/2013	EAGLE COMMUNICATIONS	493.00
169888	05/22/2013	ECONOMIC ALTERNATIVES, INC.	231.59
169889	05/22/2013	FANTASY DESIGNS	511.49
169890	05/22/2013	FEDERAL EXPRESS	51.39
169891	05/22/2013	FILM MOVEMENT LLC 11	815.00
		Unpaid Sales Tax	64.00
		Expensed Amount	879.00
169892	05/22/2013	FILMTOOLS, INC.	324.99
169893	05/22/2013	FISHER SCIENTIFIC	288.54
169894	05/22/2013	FOSTER CARE AUXILIARY OF OC	120.00
169895	05/22/2013	FREEMAN MFG & SUPPLY CO	620.21
169896	05/22/2013	FULL COMPASS SYSTEMS	192.09
		Unpaid Sales Tax	14.22
		Expensed Amount	206.31
169897	05/22/2013	STEPHEN HENKLE	630.00
169898	05/22/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.44
169899	05/22/2013	DAIRY DEPOT	138.19
169900	05/22/2013	DISCOUNT SCHOOL SUPPLY	396.18
169901	05/22/2013	KATE ALDER	225.35
169902	05/22/2013	MARY ANSTADT	32.32
169903	05/22/2013	CATHERINE AYAD	9.27
169904	05/22/2013	CHANG, DAVID H.	7.01

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169905	05/22/2013	ORANGE COUNTY LOW VISION	2,000.00
169906	05/22/2013	GRACE GARCIA	7.51
169907	05/22/2013	JIM GASTON	44.97
169908	05/22/2013	DENNIS GORDON	30.51
169909	05/22/2013	ESTER GRAHAM	15.26
169910	05/22/2013	GRAVIC, INC.	550.00
169911	05/22/2013	RAUL B. GUTIERREZ	15.26
169912	05/22/2013	RUBEN GUZMAN	251.43
169913	05/22/2013	PATTY HELTON	15.26
169914	05/22/2013	ERIC HILDEN	77.18
169915	05/22/2013	IPSWITCH, INC.	4,993.75
169916	05/22/2013	BICHTUYEN JENSEN	30.51
169917	05/22/2013	SUSAN KWAN	7.63
169918	05/22/2013	THE LAB DEPOT	203.93
169919	05/22/2013	LAGUNA CLAY CO.	1,743.12
169920	05/22/2013	TEDDI LORCH	31.41
169921	05/22/2013	LORI MANGELS	122.04
169922	05/22/2013	MC KESSON MEDICAL SURGICAL	3,601.29
169923	05/22/2013	MARCIA MILCHIKER	153.10
169924	05/22/2013	NATIONAL BALSA	988.79
Unpaid Sales Tax			67.25
Expensed Amount			1,056.04
169925	05/22/2013	OC Treasurer-Tax Collector	210.00
169926	05/22/2013	ORANGE CO. BUSINESS JOURNAL	79.00
169927	05/22/2013	ORANGE COUNTY REGISTER	1,709.54
169928	05/22/2013	CANON SOLUTIONS AMERICA	149.53
169929	05/22/2013	OCLC, INC. DEPT #34299	521.71
169930	05/22/2013	ORANGE HIGH SCHOOL	146.25
169931	05/22/2013	ORKIN PEST CONTROL 711	500.00
169932	05/22/2013	ANGELA OROZCO-MAHANEY	7.17
169933	05/22/2013	SOKHA SONG	45.77
169934	05/22/2013	BRUCE HAGAN	76.28
169935	05/22/2013	RUBY HAZZARD	89.21
169936	05/22/2013	SOUTHERN CALIFORNIA EDISON CO.	7,903.48
169937	05/22/2013	TWO TWINS FROM TEXAS BLIND COMPANY	911.00
169938	05/22/2013	PACIFIC COACHWAYS	898.60
169939	05/22/2013	PENHALL RENTALS	1,750.00
169940	05/22/2013	QUARK ENTERPRISES, INC.	3,586.52
169941	05/22/2013	KHADIJA QURESHI	200.00
169942	05/22/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	93.20
169943	05/22/2013	S & B FOODS CATERING DIVISION	821.61
169944	05/22/2013	SAFEWAY, INC.	41.62
169945	05/22/2013	SIGMA ALDRICH CHEMICAL CO.	1,123.31
169946	05/22/2013	SIGN A RAMA	295.65
169947	05/22/2013	SIRCHIE FINGER PRINT LABS	7.56
169948	05/22/2013	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	1,260.00
169949	05/22/2013	PATRIC TAYLOR	91.25
169950	05/22/2013	AZADEH TOORYANI	200.00
169951	05/22/2013	CHELSEAE WALLACE	200.00

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169952	05/22/2013	WALTERS WHOLESALE ELECTRIC	589.09
169953	05/22/2013	WARD'S NATURAL SCIENCE	81.34
		Unpaid Sales Tax	2.45
		Expensed Amount	83.79
169954	05/22/2013	WHITAKER BROS. BUSINESS MACH.	2,432.16
169955	05/22/2013	WOODBIDGE HIGH SCHOOL	800.00
169956	05/23/2013	COMMUNITY COLLEGE LEAGUE OF CA	670.00
169957	05/23/2013	JIM GASTON	987.07
169958	05/23/2013	STEVE LEE	100.00
169959	05/23/2013	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	750.00
169960	05/23/2013	HEIDI M. OCHOA	187.49
169961	05/23/2013	RED LION HOTEL WOODLAKE CONF CENTER	306.86
169962	05/23/2013	BKF ENGINEERS	7,438.00
169963	05/23/2013	DELL MARKETING L.P. C/O DELL USA L.P.	8,086.48
169964	05/23/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	1,801.72
169965	05/23/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	4,034.32
169966	05/23/2013	DVV ASSOCIATES, INC.	3,500.00
169967	05/23/2013	EMCOR/Mesa Energy Systems	1,225.00
169968	05/23/2013	ENAMIX, INC.	11,096.00
169969	05/23/2013	ENVIRON INTERNATIONAL CORP.	11,500.00
169970	05/23/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	96,609.45
169971	05/23/2013	NEUDESIC, LLC	79,312.00
169972	05/23/2013	ORANGE COUNTY REGISTER	819.00
169973	05/23/2013	PENCO ENGINEERING	9,768.20
169974	05/23/2013	STRATA INFORMATION GROUP	16,536.74
169975	05/23/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	818.64
169976	05/23/2013	A-1 AWARDS	76.68
169977	05/23/2013	AMTECH ELEVATOR SERVICES	4,673.58
169978	05/23/2013	APPLE COMPUTER INC.	2,030.76
169979	05/23/2013	CHEFS' TOYS	184.25
169980	05/23/2013	CLARK SECURITY PRODUCTS INC.	1,422.41
169981	05/23/2013	CONSOLIDATED ELECTRICAL DIST.	211.40
169982	05/23/2013	COX COMMUNICATIONS	72.97
169983	05/23/2013	COX COMMUNICATIONS	2,352.37
169984	05/23/2013	CRI ELECTRIC, INC	200.00
169985	05/23/2013	DANA POINT FUEL DOCK	367.50
169986	05/23/2013	DELL MARKETING L.P. C/O DELL USA L.P.	765.72
169987	05/23/2013	DUNN-EDWARDS CORPORATION	41.27
169988	05/23/2013	ENCO MANUFACTURING CO.	1,261.00
169989	05/23/2013	FREEWAY AUTO SUPPLY	113.87
169990	05/23/2013	FULLERTON CIVIC LIGHT OPERA CO	120.00
169991	05/23/2013	PACIFIC COLLEGE TESTING	111.62
169992	05/23/2013	MARIA RENTERIA	175.00
169993	05/23/2013	HM RECEIVABLES CO II LLC	235.31
169994	05/23/2013	JACK RUBIN & SONS ENTERTAINMENT DIVISION	944.58
169995	05/23/2013	S & B FOODS CATERING DIVISION	362.66
169996	05/23/2013	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
169997	05/23/2013	XEROX CORPORATION	175.50
169998	05/24/2013	DR. ROBERT BRAMUCCI	111.44

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169999	05/24/2013	RANDEL KEITH	48.84
170000	05/24/2013	DAVIT S. KHACHATRYAN,	15.26
170001	05/24/2013	SAMIR KHUNDY	16.72
170002	05/24/2013	ANITA MC DONALD	30.51
170003	05/24/2013	JOHN OZUROVICH	30.51
170004	05/24/2013	SANDRA POPE	61.02
170005	05/24/2013	MICHELLE SCHARF	15.57
170006	05/24/2013	JAY SIERZCHULA	15.26
170007	05/24/2013	FELICIA STINSON	118.92
170008	05/24/2013	TIFFANY TRAN	42.81
170009	05/24/2013	DENNIS GORDON	30.51
170010	05/24/2013	DAVIT S. KHACHATRYAN,	61.02
170011	05/24/2013	MARY OPEL FACILITIES PLANNING	110.63
170012	05/24/2013	DAVID SCHIERMEYER FACILITIES PLANNING	22.88
170013	05/24/2013	AT&T	47.14
170014	05/24/2013	JAMES PALMER	64.83
170015	05/24/2013	PAYAM-E-ASHENA	250.00
170016	05/24/2013	KAY RYALS	125.65
170017	05/24/2013	SO. ORANGE CO. COMM. COL.DIST	2,401.00
170018	05/24/2013	TECHNIC BUSINESS SOLUTIONS	145.00
170019	05/24/2013	TROPHY AWARDS MFG. INC.	96.29
170020	05/24/2013	VISTA PAINT CORPORATE OFFICE	72.93
170021	05/24/2013	SAFEWAY, INC.	159.14
170022	05/24/2013	SMART & FINAL	360.86
170023	05/28/2013	AT&T	68.46
170024	05/28/2013	AT & T	397.70
170025	05/28/2013	AT & T	68.43
170026	05/28/2013	AT & T	68.43
170027	05/28/2013	AT & T	68.43
170028	05/28/2013	AT&T	550.82
170029	05/28/2013	AT&T	367.21
170030	05/28/2013	PACIFIC CLINICS TRAINING INSTITUTE	7,500.00
170031	05/28/2013	PACIFIC CLIPPINGS	59.00
170032	05/28/2013	PARKHOUSE TIRE, INC.	3,841.20
170033	05/28/2013	KARIN PAVELEK	100.00
170034	05/28/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	3,546.59
170035	05/28/2013	SIXTEN, INC. dba SIXTEN & ASSOC.	1,358.50
170036	05/28/2013	SMART & FINAL	87.42
170037	05/28/2013	TOMARK SPORTS, INC.	19,570.68
170038	05/28/2013	WHITE CAP INDUSTRIES	215.99
170039	05/28/2013	MARK WHITNEY	500.00
		<b>Total Number of Checks</b>	<b>921</b>
			<b>5,455,658.78</b>

## Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	7	212,907.81
Reissue	4	12,216.88
Net Issue		5,230,534.09

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Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
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## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	808	3,020,544.32
12	Child Development Fund	26	7,488.38
40	Capital Outlay Fund	65	1,810,172.57
68	Self-Insurance Fund	6	19,435.11
71	Retiree Benefit Fund	5	376,334.61
Total Number of Checks		910	5,233,974.99
Less Unpaid Sales Tax Liability			3,440.90
Net (Check Amount)			5,230,534.09

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010641	05/03/2013	ALICIA MIGLIARINI dba CALINK INSTITUTE	2,180.00
010642	05/03/2013	CONNECTED WOMEN OF INFLUENCE	1,100.00
010643	05/03/2013	EDUCATION TO GO	1,908.00
010644	05/03/2013	ESTELLA CASTILLO-GARRISON	9.70
010645	05/03/2013	S & B FOODS CATERING DIVISION	55.62
010646	05/09/2013	ACTIVE NETWORK, INC.	3,513.45
010647	05/09/2013	OFFICEMAX CONTRACT INC.	34.81
010648	05/09/2013	XEROX CORPORATION	543.88
010649	05/17/2013	GOOD TIMES TRAVEL, INC.	505.00
010650	05/17/2013	MASTERS NOTARY ACADEMY	1,190.00
010651	05/17/2013	OFFICEMAX CONTRACT INC.	113.85
010652	05/24/2013	GOOD TIMES TRAVEL, INC.	7,654.00
010653	05/24/2013	ARRON SEARCY	15.53
Total Number of Checks			13
			18,823.64

Includes checks for only Bank Account SC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	13	18,823.64
Total Number of Checks		13	18,823.64
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			18,823.64

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

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## Checks Dated 05/02/2013 through 05/28/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009106	05/03/2013	REBECCA MAY BRUBAKER	26.15
009107	05/03/2013	EDUCATION TO GO	403.50
009108	05/03/2013	SHARON LOUIE	33.95
009109	05/03/2013	WELLS FARGO #1598	123.10
009110	05/03/2013	WELLS FARGO #1606	86.39
009111	05/09/2013	POSTMASTER	6,363.37
009112	05/09/2013	SUCHA KUMAR	129.00
009113	05/17/2013	SUSAN F. BOCK dba SUSAN BOCK AND ASSOCIATES	1,575.00
009114	05/17/2013	EDUCATION TO GO	1,495.00
009115	05/17/2013	FHEG IVC BOOKSTORE STORE 895 MA 500	1,748.52
009116	05/17/2013	PM GROUP, INC.	10,568.88
009117	05/17/2013	UNITED DIRECT MARKETING	3,350.00
009118	05/17/2013	ACTIVE NETWORK, INC. DEPT. 9634	1,287.90
009119	05/24/2013	UNITED DIRECT MARKETING	1,504.85
Total Number of Checks			14
			28,695.61

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	14	28,695.61
Total Number of Checks		14	28,695.61
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			28,695.61

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: May/June 2013 Contracts

**ACTION:** Ratification

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**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 May/June 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

Keenan & Associates Property & Casualty Claims Administration Services Agreement – For administrative, adjustment and investigative services, 3 year term at \$30,000 per year effective July 1, 2013 – June 30, 2016. District Services	\$90,000.00
Fundament & Associates Independent Contractor Agreement – To provide engineering services for the design of a new cooling tower system and installation of 500 ton absorption chiller. Saddleback College	\$76,000.00
Mesa Energy Systems Agreement – To replace the boiler in Power House 2. Irvine Valley College	\$74,359.00
Education 4 Work Independent Contractor / Consultant Agreement – To manage all CCCCO grant activities as required to meet the goals and objectives of the project effective 7/1/13 – 6/30/14. Irvine Valley College	\$60,000.00

Graphic Edge Independent Contractor / Consultant Agreement – To provide graphic direction and graphic revision of the CA Career Café website effective 7/1/13 – 6/30/14. Irvine Valley College	\$50,000.00
Making Connections Independent Contractor / Consultant Agreement – To provide guidance in achieving grant objectives and activities, research and revise links and add new pages to the CA Career Café website effective 7/1/13 – 6/30/14. Irvine Valley College	\$50,000.00
Jackstin Independent Contractor / Consultant Agreement – To provide design and website integration of the CaCareerCafe.com website effective 7/1/13 – 6/30/14. Irvine Valley College	\$50,000.00
RJ Coaching and Consulting Contractor / Consultant Agreement – To assist with project management of all CCCCCO grant activities as required to meet the goals and objectives of the project effective 7/1/13 – 6/30/14. Irvine Valley College	\$40,000.00
Digital Networks Group, Inc. Independent Contractor Agreement – To replace indoor and outdoor wireless access points at Irvine Valley College and Saddleback College. District Services	\$30,000.00
Allied Barton Security Services Independent Contractor Agreement – To provide unarmed security service to patrol the ATEP site 68 acres effective from 7/1/13 – 6/30/14. Irvine Valley College	\$30,000.00
KE Design Independent Contractor / Consultant Agreement – To research, review and post items pertaining to professional associations for the CA Career Café website effective 7/1/13 – 6/30/14. Irvine Valley College	\$30,000.00
Charlene Reed Independent Contractor / Consultant Agreement – To provide social media/tools and other website updates and support activities as required to meet the goals and	\$30,000.00



objectives of the CCCCCO grant project effective from 7/1/13 – 6/30/14. Irvine Valley College	
Kristen Bush Independent Contractor Agreement – To create, design, edit and update the SOCCCD web services and SOCCCD SharePoint site effective 7/1/13 – 6/30/14. District Services	\$24,000.00
ARMS Software and Services Sales Agreement – To manage resources, organize, maintain and access large amounts of information maintained by the Saddleback College Police Department. The integrated Dispatch and Case Management module eliminate repetitive data entry and enhances officer and staff safety. Saddleback College	\$22,900.00
Presidio Revised Proposal Agreement - To reduce the agreement amount to \$22,695. for the planning of the district-wide local area network, "LAN" hardware upgrade. Original contract amount was for \$30,000. District Services	\$22,695.00
VTEC Virtual Marketing Services – Vietnam Independent Contract Agreement – To work with the International Student Program to develop marketing tools promoting Saddleback College in Vietnam. The marketing pieces include a video, a one page information sheet, English placement testing and Skype advising sessions. Saddleback College	\$22,500.00
Watry Design, Inc. Independent Contractor Agreement – To review and evaluate current parking campus wide and provide recommendation and schematic design/stripping plan. Saddleback College	\$21,000.00
Padhraic Smyth Consulting Agreement – To provide services on the Predictive Analytics project effective 7/1/13 – 6/30/14. District Services	\$20,000.00
EMSI Contract Analyst License Software Agreement – To provide a district wide web-based tool into labor market information and will be funded from the district-wide Perkins grant. District Services	\$20,000.00

Sheila Dufresne Independent Contractor / Consultant Agreement – To manage web content, review webpage features, research content / web links and post new resources for the CaCareerBriefs. Com website effective 7/1/13 – 6/30/14. Irvine Valley College	\$20,000.00
American Geotechnical Consultant Agreement – To provide engineering services, studies and laboratory testing at the TAS Auto Tech Building. District Services	\$16,000.00
Orkin Exterminating, Inc. Independent Contractor Agreement – To provide pest control services effective 5/31/13 – 8/30/13. Saddleback College	\$15,408.00
Phoenix Group Information Systems Independent Contractor Agreement – Annual agreement for parking citation processing fee effective from 7/01/13 – 6/30/14. Irvine Valley College	\$15,000.00
Facilities Services Partners, Inc. Agreement – To provide operations and maintenance support of cogeneration at the central plant. Saddleback College	\$14,196.00
New Vision Construction Agreement – To redesign the Transfer Center and Special Program area of the Student Services Building Room 140. Saddleback College	\$12,696.35
Sheraton Grand Sacramento Agreement – To provide conference and catering services for a Career Café Student Success workshop on Monday, November 4, 2013. The workshop is specifically for CCC faculty, counselors and career professionals. Irvine Valley College	\$12,651.04
Vavrinek, Trine Day & Co. LLP Independent Contractor Agreement – For professional services related to implementation of being Fiscally Accountable. District Services	\$12,500.00

Tams-Witmark License Agreement – To present the musical “Hello Dolly!” at the McKinney Theatre 7/12/14 – 7/28/14. Saddleback College	\$8,420.00
Orkan Exterminating, Inc. Independent Contractor Agreement – To provide bee box services effective 5/31/13 – 8/30/13. Saddleback College	\$7,200.00
Samuel French Musical Performance Agreement – To present the musical “Best Little Horror House in Texas” at the McKinney Theatre 4/03/14 – 4/13/14. Saddleback College	\$7,005.00
Institute of Reading Development Partnership Agreement – To teach a series of reading enrichment programs during the summer of 2013 at Saddleback College. The Institute of Reading Development will conduct a program audit and remit 10% of the gross tuition revenues to Saddleback College. Saddleback College	\$7,000.00 (Revenue)
Sheraton Cerritos Independent Contractor / Consultant Agreement – To provide conference and catering services for a Career Café Student Success workshop on November 18, 2013. The workshop is specifically for CCC faculty, counselors and career professionals. Irvine Valley College	\$6,000.97
Orange Coast Fence Co. Agreement – To replace the fence around the cell tower at the football field. Saddleback College	\$5,892.00
Pacific Parking Systems, Inc. Independent Contractor Agreement – Annual maintenance agreement for Park Ur Self System. Irvine Valley College	\$5,820.00
Two Twins from Texas Blind Company Independent Contractor Agreement – To provide the IVC Child Development Center cleaning and repair for 58 mini blinds. Four year contract at \$1,000.00 each year, effective from 3/22/13 – 3/22/17. Irvine Valley College	\$4,000.00

Keenan & Associates Claims Administration Agreement – To provide claims administration, medical administration and legal administration of workman's compensation claims. District Services	\$3,500.00
VenTek International Independent Contractor Agreement – To provide credit card and online access for permit dispensers at IVC and ATEP effective 7/1/13 – 6/30/14. Irvine Valley College	\$3,410.00
Gary I. Kusunoki Contract for Services Agreement – To conduct and record on-site administrative hearings for individuals wishing to contest parking citations. Irvine Valley College	\$2,800.00
Music Theatre International Production Contract Agreement – To license the amateur production of "Next To Normal" at the McKinney Theatre 12/5/13 – 12/15/13. Saddleback College	\$2,588.00
IBM Quote Agreement – For subscription and support renewal of software system to allow access to academic data, effective 7/1/13 – 6/30/14. District Services	\$2,354.00
SARS Software Products, Inc. License Order / Schedule Agreement – Annual SARS – GRID support license fee for learning assistance and one day of remote Training / Set Up via the internet effective 7/1/13 – 6/30/14. Saddleback College	\$2,700.00
Lexicomp Software License Agreement – To utilize Lexicomp software for the Nursing program, 1 year term. Saddleback College	\$2,175.00
Foundation for CA Community Colleges Renewal and Order Form Agreement - This GIS site license is used by the Geography department for instruction. Saddleback College	\$2,000.00



<p>Stancil Corp. Independent Contractor Agreement – To provide maintenance for the radio and phone voice recording equipment effective 7/1/13 – 6/30/14. Irvine Valley College</p>	\$1,958.00
<p>James Consulting Consulting Agreement – To assist in the development of key program content, concepts, strategies, organization and other components designed to help faculty infuse social entrepreneurship and sustainability throughout fundamental business teaching. Saddleback College</p>	\$1,624.00
<p>Confetti FX, LLC Independent Contractor Agreement – To provide the Silver 4 Cannon Metallic / PVC Streamer Production Package to release confetti over graduates at 2013 Commencement Ceremony. Irvine Valley College</p>	\$1,193.76 (ASG Funding)
<p>Samuel French Performance Agreement – License agreement for the performance of “Dead Man’s Cell Phone” 10/17/13 – 10/27/13. Saddleback College</p>	\$1,125.00
<p>Biometrics 4 All, Inc. Independent Contractor Agreement – To provide 9:00 am – 5:00 pm telephone support and hardware cross ship support for the IVC Police Dept. Irvine Valley College</p>	\$960.00
<p>Mary Jones Independent Contractor Agreement – To facilitate workshops for the Counseling and Student Health Center staff and to assist in developing a crisis intervention program and center. Saddleback College</p>	\$800.00
<p>Funflicks Event Rental Agreement – To provide a 26-ft premiere movie screen for an outdoor movie night on 6-27-13 from 7:15 p.m. – 10:15 p.m. Saddleback College</p>	\$652.39 (ASG Funding)
<p>Funflicks Event Rental Agreement – To provide a 26-ft premiere movie screen for an outdoor movie night on 7-17-13 from</p>	\$652.39 (ASG Funding)

7:15 p.m. – 10:15 p.m. Saddleback College	
Jon Lundgren Independent Contractor Agreement – To provide drumming services for the IVC vocal performance and rehearsals in May 2013. Irvine Valley College	\$250.00
Garrett Wolfe Simon Independent Contractor Agreement – To provide musician services for the “Aging Out” performance at the McKinney Theatre on May 13, 2013. Saddleback College	\$160.00
Tommy Goddard Independent Contractor Agreement – To provide musical services for the “Aging Out” performance at the McKinney Theatre on May 13, 2013. Saddleback College	\$160.00
Language Line Services Independent Contractor Agreement – To provide translating services for IVC Police Department dispatch effective from 7/1/13 – 6/20/14. Irvine Valley College	\$125.00
Allan Rodolfo Independent Contractor Agreement – To provide DJ services at the IVC Transfer Celebration from 2:00 pm – 4:00 pm on 5-8-13. Irvine Valley College	\$100.00
Alexander Leigh Independent Contractor Agreement – To perform piano accompanist services on May 6, 2013 for Saddleback College Theatre Arts Civic Light Opera call back auditions for “Fiddler on the Roof.” Saddleback College	\$80.00
Crescent Solutions Amendment No. 1 – To extend period of agreement through August 31, 2013 at no additional cost. The original contract amount was for \$108,864. District Services	\$0.00
eNamix, Inc. Amendment No. 1 – To extend period of agreement through August 31, 2013 at no additional cost. The original contract	\$0.00

amount was for \$147,168. District Services	
Neudesic Amendment No.1 – To extend period of agreement through December 31, 2013 at no additional cost. The original contract amount was for \$1,300,000. District Services	\$0.00
Neudesic Amendment No. 3 – to extend period of agreement through December 31, 2013 at no additional cost. The original contract amount was for \$2,216,050. District Services	\$0.00
CNN Newsource Sales, Inc. License Agreement – To allow usage of CNN material in conjunction with student-produced TV newscasts. Saddleback College	\$0.00
Viken Melkonian, MD & Heba Farag, MD Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Hoag Urgent Care Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
County of Orange Amendment No. 3 - Agreement for the Exchange of Real Property District Services	\$0.00
St. Michael Hospice Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Ana Evstace Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00

Anna Minniti Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Bruce Angiuano Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Carina Tafulu Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Carolyn Etchandy Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Cassy Demarco Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Cathye Solliday Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Desiree Johnson Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Ilene Higginbotham Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Maria Perez Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
Thuy Minniti Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00

Victoria Dorfman Teaching Agreement - To provide cosmetician/cosmetology teaching services. Saddleback College	\$0.00
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**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the contracts as shown above.



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: FY 2013-2014 Tentative Budget

**ACTION:** Approval

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### **BACKGROUND**

Title 5, California Code of Regulations, Section 58305(a) requires that each community college district Board of Trustees adopt a tentative budget no later than July 1 of each fiscal year. Approval of this budget allows the normal processing of payrolls and vendor payments at the start of the new fiscal year.

The District Resource Allocation Council (DRAC) has met and completed its work on the tentative budget model. The Basic Aid Allocation Recommendation Committee (BAARC) has also completed its process and all funding recommendations are included in the presented tentative budget.

### **STATUS**

The estimate of financial resources available to the District has been based on the Governor's January Budget and adjusted by the May Revise. The tentative budget includes a projected unrestricted ending balance for June 30, 2013 in the amount of \$23,165,344 plus unrestricted general fund resources of \$188,757,692. The actual ending balance for June 30, 2013 and the State Budget Act are not finalized; these projections will change before the final budget is presented to the Board on August 26, 2013. The Reserve for Economic Uncertainties has been set at 7.5% in accordance with the Budget Development Guidelines adopted by the Board of Trustees. In addition to the general fund, all other District fund budgets are also reported in the tentative budget (EXHIBIT A).

The budget also includes Proposition 30 Education Protection Account (EPA) funds of \$2,780,757. These funds are budgeted for expenditures of part-time faculty salaries and benefits.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2013-2014 Tentative Budget (EXHIBIT A) as presented.

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

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE  
DISTRICT

2013-2014  
TENTATIVE  
BUDGET

PRESENTED BY: DR. DEBRA L. FITZSIMONS  
VICE CHANCELLOR, BUSINESS SERVICES  
JUNE 17, 2013



## THE DISTRICT . . . . .



**Overview:** The South Orange County Community College District is a multi-campus district encompassing Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Founded in 1967, the 382-square mile district covers almost 50 percent of Orange County and is governed by a seven-member elected Board of Trustees and a Chancellor.

Over the past four years, SOCCCD enrollments have remained stable. Total headcount is over 43,000 and full time equivalent students (FTES) number over 27,000. Demand for online courses and certificate programs continue to increase dramatically.

**Planning Efforts:** During the last several years, great strides have been made to district-wide planning and budgeting processes. The district-wide planning processes were developed and became integral to all aspects of college and district-wide decision-making and resource allocations in a transparent, inclusive and open process. This was in response to accreditation recommendations. The District-Wide Planning Council (DWPC) continues to implement the recommendations and oversee the strategic planning processes.

**Major Capital Projects:** The District continues to strive to meet the increasing demands brought on by a challenging economy. To address the challenging construction/contractor environment, the next two major capital projects at the colleges are using two different alternate construction delivery methods which should improve the process greatly, ensuring more efficient use of resources, and adherence to project schedule for capital projects. Irvine Valley College's A400 Project is employing the Design-Build method and Saddleback College's Science Building is using the Lease/Leaseback delivery method. Much effort has been put into planning these projects with the new delivery methods so that construction projects can be delivered on time, on budget, and with great success.

Major projects at Saddleback College include completion of the Learning Resources Center (LRC) Renovation project, continued design of the Technology and Applied Sciences (TAS) Swing Space and Renovation projects, and preparation for bid on the Communication Arts project at the LRC. Irvine Valley College projects include the continued construction on the Life Sciences Building project, and design and document preparation for bidding the Barranca Road Connection to the college. Demolition at ATEP has been completed for all remaining structures on the District property and the next demolition phase is the design, bid and award of the Foundation and Infrastructure Demolition project. District-wide projects include performing facilities conditions assessments and installing software for development of the 20-year Facilities Renovation and Scheduled Maintenance plan, and obtaining close out and DSA certifications.

The District IT department continues to develop applications to help students, faculty and staff at our colleges. This year, Academic and Administrative Computing have produced

the first annual *District IT Project Report*. IT directors scheduled sessions at college governance groups to present the report and answer questions, led an improved process to gather, refine and prioritize basic aid funding technology requests from the colleges, expanded use of *SharePoint* as a district-wide intranet and improved its functionality, and improved communication with the colleges including numerous presentations, automated release notes, an IT blog, and increased user involvement on development teams. In addition, they have developed a new *Training Hub* for staff, completed 1150 service desk tickets representing all areas within District IT, completed work on *Sherpa* (an award-winning student success recommendation engine) and are now working with the colleges to expand the system and focus on key areas leading to student success.

This year, they released the first version of *MySite Mobile*, which has already produced over 1.1 million page views. Other items of importance include significant enhancements to *My Academic Plan* (MAP) and the initiation of work on requirements coming from the state *Student Success Task Force* in the area of academic planning, an RFP for a degree audit system, upgrades to the *Blackboard* Learning Management System, and the beginning of work on a *Predictive Analytics* system that can be used to help predict and identify students most at risk. This information will feed into *Sherpa* to allow the colleges to design interventions that will help guide the students back onto a successful path.

IT is working with the colleges in planning and pre-assessment for the Network Refresh that will be completed by July 1<sup>st</sup>. District-wide core network switch upgrades have been completed, integration of the voicemail and email systems has been completed, and installation of the new district-wide wireless hardware will begin soon. Other major projects underway are the District-wide IT Inventory Management Project, District-wide Telephony Refresh, and the HR/Financial System Software Procurement Project which includes major business process analysis across the district.

For the majority of capital projects, both for facilities-related and technology-related ones, basic aid funding is instrumental. Mindful planning takes place to ensure that projects are prioritized and resources allocated efficiently to the district-wide priorities.

**State Budget and the Community College System:** The Governor released his May Revision on May 14, 2013. The passage of Proposition 30 last fall created the Educational Protection Account (EPA) and provides temporary funding for education through 2019. These new funds allowed the Governor to provide new funds for education while still presenting a balanced budget.

It is now up to the Legislative Budget Committees of both houses to put forward their plans to the Joint Budget Conference Committee. The deliberations of the Conference Committee may take four weeks or more to reconcile any differences. A majority vote is required to pass the budget unless it includes a tax increase, in which case a 2/3 vote is required. The constitutional deadline for passage of the budget is June 15.



Some of the highlights of the current proposals from the Governor which relate to community colleges are:

- Enrollment fees remain at \$46 per unit
- \$87.5 million for 1.57% COLA
- \$89.4 million for 1.63% growth
- \$50 million for the new Student Success and Support Program
- \$51 million for Prop 39 energy efficiency projects
- \$64.5 million “buy-down” of the inter-year apportionment deferral (no programmatic effect)
- \$30 million for Adult Education planning and implementation grants

**SOC CCD Budget:** The District budget for all funds totals over \$586 million. Because the District is self-sufficient and is a basic aid district, it continues to maintain stable funding for the colleges by closely monitoring income and expenses. For this coming year, property tax revenues remain a constant, reliable funding stream. The tentative budget includes conservative estimates for property tax revenues, enrollment fees, non-resident tuition, EPA funds, Lottery, interest, and other miscellaneous revenue.

COLA and growth estimated at \$2 million each have been included in the budgeted revenue for the colleges. Even with this funding increase, the District has lost 18% of purchasing power through lost COLAs over the last five years. Categorical programs are still funded well below the FY 2007-2008 levels. There is hope that some of these funds will be restored in the final State budget.

After following the SB361 funding formula for the colleges through the District Resource Allocation Council (DRAC) model, excess property tax revenues available for basic aid distribution this fiscal year total over \$38 million. These funds are used for capital expenditures and other one-time projects in lieu of bonds that other community colleges use.

The general fund budget provides for both college’s operations, District-wide general expenses, District Services, and a general reserve of 7.5%. The strong reserve allows the District to manage cash-flow throughout the year as well as prepare for unforeseen expenditures and emergencies.

Chancellor Poertner has reviewed the tentative budget and confirms that it is balanced as is required by law. It is consistent with the Board of Trustees’ budget guidelines that are contained in this document.

The final budget will be submitted to the Board for approval in August.

***Dr. Debra L. Fitzsimons***

*Vice Chancellor, Business Services  
South Orange County Community College District*



# SADDLEBACK COLLEGE BUDGET MESSAGE



Saddleback College is pleased to submit its Tentative Budget to the Board of Trustees and Chancellor. This budget is based on income simulations in accordance with the Governor's May budget proposal, and expenditure calculations based on the most current information at the time of Tentative Budget submission deadline.

Saddleback College is primarily funded through the State SB361 apportionment calculation, and the May revise proposes a 1.57% cost-of-living-adjustment (COLA), and 1.63% for growth. The college has used these assumptions to develop income and expenditure projections.

Expenditure assumptions include funding for all existing personnel; replacement faculty positions; replacement classified and management positions; step and column increases; and health and welfare increases. Since FY 2008-2009 the college's state categorically funded programs have been cut by \$1.86M (47.5% overall) adding further pressure to the general fund budget. While the college has backfilled some of these cuts with general funds (approx. \$750K), these programs have experienced a net reduction of approximately 30%. It is anticipated there may be some State backfill for these programs once the State budget is final; however, for the tentative budget, no change has been assumed.

Beginning in FY 2007-2008, when it became clear that the state would be facing serious financial difficulties, the college planned accordingly and revised its budget practices in preparation for potential cutbacks. Saddleback College limited the addition of new staff and management positions, even though there have been significant increases in workload and program needs. Saddleback College also embarked on a multi-year effort to identify and implement greater operating efficiencies and has significantly increased its efforts for securing alternative resources. This fiscal prudence has generated a prior year ending balance that has enabled us to balance the FY 2013-2014 Tentative Budget.

The continuing trend of minimal ongoing income growth, annually increasing costs for existing staff, the absorption of previously categorically funded positions, and the need to invest growth income into achieving increased FTES, has resulted in the salary and benefit costs increasing disproportionately. Consequently, the budget pressures mentioned above, coupled with substantially increased demands placed on faculty, staff and management, has created a challenge as we pursue one of our top goals: to significantly improve student success rates, namely higher completion rates for degree, certificates and transfer.

College staff, working with our district and sister college was actively engaged in the development and implementation of BP 3110 and AR 3110, Basic Aid Allocation Process. We applaud the creation and execution of this process, and as we worked through this process for a second year, we continue to refine the process to ensure allocations are based on plans and data, and are transparent and fair. The college appreciates the leadership of the Board of Trustees and Chancellor in the development of this process. The college looks forward to finalizing the 20 Year Capital and Scheduled Maintenance Plan, to clearly identify the significant maintenance backlog and scheduled maintenance and renovation needs at Saddleback College, and to use this data driven plan to inform resource allocation.

Although Saddleback College has funding and fiscal challenges, its Tentative Budget is balanced. The college will continue to refine the budget in preparation for submission of the Final Budget in August. Faculty, staff and management remain committed to meeting its mission and moving towards its vision and enhance the efforts in student completion. The college appreciates the successful partnership with the Board of Trustees, Chancellor and district services.

*Tod A. Burnett, Ed.D. President, Saddleback College and Carol Hilton, Vice President for Administrative Services*



# IRVINE VALLEY COLLEGE BUDGET MESSAGE



Irvine Valley College (IVC) is pleased to present to the Chancellor and the Board of Trustees a balanced FY 2013-2014 Tentative Budget. The budget reflects baseline adjustments and required augmentations for the upcoming fiscal year. It was built on baseline assumptions that reflect up-to-date revenue and expenditure patterns of individual departments and cost centers.

The unrestricted budget is based on the District Resource Allocation Council (DRAC) model and is funded at \$48.2 million which is \$1.1 million higher than last year's revised budget. Major ongoing changes in revenue reflect a 1.57% COLA and a 1.63% FTES growth based on the Governor's May Revision budget. The proposed growth rate would allow IVC to partially meet the local demand for courses, which is expected to expand in the future based on the area's population growth and demographic changes.

Major expenditure increases include \$890,000 for step-and-column increases; \$270,000 for the hiring of five new faculty; and an estimated \$400,000 for mandatory increases in employee Health and Welfare (H&W) benefit costs. The table below demonstrates the H&W benefits budget increases in relation to the overall College budget (dollars in millions) in the Unrestricted General Fund. The share of H&W benefits in the budget has increased from 10.6% in FY 2008-2009 to 13.1% in FY 2013-2014.

Fiscal Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
H&W Benefits Budget	\$4.6	\$4.8	\$5.2	\$5.2	\$5.6	\$6.3
College Budget	\$43.6	\$45.7	\$46.5	\$45.6	\$47.1	\$48.2
HW as % of Budget	10.6%	10.6%	11.2%	11.3%	11.8%	13.1%

In November 2012 the College established a work group to develop budget solution recommendations that would ensure the College's ongoing expenditures are aligned with revenues in the long run. The recommendations would also allow the College to achieve a prudent operational reserve and ratio of salaries and benefits to total budget.

The College has set aside \$700,000 as a 50% scheduled maintenance match for the library and campus-wide lighting and walkway projects, with the other half of the funding being allocated from basic aid funds. Last year, the College allocated \$475,000 to match a like amount of basic aid for phase one of the lighting and walkway project. IVC is grateful to the District and the Board of Trustees for their continued support of the College's capital improvement projects.

IVC has updated its mission and goals for the fiscal years 2012-2014 planning cycle based on the 2020 Vision of the Commission on the Future. To support these objectives, the College's planning committees are reviewing a number of proposals for student success, information technology, basic skills, counseling, athletics and other areas, requiring funding of nearly \$3 million, including \$530,000 for facilities and equipment; \$950,000 for personnel; and \$630,000 for technology resources. Approved proposals will be included in the Final Budget.

The College will carry on its mission to provide excellent service to more than 15,000 students attending IVC and will make funding decisions accordingly. The Final Budget will be presented to the Board of Trustees and the Chancellor in August 2013.

*Dr. Glenn Roquemore, President, Irvine Valley College*  
*Davit Khachatryan, Director of College Fiscal Services*



# ADVANCED TECHNOLOGY AND EDUCATION PARK BUDGET MESSAGE

In 2004 the SOCCCD was conveyed 68.37 acres of land from the Department of the Navy on the former Marine Helicopter Base in Tustin and named the Advanced Technology & Education Park (ATEP). The district opened with a 1-1/2 acre temporary campus in Fall 2007 to begin serving students and the community while the 68 acre development planning is under way. Irvine Valley College oversees the day-to-day operations of the 14,088 square feet of buildings at the ATEP site while the District Services' ATEP development team at South Orange County Community College District oversees development of site planning and partnerships for the full site. Much has happened this year that will support future development and increase the efficiencies for development of the site. An overview of these changes is listed below under accomplishments.

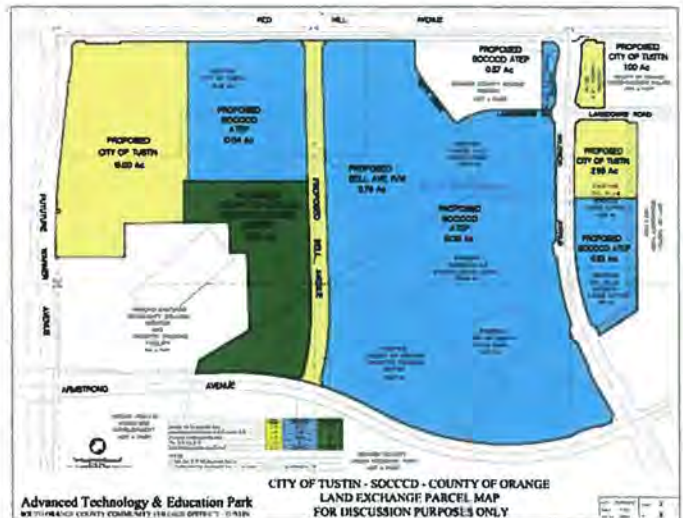
## *Mission*

The stated mission of ATEP is to provide development opportunities for Irvine Valley College and Saddleback College as well as land use partners to support community, business and industry workforce development needs. This campus site will focus on Career Technology Education (CTE).

## *Accomplishments*

Recent accomplishments in the planning and development of the ATEP site include:

- The land exchange agreement between the City of Tustin, the County of Orange, and the District were approved providing a campus development site that includes: reconfiguration for campus development; improved infrastructure options; shared costs for constructing Bell Avenue for better access and added Average Daily Trips (ADTs); supports the eventual exchange of 10 acres with the County of Orange.
- A development agreement was approved by the City of Tustin and the SOCCCD Board of Trustees that will be for a period of 20 years that will: support a more uniform and orderly development of the property; provides for new entitlements and permitted use including up to 49% of non-education use; increased the density and intensity of use on the site; eliminates uncertainty in the application of the rules and regulations in the MCAS Tustin Specific Plan; and provides for public services appropriate for the development and use of the SOCCCD property.
- The temporary ATEP campus buildings will be transferred to the city of Tustin as the land exchange becomes final during the summer 2013. The agreement includes a three-year lease to the district for IVC to continue to utilize the current temporary campus for instruction, at a cost of \$1 per year. IVC is developing a contingency plan to support key programs now operating at the ATEP site.
- A national search for education institution partners continues as C.B. Richard Ellis, commercial real estate brokers provides efforts on the district's behalf to advertise





partnership opportunities at the development site. A plan is being developed to seek non-education ground lease partners for the site. These partnerships will embrace opportunities for college program synergies to support student training and success. These future partners will provide ground lease income to the district in support of the ongoing and future costs related to site development infrastructure and buildings.

- Demolition of the base buildings and at ground structures continues on schedule. With the finalization of the land exchange agreement and development agreements with the City of Tustin and County of Orange, demolition of all structures, ground and in-ground structures, and surface grading on these parcels will commence with the appropriate environmental and remediation consultants. In-ground demolition of foundations and grading of the initial ATEP site is scheduled for completion in 2013. Additional phases of demolition are being planned as the land exchange agreement is finalized summer 2013. This will include demolition of structures in the Bell Avenue right of way, the newly acquired city buildings and eventually the structures on the 10 acre exchange parcel with the County of Orange. All of these demolitions could be completed by the end of 2014. The clearing of the land of these buildings and structures for development greatly increases the value of this central Orange County property.
- The city of Tustin and the District will construct an extension of Bell Avenue going through the ATEP development area. The road will be dedicated to the city upon completion and provide for important access and increases in average daily trips. Related demolition will begin in 2013 and the road could be completed in 2014.
- Recently ATEP was included in the new District-wide Strategic Plan: 2011-2014 and Long Range Education & Facilities Master Plan: 2011-2031. Participation and input was wide-spread and included faculty, staff and students district-wide.
- A number of Board of Trustee decisions have been made to clarify and direct the development of the ATEP site. These include: assignment of future construction space for each college; the District will coordinate and operate all site ground lease related activities; the colleges will pursue instructional partnership opportunities; the colleges will coordinate program and course offerings at the ATEP site; and identification of external funding to support site development will be a high priority.

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

*Dr. Randy Peebles, Associate Vice Chancellor, ATEP*

# BUDGET DEVELOPMENT GUIDELINES

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## **Board Philosophy:**

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources.
2. Promote financial strength and stability.
3. Maximize educational opportunities for students.

## **Participatory Governance:**

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the final budget.

## **Guiding Principles:**

The following guiding principles are provided to District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

### **1. Reserve for Economic Uncertainties**

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

### **2. Future Long Term Debt Issues**

No additional COP, or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues.
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The Board has identified this principle as having a very high priority.

### **3. Retirement Incentives**

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive.

### **4. Area/College Allocations**

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services and College Business Officers shall monitor the college budgets to ensure there are no negative balances.



**5. Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

**6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans**

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. This trust was established and the Keenan Futuris Public Entity Investment Trust Program was selected to organize the structure and operations of the trust. Benefit Trust Company was selected to manage the funds in the trust. An actuarial study is conducted at a minimum of every two years to update the District's OPEB (other post-employment benefits) liability. It is the Board's intent to fully fund the liability once it is identified.

**7. Basic Aid**

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability.
- e. BP and AR 3110 will be followed when allocating basic aid funds.

**8. One-time Cost Savings**

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

**9. Full Time Equivalent Student Targets**

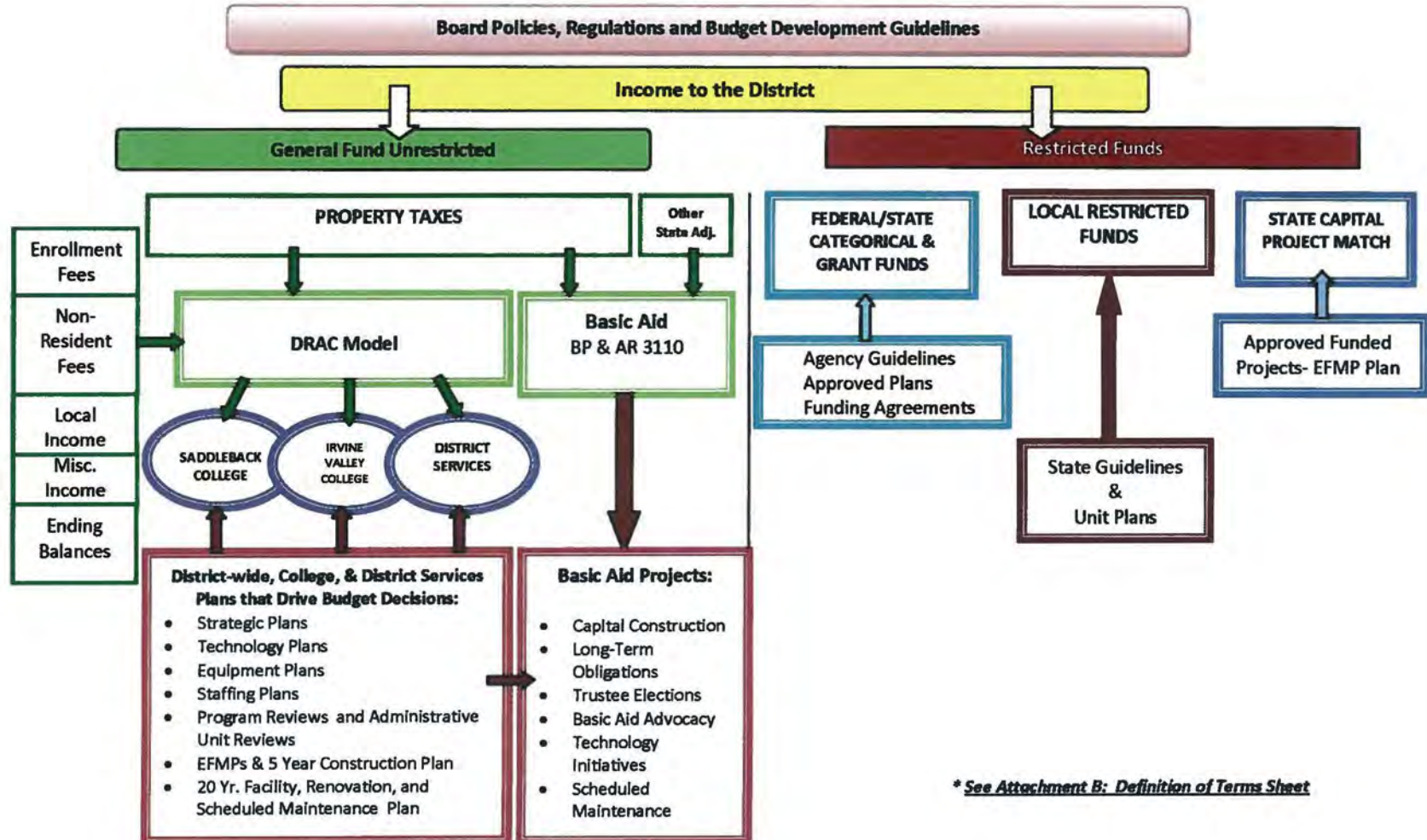
When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

**10. Funding for Growth**

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the SB 361 allocation formula.

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT RESOURCE ALLOCATION PROCESS



\* See Attachment B: Definition of Terms Sheet



## SUMMARY OF GENERAL FUND BUDGET ALLOCATIONS

Allocated Area	* Unrestricted	*Restricted	Total
Saddleback College	\$ 89,068,969	\$12,242,504	\$101,311,473
Irvine Valley College	\$ 48,233,483	\$ 6,563,298	\$ 54,796,781
ATEP Operating & Capital Project	\$ 728,530	\$ 5,000	\$ 733,530
District Services	\$ 14,129,177	\$ 306,310	\$ 14,435,487
District-wide General Expense	\$ 4,165,781		\$ 4,165,781
Part-Time Faculty Parity Funds	\$ 509,463		\$ 509,463
Basic Aid Funds**			
- Retirement Benefits	\$ 3,520,000		\$ 3,520,000
- Capital Outlay Projects	\$ 30,184,051		\$ 30,184,051
- Other Basic Aid Expenses	\$ 2,429,321		\$ 2,429,321
- Contingency	\$ 7,739,599		\$ 7,739,599
Reserves for Economic Uncertainties	\$ 11,214,662		\$ 11,214,662
<b>TOTALS***</b>	<b>\$ 211,923,036</b>	<b>\$ 19,117,112</b>	<b>\$231,040,148</b>

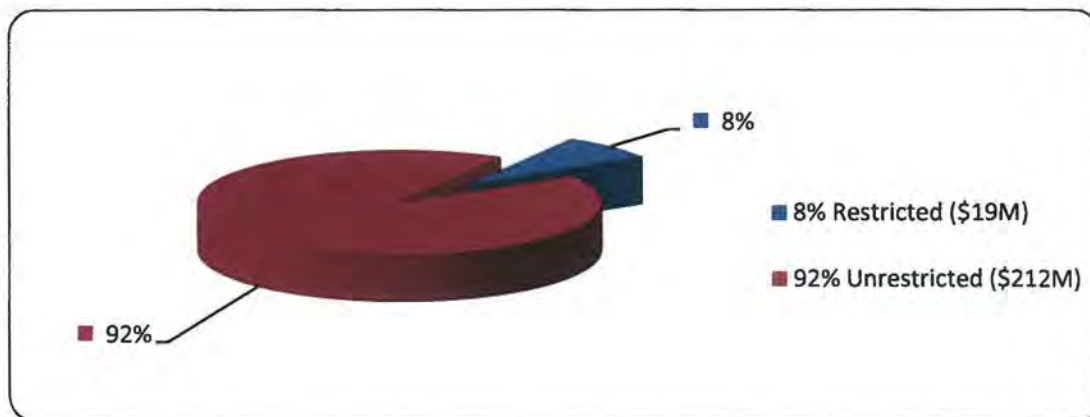
\* See pages 26 through 29 (Total of revenue, expenses and ending balance for each budget location)

\*\*Prior Year Beginning balance of Basic Aid funds (\$19.8 M) is in the Capital Outlay fund.

\*\*\*The basic aid total was based on conservative property tax estimates and will be revised for final budget.

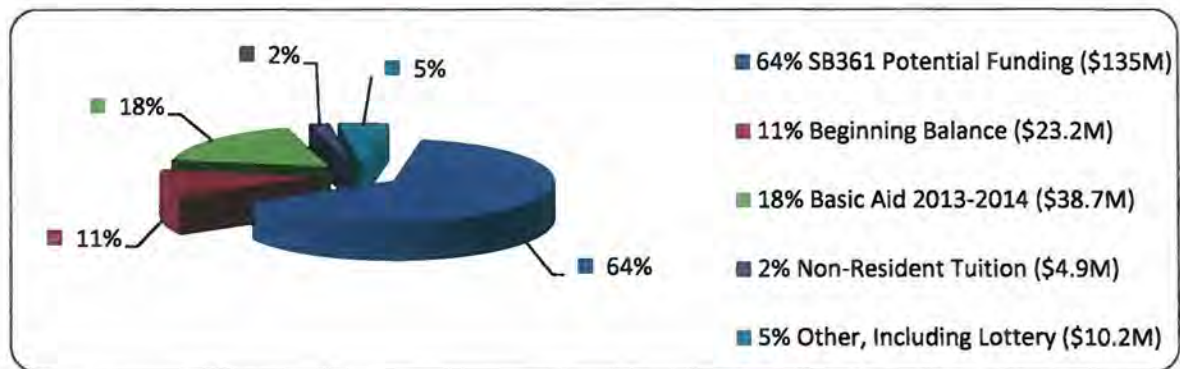
## GENERAL FUND REVENUE

The general fund, which totals \$231 million, consists of accounts that are not required to be recorded in a separate fund. There are two segments of the general fund: "Unrestricted" and "Restricted."

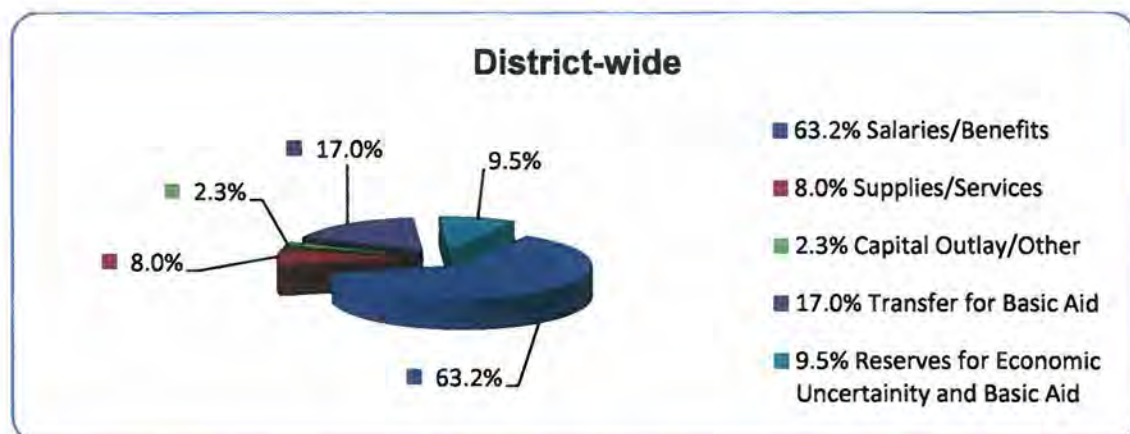


## UNRESTRICTED GENERAL FUND REVENUE

The largest segment of the general fund is the *unrestricted portion*, which accounts for resources for the general purpose programs of the District, approximately \$212 million (92% of the activity). This is an increase of \$11 million over last year due to state funded COLA, growth, increased beginning balance, and Proposition 30 EPA funds. Of the resources, 64% is equivalent to the amount that would be calculated in the state-developed funding formula established by SB361. The total amount that is equivalent to what would be potentially received from state apportionment funding (SB361) is determined by the State Budget Act and is distributed to the 72 community college districts by formulas developed by the California Community College Chancellor's Office. The computational revenue recognizes changes in the COLA and student enrollment growth and/or decline. The District will not receive state apportionment funding because local property taxes and student enrollment fees exceed the calculation entitlement. The remaining part of the unrestricted resources comes from FY 2013-2014 Basic Aid (18%), Non-Resident Tuition (2%), and other sources, including Prop 30 EPA funds and Lottery (5%). The beginning balance, carried forward from the prior year, is (11%) of available unrestricted funds.



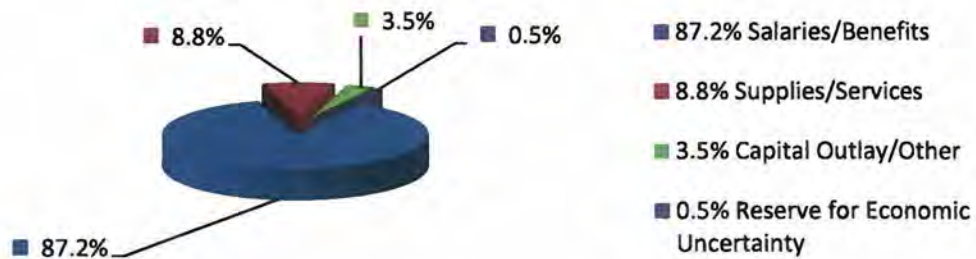
## UNRESTRICTED GENERAL FUND OPERATING EXPENDITURES



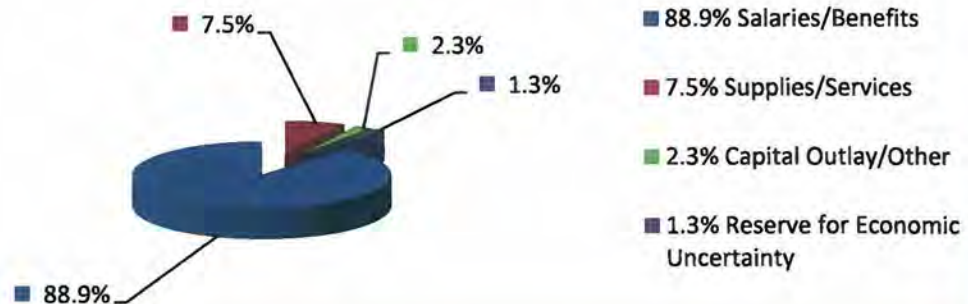


Most of the expenditures in the general fund operating budgets are for employee salaries/benefits as seen below. Saddleback College salaries and benefits equal 87.2% of its operating budget (down from 88%) and Irvine Valley College salaries and benefits equal 88.9% (down from 89.4%) of its operating budget. District Services salaries and benefits increased from 84.4% to 87.0% of its operating budget due to a transfer of District-wide IT maintenance agreements to the General Expenses, as recommended by DRAC and approved by the Chancellor.

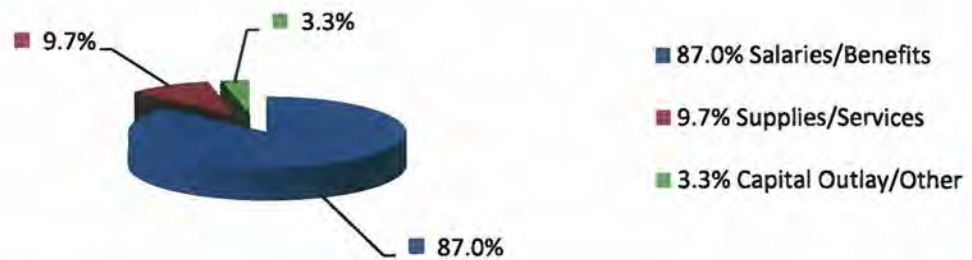
### Saddleback College



### Irvine Valley College

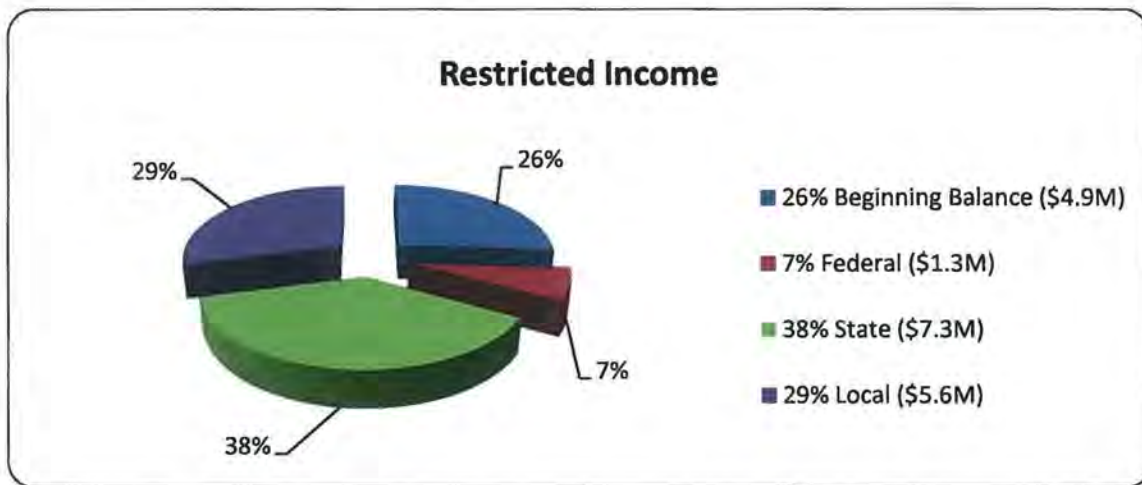


### District Services



## RESTRICTED GENERAL FUND

The other segment of the general fund is the *restricted portion (categorical aid and grants)*, approximately \$19 million (8% of the general fund activity); this accounts for federal, state, and local money that must be spent for a specific purpose by law or agreement. Examples of these programs, which are mostly services targeted for specific population groups, are: Perkins Title I-C, Student Success and Support (formerly Matriculation), Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), and Cooperative Agencies Resources for Education (CARE). The restricted general fund decreased by \$4 million from the prior year due to a smaller beginning balance and less federal grants.



## NOTEWORTHY GENERAL FUND ASSUMPTIONS

- FTES targets have been increase by 1.63% to align with the State apportionment formula and growth funds were provided to the colleges in the DRAC funding model. The colleges continue to meet their targets.

	FY 2009-2010 Actual	FY 2010-2011 Actual	FY 2011-2012 Actual	FY 2012-2013 Actual	FY 2013-2014 Target
IVC	9,511	10,373	9,354	9,337	9,461
SC	16,722	18,126	18,484	18,473	17,764
TOTAL	26,233	28,499	27,838	27,810	27,225

- Proposition 30 Education Protection Act (EPA) funds are budgeted at the same level as FY 2012-2013, \$2.8 million. These revenues are from temporary taxes that will expire in FY 2015-2016 and FY 2018-2019 and are budgeted for part-time faculty salaries and benefits.

- Enrollment fee revenue increased by 1% to almost \$19 million based on anticipated FTES growth.
- Lottery revenue remains budgeted at \$3.5 million based on an estimated \$120 per FTES funding. Lottery funds are paid on all FTES, including non-resident.
- Employee movement on the salary schedule (step and column increases) is included for all employee groups. There are no new negotiated salary increases built into the budget. If state COLA is included in the signed state budget, salaries will be adjusted in the final budget.
- The budget includes an estimated 7.5% cost increase for employee benefits including PPO medical insurance, HMO medical insurance, dental insurance, vision insurance and life insurance. Actual cost increases will be reflected in the final budget.
- Workers compensation insurance remains budgeted at 1.8% of salaries with no anticipated increase for the final budget.
- The unemployment insurance rate for FY 2013-2014 decreased from 1.1% of salaries to 0.05% of salaries.
- The Public Employees Retirement System (PERS) contribution rate is budgeted at an estimated 12.5% of salaries. The rate approved by the PERS board will be updated in the final budget.
- The State Teachers Retirement System (STRS) contribution rate for FY 2013-2014 will remain at 8.25% of salaries.
- The property and liability insurance coverage is budgeted at \$1,050,000, which is a \$50,000 increase over the prior year.
- The district-wide strategic planning budget was increased to accommodate necessary planning activities to support accreditation.
- A transfer of \$3,520,000 is budgeted for the annual accrual for current employees' future retirement benefits based on the most recent actuarial study.
- The district-wide general expense accounts now include all district-wide IT maintenance agreements. These costs were transferred from the District Services budget and the allocation to District Services was reduced by the same amount.



The General Expenses have the following budgeted amounts:

<b>EXPENSE</b>	<b>AMOUNT</b>
Credit Card Service Fees	\$ 500,000
District Office Facilities and Maintenance	\$ 300,000
Discrimination/Harassment Investigation Services	\$ 100,000 *
District-wide IT Maintenance Agreements	\$ 673,761 *
District-wide Strategic Planning	\$ 110,000 *
Faculty Job Fair	\$ 25,520
Financial Audit	\$ 135,000
Labor Contract Negotiators	\$ 75,000
Legal Advertising	\$ 15,000
Legal Fees	\$ 450,000
Mandated Costs	\$ 30,000
Offsite Technology Security	\$ 115,000
Personnel Advertising	\$ 130,000
Phone System Maintenance Agreement	\$ 190,000
Property & Liability Insurance	\$ 1,050,000 *
Recruitment	\$ 125,000
Sabbatical Bond Payments	\$ 18,000
Safety Compliance Cost	\$ 35,000 *
Taxpayer Relief Act Compliance	\$ 39,500
<b>TOTAL GENERAL EXPENSE ACCOUNTS</b>	<b>\$4,116,781</b>
District Office Facilities and Maintenance**	\$ <300,000>
<b>ADJUSTED GENERAL EXPENSE ACCOUNTS</b>	<b>\$3,816,781</b>

\*Increased in fixed expenses compared to prior year

\*\*Paid to Saddleback College for expenses related to District Services space in the Health Sciences Building

The FY 2013-2014 Tentative Budget includes inter-fund transfers as follows:

<b>From Unrestricted General Fund:</b>	<b>To Other Funds:</b>				
	<b>Child Development</b>	<b>Capital Outlay</b>	<b>Self Insurance</b>	<b>Retiree Benefits</b>	<b>Total</b>
Irvine Valley College (a)	\$184,000	\$700,000			\$884,000
Saddleback College (b)	\$250,000	\$1,725,000			\$1,975,000
District Service (c)			\$250,000		\$250,000
Basic Aid (d)		\$30,184,051	\$100,000	\$3,520,000	\$33,804,051
<b>Total Transfers</b>	<b>\$434,000</b>	<b>\$32,609,051</b>	<b>\$350,000</b>	<b>\$3,520,000</b>	<b>\$36,913,051</b>

(a) Transfer from IVC General Fund to support Child Development and Scheduled Maintenance Match

(b) Transfer from SC General Fund to support Child Development and Scheduled Maintenance Match

(c) DS Insurance Department expenses

(d) Basic Aid funds allocated for approved capital outlay projects and insurance deductibles based on BAARC recommendations



## FISCAL STABILITY AND RESERVE FOR ECONOMIC UNCERTAINTIES

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Reserve funds are an important financial solvency safeguard. Examples of needs for the reserve for economic uncertainties are revenue shortfalls, unexpected repairs, and enrollment declines.

Based on BP 3100, the FY 2013-2014 Tentative Budget includes a reserve of 7.5% of unrestricted operating funds, with a total amount of \$11,214,662. The amount in the SOCCCD reserve is higher than the minimum recommended by the State Chancellor's Office, which is 5%.

## BASIC AID STATUS

A “basic aid” district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for state apportionment. The District, therefore, is self-sufficient and does not rely on state apportionment. The portion of property taxes received above the State calculated allocation is referred to as Basic Aid Receipts. The District returned to its status as a basic aid district in the FY 1999-2000 and has received basic aid receipts as follows:

<b><u>Fiscal Year</u></b>	<b><u>Basic Aid Receipts</u></b>
1999 – 2000	\$ 5,676,800
2000 – 2001	\$ 9,192,300
2001 – 2002	\$ 13,719,277
2002 – 2003	\$ 18,419,919
2003 – 2004	\$ 27,356,952
2004 – 2005	\$ 40,162,878
2005 – 2006	\$ 46,899,203
2006 – 2007	\$ 52,896,017
2007 – 2008	\$ 50,692,873
2008 – 2009	\$ 51,179,365
2009 – 2010	\$ 39,022,021
2010 – 2011	\$ 38,737,963
2011 – 2012	\$ 39,301,044
2012 – 2013	\$39,462,256

The District estimates that property tax receipts above state calculated allocation amount for FY 2013-2014 and future years to be as follows:

<b><u>Fiscal Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2013 - 2014	\$ 38,697,997
2014 - 2015	\$ 40,275,474
2015 - 2016	\$ 37,878,169
2016 - 2017	\$ 35,318,620

The assumptions used to estimate basic aid funds in future years are: for FY 2013-2014, SB361 funding COLA is estimated at 1.57%, growth is 1.63% and enrollments fees are \$46 per unit. For the following year, SB361 COLA is estimated at 1% and growth is estimated at 1%. The estimates for FY 2015-2016 and FY 2016-2017 reflect 2% COLA and 2% growth.

The Orange County Auditor Controllers office is consulted regularly in order to conservatively project the District’s property tax revenue. The FY 2013-2014 estimates are based on that information and historical trends. For the FY 2013-2014, property taxes are budgeted with a 1% increase over FY 2012-2013. For the following three years, secured taxes are estimated to increase 2% per year. Unsecured, homeowners, and supplemental taxes are estimated to remain constant with no increase.



During FY 2011-2012, BP 3110 and AR 3110 were developed to guide the Basic Aid allocation process. The Basic Aid Allocation Recommendation Committee (BAARC) followed this process for its recommendation for allocating the FY 2013-2014 basic aid funds. As this process was begun early in the budget cycle and was based on estimates, some final adjustments to funds available will be made.

The schedule below shows basic aid funds and projects that are included in the FY 2013-2014 Tentative Budget:

### ESTIMATED BASIC AID RESOURCES & PLANNED EXPENDITURES

<b><u>FY 2013-2014 RESOURCES</u></b>	<b><u>AMOUNT</u></b>
Balance at July 1, 2013	\$ 25,590,048
Receipts FY 2013-2014	\$ 38,697,997
Estimated Property Taxes for Basic Aid	\$ 64,288,045
Contingency for Unrealized Tax Collections (20%)	(\$ 7,739,599)
<b>TOTAL AVAILABLE FY 2013-2014</b>	<b><u>\$56,548,446</u></b>
<b><u>BUDGETED EXPENDITURES PROJECTS</u></b>	
FY 2013-2014 Retiree Benefit Expenses	\$ 3,520,000
FY 2013-2014 Legislative Advocacy Services	\$ 75,000
FY 2013-2014 Insurance Deductibles	\$ 100,000
Debt Retirement IVC Energy Loans	\$ 2,254,321
Funding for Capital & IT Projects	\$50,599,125
<b>TOTAL APPROVED AND BUDGETED PROJECTS</b>	<b><u>\$56,548,446</u></b>

The following projects were previously approved by the Board of Trustees and are in various stages of completion:

<b><u>BASIC AID PROJECT NAME</u></b>	<b><u>PROJECT TOTAL</u></b>
<b>CLOSED PROJECTS</b>	<b>\$166,258,363</b>
<b><u>PRIOR APPROVED BASIC AID PROJECTS</u></b>	
Trustee Elections	\$2,198,988
Legislative Advocacy Services – Basic Aid	\$435,000
Retiree Benefit Liability Contribution	\$40,617,938
ATEP – Operating Budget	\$11,601,028
ATEP – First Building	\$12,500,000
ATEP – Negotiations	\$4,265,883
ATEP – Demolition	\$7,000,000
ATEP – Staffing, Equipment and Program Development	\$891,611



ATEP – Site Development	\$2,440,436
Campus Appearance	\$1,000,000
IVC – A400 Building Remodel	\$11,463,000
IVC – Design and Install Entrance from Barranca	\$2,850,000
IVC – Fine Arts Building	\$61,278
IVC – Life Sciences Project	\$11,710,000
IVC – New Parking Lot	\$2,920,000
IVC – Performing Arts Center Waterproofing	\$470,000
IVC – Replace Main Water Valves	\$275,000
IVC – Replace Natural Gas Piping A&B Quads	\$230,000
IVC – Replace Exterior A100, A200, A300, A400	\$400,000
IVC – Scheduled Maintenance-Library Exterior (50% College Match)	\$275,000
IVC – Scheduled Maintenance-Lighting & Walkways (50% College Match)	\$475,000
IVC – Scheduled Maintenance-Sports Facilities (50% College Match)	\$342,600
IVC – Science Lab Addition and Remodel	\$5,180,000
IVC – SSC HVAC System, B100	\$800,000
IVC – Upgrade Exterior & Entries to B300	\$680,000
SC – Building Repairs-Library Remodel	\$7,141,000
SC – Building Repairs LRC Com Arts Renovation	\$2,622,000
SC – Building Repairs-ATAS Building	\$14,733,313
SC – Building Repairs ATAS Swing Space Renovation	\$5,806,687
SC – Demolition and Upper Quad Remodel	\$1,000,000
SC - Fine Arts HVAC Renovation	\$1,000,000
SC – Golf Driving Range Net Replacement	\$300,000
SC - Health Sciences/DS Waterproofing	\$1,000,000
SC – Loop Road	\$3,442,000
SC - New Gateway Building (Match)	\$1,545,115
SC – New Sciences Building	\$58,835,346
SC – Pool Deck Replacement	\$1,500,000
SC – Roof Replace TAS, Village Building 3 – 8	\$1,500,000
SC – Scheduled Maintenance-Central Plant (50% College Match)	\$750,000
SC – Scheduled Maintenance-Energy Management Sys (50% College Match)	\$657,400
SC – Scheduled Maintenance-PE Complex (50% College Match)	\$500,000
SC - Storm Drain Repairs	\$1,500,000
SC - Water Damages/Storm Drainage Issues	\$750,000
SOCCCD – Student Information System Upgrade – Phase I/Phase II	\$14,102,260
SOCCCD – Document Management Solution	\$659,202
SOCCCD – IT Projects	\$8,744,770
Technology Needs for IVC, SC & District	\$8,036,477
End-of-Life Core Network/Tech Refresh	\$2,500,000
Campus Desktop Refresh	\$750,000
Student Information System Enhancements	\$1,500,000
HR/Business Services Integrated Software	\$3,000,000
Degree Audit/MAP Upgrade	\$750,000



Awards Management System	\$500,000
Predictive Analytics	\$250,000
Blackboard Plug-ins	\$150,000
Enterprise Content Management Expansion	\$150,000
Matriculation SEP System	\$100,000
HRIS Data Migration	\$20,000
IT Governance - TeamDymanixHE Software	\$50,000
TracDat Integration with SharePoint	\$35,000
DW Infrastructure Inventory System	\$75,000
MySite Help System	\$20,000
Unified Communications System	\$50,000
IT Contingency	\$277,855
FPP, IPP, 5 Year Plans	\$100,000
DSA Project Close Out	\$160,000
Design/Build Specialty Consultant	\$175,000
Legal Counsel for Facilities Related Issues	\$300,000
Lease/Lease Back Consultant	\$175,000
Facilities System	\$704,000
<b>TOTAL PRIOR APPROVED PROJECTS</b>	<b>\$435,258,550</b>
<b><u>NEW FY 2013-2014 PROJECTS</u></b>	<b><u>PROJECT TOTAL</u></b>
<b><u>Long Term Obligations &amp; Fixed Expenses</u></b>	
Insurance Deductibles	\$100,000
Retiree Benefit Liability Contribution	\$3,520,000
SOCCCD – Legislative Advocacy Services	\$75,000
IVC Debt Retirement – Energy Loans	\$2,254,321
<b><u>Capital Projects/Defects/Scheduled Maintenance/Renovation</u></b>	
ATEP – Building Demolition Phase II	\$6,700,000
DW – Union Offices	\$100,000
IVC – Life Sciences Project	\$1,780,000
IVC – A400 Renovation	\$1,550,000
IVC – New Parking Lot (Augmentation)	\$90,000
IVC – A200 Student Success Center	\$46,095
IVC – Construction Defects Performing Arts Center	\$1,400,000
IVC – Sched Maintenance-Lighting Walkway Phase II (50% Coll Match)	\$425,000
SC - Library Renovation	\$ 4,950,000
SC – ATAS Swing Space	\$3,714,000
SC – Storm Drain, Parking Phase 1A, Practice Fields	\$7,638,000
SC – Sched Maintenance-12KV Electrical Distr Repair (50% Coll Match)	\$200,000
SC – Sched Maintenance-HVAC PE100 (50% Coll Match)	\$800,000
SC – Sched Maintenance-PE200 Bleacher Repairs (50% Coll Match)	\$725,000
SC – FA Complex Phase II	\$1,000,000



SC – FA 200 Interior Renovation	\$1,000,000
SC – FA 100 Interior Renovation	\$950,000
SC – FA 300 Interior Renovation	\$1,000,000
SC – PE 200 and 300 Interior Renovation	\$1,000,000
SC – PE 400 and 500 Renovation	\$800,000
<b><u>ATEP Development &amp; Operations</u></b>	
ATEP Support (security, maintenance and operations support)	\$596,530
<b><u>Capital Programs Planning, Technical, Specialty, Legal Consulting</u></b>	
ATEP Site Development	\$2,000,000
DSA Project Close Out	\$120,000
DSA Inspector, Engineering and PM Services	\$175,000
Design/Build Specialty Consultant	\$175,000
Facilities System	\$300,000
FPP, IPP, 5 Year Plans	\$75,000
Lease/Lease Back Consultant	\$175,000
Legal Counsel for Facilities Related Issues	\$300,000
<b><u>IT Projects</u></b>	
End-of-Life Core Network/Tech Refresh	\$ 3,000,000
Campus Desktop Refresh	\$1,500,000
Student Information System Enhancements	\$1,500,000
HR/Business Services Integrated Software	\$2,250,000
Student Success Dashboard	\$550,000
Degree Audit/MAP Upgrade	\$250,000
New Library System	\$100,000
DW Hardware Refresh	\$505,000
Virtual Desktop Phase I	\$50,000
Waitlist Modification	\$250,000
MySite Message Customization	\$150,000
Enterprise Backup Solution Phase I	\$150,000
MySite Security Phase I	\$50,000
Master Calendar Integration	\$300,000
On-line Catalog	\$125,000
International and Student Scholar Management	\$54,500
IT Contingency	\$30,000
<b>TOTAL FY 2013-2014 PROJECTS</b>	<b>\$56,548,446</b>
<b>CUMULATIVE TOTAL – BASIC AID PROJECTS</b>	<b><u>\$491,806,996</u></b>



## OTHER FUNDS

### **Community Education Fund (Fund #07 and Fund #09)**

The Community Education funds are self-supporting from income derived by community education fees. Both colleges provide community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum; the instruction is consistent with the primary mission of the District. The income and expenses from the activities of these programs at Irvine Valley College is accounted for in Fund #07, and at Saddleback College in Fund #09.

### **Child Development Fund (Fund #12)**

The Child Development funds are intended to be self-sufficient. The District operates child development programs at both colleges for the benefit of children aged 18 months to 5 years. Services are provided to students and the community on a fee basis. Although the intent is for self-sufficiency, Irvine Valley College provides \$184,000 of support from the unrestricted general fund, and Saddleback College provides \$250,000. The child development program is also not charged for administration or operations, so it is currently not self-supporting.

### **Capital Outlay Projects Fund (Fund #40)**

The District maintains the capital outlay projects fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources, i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, and district funded projects such as road maintenance and new parking lots. The next table is a schedule of planned projects.

## CAPITAL OUTLAY PROJECTS – FUND 40

	FY 2013-2014
<u>Project Description</u>	<u>Tentative</u>
	<u>Budget</u>
<b>BASIC AID PROJECTS (Including required college match)</b>	\$206,332,360
<b>LOCAL PROJECTS</b>	
District-wide Video Conferencing	\$190,615
District Technology Enhancement	\$97,632
DSA Closeout/Five Year Plan/CEQA	\$90,646
SC - Future Parking Lot Projects	\$772,856
SC - Future Capital Outlay Projects	\$4,337,607
District-Future Capital Outlay Projects	\$19,950,495
Redevelopment Funds Reserved for Future Capital Projects (Lake Forest, Mission Viejo, Tustin, Orange County, Irvine, Santa Ana, San Clemente, San Juan Capistrano)	\$17,975,614
<b>Total Fund 40</b>	<b>\$249,747,825</b>

**Facilities Corporation Capital Outlay Projects Fund (Fund #41)**

The District established the Facilities Corporation capital outlay projects fund to account for the transactions related to the New Markets Tax Credit (NMTC) funding that is being explored to assist with the funding of the development of ATEP. There currently are no NMTC funding opportunities, therefore, no budget is established for FY 2013-2014.

**Self-Insurance Fund (Fund #68)**

The self-insurance fund is used to account for the activities of the District's risk management department and the self-funded programs for property/liability and workers' compensation.

**Retiree Benefit Fund (Fund #71)**

The District pays premiums for health care coverage for retirees according to Board policies and contract agreements with employee groups. The Retiree Benefit Fund is used to pay retiree benefit premiums that are reimbursed from the OPEB Trust fund. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.

An actuarial study is conducted at a minimum of every two years to update the status of the District's irrevocable trust and determine any unfunded liabilities. The study provides two estimates: 1) the annual accrual to cover the value of benefits "earned" in the current year for existing employees, and 2) the total projected benefits accrual for employees' past service. The current study estimates the cost for the annual accrual for current employees to be \$3,520,000. The District's actuarial accrued liability for past service is estimated at \$89,492,000 and is fully funded. An irrevocable trust was established in 2007-2008 to fund the OPEB obligation in accordance with GASB 43 and 45.

For FY 2013-2014, a transfer of \$3,520,000 of Basic Aid Funds will be used towards funding the current year's annual accrual.

**Retiree OPEB Trust Fund (Fund #72)**

The Retiree OPEB Trust Fund is used to account for the activities of the District's irrevocable trust. It was established for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement. The District's OPEB liability was updated in April 2013 with the completion of a required actuarial study.

**Foundation Funds (Funds #73 through 76)**

These are funds that account for the operations of Saddleback College, Irvine Valley College, District, and ATEP foundations which are overseen by each of their respective boards of directors.

**ASG Funds (Funds #95 and #96)**

The budgets are brought to the Board of Trustees independently from the SOCCCD Tentative Budget for board approval.



## BUDGET TABLES

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The Tentative Budget FY 2013-2014 for all District funds is summarized on the following pages.

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

*Kim McCord, Executive Director of Fiscal Services*

*Prepared by: Cheryl Dobbie, Executive Assistant*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2013-2014**  
**Revenues, Expenditures and Change in Fund Balance**

		General Fund	Community Education	Child Development	Capital Outlay	Self- Insurance	Retiree Benefit	Retiree OPEB	TOTAL ALL FUNDS
		(01)	(07) & (09)	(12)	(40)	(68)	(71)	(72)	
<b>SOURCES OF FUNDS</b>									
BEGINNING FUND BALANCE:	9712 \$	28,081,268 \$	785,000 \$	53,338 \$	212,953,714 \$	1,580,000 \$	845,000 \$	86,320,000 \$	330,618,320
<b>REVENUES:</b>									
SB361 Revenue	Various \$	134,939,936 \$	- \$	- \$	- \$	- \$	- \$	- \$	134,939,936
Basic Aid		38,697,997	-	-	-	-	-	-	38,697,997
Federal Sources	8100-8199	1,333,280	-	-	-	-	-	-	1,333,280
Other State Sources	8600-8699	14,815,794	-	-	-	-	-	-	14,815,794
Other Local Sources	8800-8899	13,171,873	1,824,755	1,551,159	4,185,060	5,000	3,000	8,120,000	28,860,847
Total Revenue		202,958,880	1,824,755	1,551,159	4,185,060	5,000	3,000	8,120,000	218,647,854
BASIC AID INCOMING TRANSFER	8980-8989	-	-	-	30,184,051	100,000	3,520,000	-	33,804,051
INCOMING TRANSFERS	8980-8989	-	-	434,000	2,425,000	250,000	-	-	3,109,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 231,040,148</b>	<b>\$ 2,609,755</b>	<b>\$ 2,038,497</b>	<b>\$ 249,747,825</b>	<b>\$ 1,935,000</b>	<b>\$ 4,368,000</b>	<b>\$ 94,440,000</b>	<b>\$ 586,179,225</b>
<b>USES OF FUNDS</b>									
<b>EXPENDITURES:</b>									
Academic Salaries	1000-1999 \$	66,681,257 \$	13,821 \$	- \$	- \$	- \$	- \$	- \$	66,695,078
Other Staff Salaries	2000-2999	40,358,451	889,582	1,435,710	-	162,180	-	-	42,845,923
Employee Benefits	3000-3999	36,802,157	223,952	506,000	-	80,128	3,520,000	4,415,000	45,547,237
Supplies & Materials	4000-4999	4,448,084	84,250	57,981	4,500	1,000	-	-	4,595,815
Services & Other Operating	5000-5999	18,539,316	719,239	21,560	835,447	825,692	90,000	285,000	21,316,254
Capital Outlay	6000-6999	4,525,179	678,911	17,246	241,680,125	26,000	-	-	246,927,461
Payments to Students	7500-7699	414,071	-	-	-	-	-	-	414,071
Total Expenditures		171,768,515	2,609,755	2,038,497	242,520,072	1,095,000	3,610,000	4,700,000	428,341,839
<b>OTHER FINANCING USES:</b>									
Transfers Out	7300-7400 \$	3,109,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	3,109,000
Basic Aid Transfers Out	7300-7400	33,804,051	-	-	-	-	-	-	33,804,051
Debt Service	7100-7199	2,254,321	-	-	-	-	-	-	2,254,321
Total Other Uses		39,167,372	-	-	-	-	-	-	39,167,372
<b>TOTAL USES OF FUNDS</b>		<b>210,935,887</b>	<b>2,609,755</b>	<b>2,038,497</b>	<b>242,520,072</b>	<b>1,095,000</b>	<b>3,610,000</b>	<b>4,700,000</b>	<b>467,509,211</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 20,104,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,227,753</b>	<b>\$ 840,000</b>	<b>\$ 758,000</b>	<b>\$ 89,740,000</b>	<b>\$ 118,670,014</b>
<b>COMPONENTS OF ENDING BALANCE</b>									
Reserve, Economic Uncertainties/Fund Bal.	\$	12,364,662 \$	- \$	- \$	7,227,753 \$	840,000 \$	758,000 \$	89,740,000 \$	110,930,415
Reserve, Unrealized Tax Collections (Basic Aid)		7,739,599	-	-	-	-	-	-	7,739,599



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2013-2014**  
**Revenues, Expenditures and Change in Fund Balance**  
**GENERAL FUND**

		Saddleback College			Irvine Valley College			District Services		
		General Fund	General Fund	Total	General Fund	General Fund	Total	General Fund	General Fund	Total
		Unrestricted	Restricted		Unrestricted	Restricted		Unrestricted	Restricted	
<b>SOURCES OF FUNDS</b>										
BEGINNING FUND BALANCE:	9712	\$ 4,500,000	\$ 3,670,000	\$ 8,170,000	\$ 1,000,000	\$ 949,870	\$ 1,949,870	\$ 800,000	\$ 296,054	\$ 1,096,054
<b>REVENUES:</b>										
SB361 Revenue	Various	\$ 75,942,718	\$ -	\$ 75,942,718	\$ 41,249,438	\$ -	\$ 41,249,438	\$ 13,329,177	\$ -	\$ 13,329,177
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	780,556	780,556	-	552,724	552,724	-	-	-
Other State Sources	8600-8699	4,632,489	4,163,685	8,796,174	2,437,854	3,062,047	5,499,901	-	10,256	10,256
Other Local Sources	8800-8899	3,993,762	3,628,263	7,622,025	3,546,191	1,998,657	5,544,848	-	-	-
Total Revenue		84,568,969	8,572,504	93,141,473	47,233,483	5,613,428	52,846,911	13,329,177	10,256	13,339,433
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 89,068,969</b>	<b>\$ 12,242,504</b>	<b>\$ 101,311,473</b>	<b>\$ 48,233,483</b>	<b>\$ 6,563,298</b>	<b>\$ 54,796,781</b>	<b>\$ 14,129,177</b>	<b>\$ 306,310</b>	<b>\$ 14,435,487</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 41,106,109	\$ 2,122,393	\$ 43,228,502	\$ 20,814,350	\$ 831,160	\$ 21,645,510	\$ 1,354,992	\$ -	\$ 1,354,992
Other Staff Salaries	2000-2999	17,428,585	2,795,915	20,224,500	10,683,456	1,917,932	12,601,388	7,143,940	-	7,143,940
Employee Benefits	3000-3999	19,112,320	1,445,210	20,557,530	11,380,180	848,424	12,228,604	3,787,800	-	3,787,800
Supplies & Materials	4000-4999	1,773,406	1,485,868	3,259,274	604,952	419,430	1,024,382	124,228	-	124,228
Services & Other Operating	5000-5999	6,062,405	2,058,677	8,121,082	3,020,926	1,630,406	4,651,332	1,245,117	306,310	1,551,427
Capital Outlay	6000-6999	1,111,144	2,120,550	3,231,694	195,619	715,766	911,385	223,100	-	223,100
Payments to Students	7500-7699	-	213,891	213,891	-	200,180	200,180	-	-	-
Total Expenditures		86,593,969	12,242,504	98,836,473	46,699,483	6,563,298	53,262,781	13,879,177	306,310	14,185,487
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7400	\$ 1,975,000	\$ -	\$ 1,975,000	\$ 884,000	\$ -	\$ 884,000	\$ 250,000	\$ -	\$ 250,000
Basic Aid Transfers Out	7300-7400	-	-	-	-	-	-	-	-	-
Debt Service	7100-7199	-	-	-	-	-	-	-	-	-
Total Other Sources (Uses)		1,975,000	-	1,975,000	884,000	-	884,000	250,000	-	250,000
<b>TOTAL USES OF FUNDS</b>		<b>88,568,969</b>	<b>12,242,504</b>	<b>100,811,473</b>	<b>47,583,483</b>	<b>6,563,298</b>	<b>54,146,781</b>	<b>14,129,177</b>	<b>306,310</b>	<b>14,435,487</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Reserve, Economic Uncertainties/Fund Bal.	\$	500,000	\$ -	\$ 500,000	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ -	\$ -
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	-	-	-	-	-

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2013-2014**  
Revenues, Expenditures and Change in Fund Balance  
**GENERAL FUND**

		ATEP			Total General Fund					
		General Fund	General Fund	Total	General Expense	One Time Rev. Incl. Basic Aid	General Fund	General Fund	Total	
		Unrestricted	Restricted		Unrestricted	Unrestricted	Unrestricted	Restricted		
<b>SOURCES OF FUNDS</b>										
BEGINNING FUND BALANCE:		9712 \$	132,000 \$	- \$	132,000 \$	349,000 \$*	16,384,344 \$	23,165,344 \$	4,915,924 \$	28,081,268
<b>REVENUES:</b>										
SB361 Revenue	Various	\$ -	\$ -	\$ -	3,816,781 \$	601,822 \$	134,939,936 \$	-	\$ -	134,939,936
Basic Aid		596,530	-	596,530	-	38,101,467	38,697,997	-	-	38,697,997
Federal Sources	8100-8199	-	-	-	-	-	-	1,333,280	-	1,333,280
Other State Sources	8600-8699	-	-	-	-	509,463	7,579,806	7,235,988	-	14,815,794
Other Local Sources	8800-8899	-	5,000	5,000	-	-	7,539,953	5,631,920	-	13,171,873
Total Revenue		596,530	5,000	601,530	3,816,781	39,212,752	188,757,692	14,201,188	-	202,958,880
<b>RESTRICTED BASIC AID</b>										
8980-8989		-	-	-	-	-	-	-	-	-
<b>INCOMING TRANSFERS</b>										
8980-8989		-	-	-	-	-	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 728,530</b>	<b>\$ 5,000</b>	<b>\$ 733,530</b>	<b>\$ 4,165,781</b>	<b>\$ 55,597,096</b>	<b>\$ 211,923,036</b>	<b>\$ 19,117,112</b>	<b>\$ -</b>	<b>\$ 231,040,148</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	452,253 \$	63,727,704 \$	2,953,553 \$	\$ -	66,681,257
Other Staff Salaries	2000-2999	283,623	-	283,623	105,000	-	35,644,604	4,713,847	-	40,358,451
Employee Benefits	3000-3999	151,013	-	151,013	20,000	57,210	34,508,523	2,293,634	-	36,802,157
Supplies & Materials	4000-4999	39,200	1,000	40,200	-	-	2,541,786	1,906,298	-	4,448,084
Services & Other Operating	5000-5999	245,694	3,000	248,694	3,891,781	75,000	14,540,923	3,998,393	-	18,539,316
Capital Outlay	6000-6999	9,000	1,000	10,000	149,000	-	1,687,863	2,837,316	-	4,525,179
Payments to Students	7500-7699	-	-	-	-	-	-	414,071	-	414,071
Total Expenditures		728,530	5,000	733,530	4,165,781	584,463	152,651,403	19,117,112	-	171,768,515
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7400	\$ -	\$ -	\$ -	\$ -	\$ -	3,109,000 \$	\$ -	\$ -	3,109,000
Basic Aid Transfers Out	7300-7400	-	-	-	-	33,804,051	33,804,051	-	-	33,804,051
Debt Service	7100-7199	-	-	-	-	2,254,321	2,254,321	-	-	2,254,321
Total Other Sources (Uses)		-	-	-	-	36,058,372	39,167,372	-	-	39,167,372
<b>TOTAL USES OF FUNDS</b>		<b>728,530</b>	<b>5,000</b>	<b>733,530</b>	<b>4,165,781</b>	<b>36,642,835</b>	<b>191,818,775</b>	<b>19,117,112</b>	<b>-</b>	<b>210,935,887</b>
<b>ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,954,261</b>	<b>\$ 20,104,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,104,261</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Reserve, Economic Uncertainties/Fund Bal.	\$	-	\$ -	\$ -	\$ -	11,214,662 \$	12,364,662 \$	\$ -	\$ -	12,364,662
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	7,739,599	7,739,599	-	-	7,739,599



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2013-2014**  
Revenues, Expenditures and Change in Fund Balance

	Community Education Fund			Child Development Fund		
	Saddleback	Irvine Valley		Saddleback	Irvine Valley	
	College	College	Total	College	College	Total
	(09)	(07)		(12)	(12)	
<b>SOURCES OF FUNDS</b>						
BEGINNING FUND BALANCE:	9712 \$	785,000 \$	- \$ 785,000	\$ -	53,338 \$	53,338 \$
REVENUES:						
SB361 Revenue	Various	\$ -	\$ -	\$ -	\$ -	-
Basic Aid		-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-
Other State Sources	8600-8699	-	-	-	-	-
Other Local Sources	8800-8899	868,446	956,309 1,824,755	651,159	900,000	1,551,159
Total Revenue		868,446	956,309 1,824,755	651,159	900,000	1,551,159
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	250,000	184,000	434,000
TOTAL SOURCES OF FUNDS	\$ 1,653,446	\$ 956,309	\$ 2,609,755	\$ 901,159	\$ 1,137,338	\$ 2,038,497
<b>USES OF FUNDS</b>						
EXPENDITURES:						
Academic Salaries	1000-1999	\$ -	\$ 13,821	\$ -	\$ -	-
Other Staff Salaries	2000-2999	463,385	426,197	889,582	626,950	1,435,710
Employee Benefits	3000-3999	87,392	136,560	223,952	248,542	506,000
Supplies & Materials	4000-4999	48,000	36,250	84,250	20,931	57,981
Services & Other Operating	5000-5999	458,669	260,570	719,239	3,490	21,560
Capital Outlay	6000-6999	596,000	82,911	678,911	1,246	17,246
Payments to Students	7500-7699	-	-	-	-	-
Total Expenditures		1,653,446	956,309 2,609,755	901,159	1,137,338	2,038,497
OTHER FINANCING USES:						
Transfers Out	7300-7400	\$ -	\$ -	\$ -	\$ -	-
Basic Aid Transfers Out	7300-7400	-	-	-	-	-
Debt Service	7100-7199	-	-	-	-	-
Total Other Sources (Uses)		-	-	-	-	-
TOTAL USES OF FUNDS	1,653,446	956,309	2,609,755	901,159	1,137,338	2,038,497
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE						
Reserve, Economic Uncertainties/Fund Bal.	\$ -	\$ -	-	\$ -	\$ -	-
Reserve, Unrealized Tax Collections (Basic Aid)	-	-	-	-	-	-

## APPENDIX A

**The following Funds are used at South Orange County Community College District:**

<b>FUND NUMBER</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
01	General Fund	Used to account for the ordinary operational expenses of the district. These funds are available for any legally authorized purpose not specified for payment by other funds.
07	Community Education Fund – Irvine Valley College	Irvine Valley College provides community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum.
09	Community Education Fund – Saddleback College	Saddleback College provides community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum.
12	Child Development Fund	The District operates child development programs at both colleges for the benefit of children ages 18 months to 5 years. Services are provided to students and the community on a fee basis. The child development program is not charged for administration and operations.
40	Capital Outlay Fund	The District maintains the capital outlay projects fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources; i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, American with Disabilities Act, and District funded projects.
41	Facilities Corporation Capital Outlay Projects Fund	The District established the Facilities Corporation capital outlay projects fund to account for the transactions related to funding for the development of ATEP, when it is needed.
68	Self-Insurance Fund	The self-insurance fund is used to account for the activities of the District's self-funded programs for property/liability and workers' compensation programs.

## APPENDIX A

<b>FUND NUMBER</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
71	Retiree Benefits Fund	The District pays premiums for health care coverage for retirees according to Board Policies and contract agreements with employee groups. This fund is used to pay premiums. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.
72	Retiree (OPEB) Trust	This fund is used to account for the activities of the District's irrevocable trust, established for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement.
73	Saddleback College Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation provides scholarships for students and supplements the needs of the college.
74	Irvine Valley College Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation provides scholarships for students and supplements the needs of the college.
75	District Foundation	This fund is used to account for the activities of organizations known as foundations. The foundation supplements any needs the District may have.
76	ATEP Foundation	This fund is used to account for the activities of organizations known as foundations. This account may supplement needs the District may have related to ATEP.
84	Student Financial Aid Fund	This clearing account is used to account for the deposit and direct payment of government-funded student financial aid, including grants and loans.

## APPENDIX A

<b>FUND NUMBER</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
95	Associated Student Government – Saddleback College	This fund is used to account for monies held in trust by the college for organized student body associations. The fund is subjected to the approval of the governing board.
96	Associated Student Government- IVC	This fund is used to account for monies held in trust by the college for organized student body associations. The fund is subjected to the approval of the governing board.
99	District Depository	This fund is a clearing account used to deposit bank card payments, cash, and checks received by the District for enrollment fees, material fees, applications, parking fees and fines, health center business, fine art tickets sales, Child Development Center fees, library fines, and career center testing fees. The District deposits this money in Fund 99 and promptly issues a check for deposit by the Orange County Department of Education into the Orange County Treasurer Educational Pool. This process is used because the Orange County Department of Education does not accept bank card payments or cash for deposit, nor do they accept the large volume of personal checks processed by the District daily.



## APPENDIX B

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **Administrative Unit Reviews (AURs)** are conducted to examine the effectiveness of an administrative unit. Beginning this year, they will be conducted at both District Services and the colleges.
- **Basic Aid** occurs when the local property tax revenue in a community college district exceeds the total funding that the state would have provided, as calculated by SB361 apportionment. Apportionment is the method by which the CCC system office distributes federal, state and local monies to community college districts according to a specified formula. Under Basic Aid, there is no need to factor in any state aid because the property taxes and student fees surpass the minimum funding level established by the state. K-12 school districts also can be basic aid districts.
- **Capital Construction** refers to large scale building construction projects. They include specific construction projects such as site development, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of 'facilities systems.'
- **DRAC** is the SOCCCD's District Resource Allocation Council, which is a district-wide participatory governance council, approved by the Board of Trustees and charged with recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for Unrestricted General Funds and it makes recommendations to the Chancellor.
- **DRAC Model** is an allocation model for the District. It distributes available general fund unrestricted resources (according to the state funding formula SB 361) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. It is distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.
- **Education and Facilities Master Plan (EFMP)** is a year-long endeavor updated every five years. Information is captured from a variety of sources, both internal and external, to facilitate data driven decision making. Meetings were hosted with participatory governance groups and with community involvement. The results connect capital expenditure decisions directly to planning efforts. The District-wide Education and Facilities Master Plan (EFMP) 2011-2031 is in a 5-volume comprehensive document. The product is a long-term plan for continuous quality improvements focusing on strategies for academic excellence and facilities improvements.

## APPENDIX B

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **Ending Balances** are one-time remaining funds that are unspent at the end of the fiscal year and are available to be rolled over into the new fiscal year within the fund. They should only be available for one-time purposes. If negative ending balances should occur, they are deducted from the budget for the respective entity in the next year's budget process.
- **Enrollment Fees** are charged to a student for instructional services provided to that student and these fee levels are set by the state.
- **Federal, State, Categorical, and Grant Funds** include restricted revenues received from a government or a private or non-profit organization to be used or expended for a specified purpose.
- **General Funds** are used to account for the ordinary operational expenses of the District. These funds are available for any legally authorized purpose not specified for payment by other funds.
- **Local Income** is income derived from non-state and non-federal sources, such as material fees, facility rental, and application fees.
- **Local Restricted Funds** are funds that are non-state and non-federal, but have restrictions or limitations based on their use by the funding source or funding agency. Examples are community education, parking income, and child development funds.
- **Long-Term Obligations** are amounts that an entity may be legally required to pay out of its resources over a longer period of time in the future. Included are not only actual liabilities, but also un-liquidated encumbrances. An example of a long term obligation that community colleges typically have is the future retiree benefit liability obligation, as required by GASB 43 and 45. Other examples could include Certificates of Participation (COPs) and debt.
- **Miscellaneous Income** is income that is outside of the SB 361 formula. Examples are unrestricted lottery, interest, mandated costs, and enrollment fee administration.
- **Non-Resident Fees** are charged to a student for instructional services provided to a student who resides outside of California. Revenues are retained by the colleges in addition to revenues received through the DRAC model.
- **Other State Adjustments** include state funds such as the excess funds provided to basic aid districts distributed by the State Chancellor's Office when Partnership for Excellence (PFE) was folded into SB 361 for other districts. These monies are not legislatively guaranteed.



## APPENDIX B

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **Program Reviews** are a process to examine the effectiveness of an academic program. The process typically provides feedback (a) to the academic unit primarily responsible for the program, (b) to the appropriate academic administrators, and (c) to external units in the form of confirmation of the existence of a review process and in the form of summaries of the outcomes.
- **Property Taxes** are compulsory charges levied within boundaries by a governmental unit against the property of persons, natural or corporate, to finance services performed for the common benefit.
- **Reserve** is an amount set aside to provide for estimated future expenditures or losses for working capital, or for other specified purposes. The Budget Guidelines approved by the Board of Trustees require a general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue.
- **Restricted Funds** are used to account for resources available for the operation and support of educational programs specifically restricted by law, regulations, donors, or other outside agencies. Examples of Restricted Funds at SOCCCD are EOPS, DSPS, and grants.
- **Scheduled Maintenance** The state refers to scheduled maintenance as state funds that were formerly provided for major repairs of buildings and equipment and had required a local match. For the last few years, state scheduled maintenance funds have not been allocated to community colleges. At the District, the working definition of scheduled maintenance includes scheduled maintenance or repair of major building systems at the end of their life cycle that require planning, allocation of a significant amount of time and funds, and a high degree of coordination.
- **State Capital Project Match** are match funds provided by the California Community College Chancellor's Office for district capital construction projects that meet their criteria for receiving a match of dollars from the state. These matching funds are matched by the local district.
- **Strategic Plans** refer to the Strategic Plans at both the colleges and the SOCCCD District-wide Strategic Plan being developed based on several planning documents at both the colleges and district-wide.
- **Unrestricted Funds** are funds that do not have limitations on their use or disposition by their funding source (i.e., do not have specific restrictions placed upon them). These funds can be used for general purpose operating expenses and support of educational programs of the District.

## APPENDIX B:

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **5 Year Construction Plan** uses the project lists developed during the Education and Facilities Master Planning process. The college presidents work every year with their campuses to update the two colleges' lists of project priorities. The separate campus priority lists are merged into one district-wide project priority list vetted through SOCCCD Chancellor's Executive Team and approved by the Board of Trustees for submittal to the State Chancellor's office. This Five Year Construction Plan is the basis for the State Chancellor's Office determination of which projects they will consider for funding. All Initial Project Proposal (IPP) and Final Project Proposal (FPP) submittals must be drawn from this list.
- **20 Year Facility, Renovation, & Scheduled Maintenance Plan** will be a plan developed by the Capital Improvement Committee to create a 20 year projection of District-wide facility needs including projected cost and revenue. Facility needs are defined as new facilities, renovation of existing facilities, scheduled maintenance and maintenance backlog. This plan will be developed objectively by applying uniform data driven criteria to assess facility needs District-wide. This plan will be reviewed annually by the committee.



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: FY 2013-2014  
Tentative Student Government Budgets

**ACTION:** Approval

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### **BACKGROUND**

The Saddleback College Associated Student Government (ASG) and Associated Students of Irvine Valley College (ASIVC) have developed their tentative budgets for FY 2013-2014. During the spring semester 2013, the Saddleback College ASG tentative budget was ratified by the ASG Senate. The final budget will be reviewed by the Consultation Council. During the spring semester 2013, the ASIVC tentative budget was reviewed and endorsed by the College Council. Funding for the budgets is derived from the sale of student government stickers and stamps (student activity fee) as well as bookstore and food service commissions. The budgets were established to provide funding for co-curricular programs, scholarships, student initiatives, and student activities, including student clubs.

### **STATUS**

The Saddleback College ASG tentative budget for FY 2013-2014 is presented as Exhibit A. The ASIVC tentative budget for FY 2013-2014 is presented as Exhibit B. The final budgets will be brought to the Board in August and will include actual beginning fund balances and a detail budget of grants/allocations.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2013-2014 tentative student government budgets as presented in EXHIBITS A & B.



# SADDLEBACK COLLEGE ASSOCIATED STUDENT GOVERNMENT 2013-2014 TENTATIVE BUDGET PRESENTATION

SOCCCD BOARD OF TRUSTEES  
JUNE 17, 2013

PRESENTED BY BAHMAN SABAHI, ASG PRESIDENT

SADDLEBACK COLLEGE

# BUDGET PROCESS

1. Estimate revenue
2. Develop parameters for expenses, following bylaws for directions as to emergency reserve and scholarships
3. Allocate to college divisions based on historical precedence and programmatic success
4. Develop priorities for ASG's "special topic" grants to enhance student success centered campus programs and activities
5. Once developed, the budget is presented to and ratified by the ASG Senate

# REVENUE AND EXPENSES

Exhibit A  
Page 3 of 4

Sources and Uses of Funds	Tentative Budget	%
<b>Sources of Funds</b>		
Beginning Fund Balance	141,411	25%
Emergency Reserve	29,026	5%
<i>Revenue</i>		
Bookstore, Cafeteria/Vending	327,026	59%
ASB Activity Sticker Sales	60,000	11%
<b>Total Sources of Funds</b>	<b>557,463</b>	<b>100%</b>
<b>Uses of Funds</b>		
Campus Life	130,746	23%
Co-Curricular Programs	35,781	6%
ASG Operations	17,550	3%
ASG Operations (Personnel, Non-Discretionary)	125,645	23%
Mid-Year Requests	19,351	3%
Scholarships	144,265	26%
Student Support	55,099	10%
Emergency Reserve	29,026	5%
<b>Total Uses of Funds</b>	<b>557,463</b>	<b>100%</b>



# DESCRIPTIONS OF REVENUE AND EXPENSES

- **Campus Life**
  - *Multicultural Event*
  - *Film Festival*
  - *Student Clubs Organizations*
  - *Veterans Student Council*
  - *Honors Student Council*
  - *International and Diversity Student Council*
- **Co-Curricular Programs**
  - *Speaker Series*
- **ASG Operations**
- **Mid-year Requests**
  - *Peer Mentoring Program*
- **Scholarships**
  - *Challenge Grant*
- **Student Support**
  - *Graduation Cap and Gowns*
  - *ASG/LRC “Crunch Time”*

# Irvine Valley College Associated Student Government Tentative Budget 2013-2014



# Budget Process

- The Associated Students of Irvine Valley College (ASIVC) budget process is dictated by our Constitution and Bylaws.
- Requests for ASIVC Funds are sent out in February to the college community request deadline is April.
- The Budget and Finance Committee (BFC) meets after ASIVC Spring Elections (April), to review all requests submitted for funding.
- The BFC determines the funds available for allocations: guaranteed and estimated income.
- The BFC looks at the history (two years) of allocations, current requests, and calculates the total amount of requests for 2013-2014 and compares the requests to actual income.
- Members of the BFC reviews, discusses, and votes on each request separately, maintaining a balanced budget throughout the process.

## Revenue and Expenses

**Exhibit B**  
**Page 3 of 5**

Sourced and Uses of Funds	Tentative Budget	%
<b>Sources of Funds</b>		
Beginning Fund Balance	42,000	8%
Revenue		
Bookstore	350,000	69%
Cafeteria/Vending	50,000	10%
ASB Activity Sticker Sales/Misc. Income	65,000	13%
<b>Total Sources of Funds</b>	<b>507,000</b>	<b>100%</b>
<b>Uses of Funds</b>		
Campus Life	41,000	8%
Co-Curricular Programs	216,000	43%
ASIVC Operations	26,700	5%
ASIVC Operations (Personnel, Non-Discretionary)	75,500	15%
Mid-Year Requests	8,000	2%
Scholarships	30,000	6%
Student Support	59,100	12%
Contingency	50,700	10%
<b>Total Uses of Funds</b>	<b>507,000</b>	<b>100%</b>



## Description of Expenditures

- **Campus Life: \$41,000**

Campus Life are programs that provide participation for students at IVC to experience the same opportunities that they would have at four year universities.

- **Co Curricular Programs: \$ 216,000**

Co-Curricular funds support the competitive programs that enhance student success, contributes to retention, offers a national/state academic experience for students, promote Involvement on campus, and fulfills Accreditation requirements.

- **ASIVC Operations: \$ 102,200**

ASIVC funding covers operational costs of the student government offices, contract maintenance agreements for printers, copiers, and repairs of equipment in the cafeteria and bookstore.

- **Student Support: \$ 59,100**

These are the program grants that are supported by ASIVC funding that have far reaching effects on all IVC students, validates their success, and provides opportunities to prepare for their majors.

- **Contingency, Mid-Year Requests and Scholarships : \$ 88,700**



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Adopt Resolution No. 13-21 Authorizing Design-Build  
Procurement for the Saddleback College Site Improvements Project

**ACTION:** Approval

---

### **BACKGROUND**

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of Design-Build Procurement. California Education Code section 81700, *et seq.*, authorizes California community college districts to use the Design-Build delivery method on public works improvements costing in excess of \$2.5 million. The District's use of the Design-Build delivery method shall either: (1) reduce comparable project costs, (2) expedite project completion, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process.

On March 24, 2008, the Board of Trustees approved \$2,100,000 for the Saddleback College Loop Road project and on April 27, 2009 approved an additional \$1,342,000 for a total of \$3,442,000. After preliminary investigations defined the work necessary to relocate the perimeter road, the College requested the Loop Road project be modified to address secondary effects exclusively including: storm drainage, parking lot and practice field improvements (Site Improvements project). The College also requested merging other, funded site improvements into this project for economy of scale.

### **STATUS**

Staff recommends the Board authorize the use of Design-Build for the Saddleback College Site Improvements project. California Education Code section 81702(a) requires the Governing Board adopt a resolution authorizing the use of design-build prior to entering into a Design-Build contract (EXHIBIT A).

Initial basic aid funds for this portion of the project are available in the project budget of \$3,442,000. Additional funds are under consideration for this year's recommendation to the Board by the Basic Aid Allocation Resource Committee.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-21, (EXHIBIT A), to authorize the use of Design-Build for the Saddleback College Site Improvements Project.

RESOLUTION NO. 13-21

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AUTHORIZING DESIGN-BUILD PROCUREMENT AT SADDLEBACK COLLEGE SITE IMPROVMENTS PROJECT

JUNE 17, 2013

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

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

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

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

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

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

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

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

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



Saddleback College Site Improvements project in accordance with applicable State Law, guidelines, processes, and on terms and conditions set forth therein;

**PASSED AND ADOPTED**, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on June 17, 2013.

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Nancy M. Padberg, President

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T.J. Prendergast, III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

---

David B. Lang, Member

---

Timothy Jemal, Member

---

James R. Wright, Member

---

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

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-168: Board Member Travel, BP-160: Personal Use of Public Resources, BP-148: Evaluation of the Chancellor, BP-5320: Academic Renewal, BP-6115: Community Education Programs, BP-1600: Curriculum, BP-3501: Campus Security and Access, BP-4002.1: Authorization for Employment, BP-128: Board Agendas, BP-136: Minutes of the Board of Trustee Meetings

**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**

Ten board policies are presented to the Board of Trustees for "Discussion/Approval." The new language and amendments to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on May 9, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the May 20, 2013 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in EXHIBITS A through J.

# BOARD POLICY

168

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD MEMBER TRAVEL

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Expenses shall be reimbursed according to the limits of travel policies and regulations for employees.

### *Reference:*

*Education Code Section 72423*

*BP-3605-Employee Travel Program*

*AR-3605-Employee Travel-Payment of Employee Travel Expenses*

# BOARD POLICY

160

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## PERSONAL USE OF PUBLIC RESOURCES

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

### *Reference:*

*Government Code Section 8314;*

*Penal Code Section 424*

*Board Policy-4001-Personal Use of Public Resources*



# BOARD POLICY

148

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## EVALUATION OF THE CHANCELLOR

The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed upon by the Board and the Chancellor.

The criteria for evaluation shall be based on board policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2100.

### *Reference:*

*Accreditation Standard IV.B.1*

# BOARD POLICY

5320

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ACADEMIC RENEWAL

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The College President shall establish procedures that provide for academic renewal consistent with the District AR-5320 on Academic Renewal.

### *Reference:*

*Title 5 Section 550446*

# BOARD POLICY

6115

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## COMMUNITY EDUCATION PROGRAMS

The community education programs shall be designed to contribute to the physical, mental, personal development~~moral~~, economic or civic development of the individuals or groups enrolled in it.

Community education courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community education courses. Students involved in community education courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

### *Reference:*

*Education Code Section 78300*

# BOARD POLICY

6100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## CURRICULUM

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

Pursuant to Title 5 of the California Code of Regulations, ~~Section 55022~~, a curriculum committee shall be established at each college by the mutual agreement of the College President and the Academic Senate. The procedures established shall include the requirement that courses of instruction and educational programs shall be written by faculty teaching in instructional and educational programs. The college will provide training opportunities for persons involved in all aspects of curriculum development. All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses and recommendations for program deletions to the Chancellor for his/her review and to the Board of Trustees for its review and final approval. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Pursuant to BP-2100.1, the Board shall rely primarily upon the advice of the Academic Senates regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations, ~~Section 55100(b) and 55160~~.

The Academic Senates, in consultation with the curriculum committees, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges and job market and other related information for vocational and occupational programs. The Academic Senates shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.

The colleges shall not offer programs and courses that fail to meet the curriculum standards in the Program and Course Approval Handbook, relevant state laws and regulations, and accreditation standards. If such a failure occurs, the College President shall direct the appropriate faculty to immediately conduct and complete curriculum review and bring the programs and courses into compliance.

### References:

Education Code Sections 70901(b), and 78016:

Revised: 6-26-89  
Revised: 4-26-99  
Revised: 5-22-06  
Revised: 5-27-08



CURRICULUM

BP 6100

Title 5 Sections 51000, 51022, 55100, 55130 and 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid  
Programs under Title IV of the Higher Education Act of 1965, as amended.

Revised: 6-26-89  
Revised: 4-26-99  
Revised: 5-22-06  
Revised: 5-27-08

# BOARD POLICY

3501

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## CAMPUS SECURITY AND ACCESS

The Chancellor shall work with the Presidents to establish key access control procedures for security and access to District facilities necessary to provide the highest degree of security possible for students, faculty, and staff, and to safeguard the property of the District and the personal property of those who work and study at District facilities. An administrative regulation will be developed to address details of access to campus facilities.

### Reference:

Education Code, Section 81600, et seq.,

California Penal Code Section 469,

ANSI/BHMA Std. A156.28-2007

# BOARD POLICY

4002.1

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## AUTHORIZATION FOR EMPLOYMENT

The Board of Trustees authorizes all employment and all employment transactions per California Education Code. The Board of Trustees hereby delegates to the Chancellor authority to employ persons in all positions ~~except for executive level positions~~. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

### Reference:

*California Education Code Sections 70902(d), 72411, 87604, 88003*

Adopted: 8-17-92  
Revised: 4-26-99  
Revised: 1-20-04  
Revised: 5-24-04  
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 2-27-12.  
No recommended change to policy

# BOARD POLICY

128

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD AGENDAS

An agenda shall be posted adjacent to the place of meeting and on line, at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator.

The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President. Agenda items submitted by members of the public must be received by the office of the Chancellor at least 2 weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.



*Reference:*

*Government Code Sections 54954 et seq., 6250 et seq.;*

*Education Code Sections 72121, 72121.5*

# BOARD POLICY

136

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## MINUTES OF THE BOARD OF TRUSTEE MEETINGS

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those members present, all motions, name of those making and seconding motions, and votes.

### *Reference:*

*Education Code Section 72121(a);*

*Government Code Section 54957.5*

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-164: Board Member Compensation, BP-134: Decorum at Board Meetings, BP-5210: Enrollment Priorities, BP-152: Presentation of Initial Collective Bargaining Proposals, BP-4017: Child Abuse Reporting, BP-4220: Substitute Classified Employees

**ACTION:** Review and Study

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

### **STATUS**

Six board policies are presented to the Board of Trustees for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on June 6, 2013 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A thru F.

# BOARD POLICY

164

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD MEMBER COMPENSATION

Members of the Board who attend all board meetings shall receive ~~\$400~~\$750 per month, as pursuant to Education Code. ~~and the~~ student member shall receive \$375 ~~\$200~~ per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the district.

### *Reference:*

*Education Code Section 1090, 35120, 72024 Article 3a (2)*



# BOARD POLICY

134

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## DECORUM AT BOARD MEETINGS

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- ~~Physical violence and/or threats of physical violence directed towards any person or property.~~

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall consider only matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

If a person or persons are physically violent or threatening physical violence towards any person or property, Campus Police will take the appropriate action.

### *Reference:*

*Education Code Section 72121.5;*

*Government Code Section 54954.3 (b)*

# BOARD POLICY

5210

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ENROLLMENT PRIORITIES

The Chancellor or his/her designee shall establish regulations defining enrollment priorities, limitations, and processes for student challenge, which shall comply with State regulations~~Title 5 regulations~~.

### *Reference:*

*Title 5, Sections 55031, 51006, 58106, 58108, 56026, 56232*  
*Education Code 76000, 76001, 66025.8 & 66025.9*

# BOARD POLICY

152

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

The Chancellor shall enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the collective bargaining agreement.

### *Reference:*

*Government Code Section 3547*

# BOARD POLICY

4017

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

## CHILD ABUSE REPORTING

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

### References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892



# BOARD POLICY

4220

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

## SUBSTITUTE CLASSIFIED EMPLOYEES

A substitute classified employee is a person employed to replace any classified employee who is temporarily absent from duty. Persons employed as substitutes are not members of the Classified Service (~~California Education Code, Section 88003~~).

The substitute pay rate is computed at Step 1 of the hourly rate of the classification the substitute is assigned. Exceptions may be made based on previous experience within the District in the same or similar position upon the review and request of the administration in consultation with the Office of Human Resources.

### *Reference:*

*California Education Code, Section 88003*

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Request to Rescind Fall 2013 Sabbatical Leave

**ACTION:** Approval

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### **BACKGROUND**

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 22, 2013, the Board of Trustees approved the sabbatical projects of 17 faculty members, including Samantha Venable, Nursing Professor, Health Sciences and Human Services, Saddleback College, for the Fall 2013 semester.

### **STATUS**

For personal reasons, Samantha Venable has requested that approval of her sabbatical leave for the Fall 2013 semester be rescinded.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the request to rescind approval of sabbatical leave for Samantha Venable for Fall 2013.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A and B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A and B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

## **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

#### **A. NEW PERSONNEL APPOINTMENTS**

##### **1. ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)

- a. FREDRICKSON, SCOTT, is to be employed as Business/Entrepreneurship Instructor, Pos #4698, Division of Business Science, Economics, and Workforce Development, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Linda Newell, who retired. (Exhibit B, Attachment 1)
- b. MAMOON, SAFIAH, is to be employed as Health Information Technology Instructor, Pos #4702, Division of Health Sciences and Human Services, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class I, Step 4. This is a new position approved by the Board of Trustees on November 19, 2012. (Exhibit B, Attachment 2)
- c. MCKEACHIE, J. RYAN, is to be employed as Chemistry Instructor, Pos #1003, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Karl Abrams, who retired. (Exhibit B, Attachment 3)
- d. MYHREN, BRETT, is to be employed as English Composition Instructor, Pos #1767, Division of Liberal Arts, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Jeffrey Clark, who retired. (Exhibit B, Attachment 4)

##### **2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Balao, Leonardo	PhD/Elect. Engin.	Engineering/IVC	V/1	08-19-13
Desmond, Christiaan	MA/Occup. Studies	AutoTech/SC	IV/1	08-19-13
Hsieh, Anyi	MA/Linguistics	Chinese/IVC	IV/1	08-19-13
Zhang, Zhongyuan	MS/Mathematics	Mathematics/IVC	II/1	08-19-13

### **EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Danesh, Alica	BA/Communications	Journalism/SC	I/1	08/19/13

Equivalency is based on a Bachelor of Arts degree in Communications from University of California, Los Angeles and coursework toward a Master's degree in Communication Management from University of Southern California. Ms. Danesh is scheduled to receive her Master's Degree in August 2013. She has experience working for Cox Communications as On-Air Talent for a Sports TV Show and in utilizing social media. She has also completed a graduate teaching internship at Saddleback College, assisting with teaching mass media in the Journalism I - Mass Media and Society class. Ms. Danesh is also a Saddleback College alumna who served as a newspaper journalist at the Lariat, working as both a writer and copy editor.

3. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Do, Tu	MS/Biochemistry	Med.Terminol./SC	II/1	05-28-13
Martin, Dennis	BA/Mathematics	CIM/SC	I/4	05-28-13
Thomas, Julie	Doctor Phys.Therapy	Adapted Kines./SC	V/1	05-28-13

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

- It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	Chair, Journalism/SC	2,876.00	08/19/13-12/21/13
Bagwell, Janet	Co-Chair, Reading/SC	1,984.50	08/19/13-12/21/13
Bagwell, Janet	Co-Coordinator, Reading Lab/SC	860.50	08/19/13-12/21/13
Barrows, Morgan	Chair, Env. Studies/Ecol./MST/SC	4,172.50	08/19/13-12/21/13
Beckmann, Patricia	Facilitator Distance Education/IVC	3,429.00	08/19/13-12/21/13
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	08/19/13-12/21/13
Bhakta, Asmita	Chair, MLT/Phlebotomy/SC	2,901.00	08/19/13-12/21/13
Branch-Stewart, K.	Chair, Human Services/SC	4,053.00	08/19/13-12/21/13
Camelot, Allison	Chair, Sociology/SC	3,475.00	08/19/13-12/21/13
Cesareo-Silva, C.	Accred.Follow-up/Mid-term Rpts/SC	5,475.00	05/28/13-08/09/13
Cesareo-Silva, C.	Coordinator, EPA/SC	2,738.00	05/28/13-08/09/13
Cesareo-Silva, C.	Chair, Anthro/Cross Cult. Studies/SC	3,345.00	08/19/13-12/21/13
Chattopadhyay, C.	Co-Chair, Honors Pgrm/SC	2,738.00	05/28/13-08/09/13
Chattopadhyay, C.	Co-Chair, Honors Pgrm/SC	3,413.00	08/19/13-12/21/13
Clafin, Christopher	Chair, Graphic Comm./Design/SC	4,045.00	08/19/13-12/21/13
Cosgrove, Robert	Past President, Academic Senate/SC	4,106.00	05/28/13-08/09/13
Cosgrove, Robert	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13
Cox, Barbara	Chair, Business/SC	4,984.00	08/19/13-12/21/13
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	2,729.00	08/19/13-12/21/13

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Cubbage-Vega, A.	Chair, Women/Gender Studies/SC	2,161.00	08/19/13-12/21/13
Damm, Kathryn	Chair, Psychology/SC	3,746.00	08/19/13-12/21/13
D'Arcy, Kim	Vice President, Academic Senate/SC	4,106.00	05/28/13-08/09/13
Delson, Cheryl	Coordinator, SLO/IVC	2,000.00	08/19/13-12/21/13
Duquette, Janice	Chair, Kinesiology/Recreation/SC	6,991.00	08/19/13-12/21/13
Evancoe, Eugene	Chair, Electronics/Comp. Tech./SC	2,373.00	08/19/13-12/21/13
Even, Ryan	Chair, Photography/SC	2,590.00	08/19/13-12/21/13
Farnsworth, Robert	Chair, Horticulture/Land. Design/SC	3,855.00	08/19/13-12/21/13
Fier, Scott	Chair, Chemistry/SC	2,722.00	08/19/13-12/21/13
Forouzesh, Jennifer	Chair, Nursing Program/SC	3,113.50	08/19/13-12/21/13
Galbraith, Mark	Team Doctor/Athletic Physicals/SC	1,000.00	08/19/13-11/29/13
Garant, Dorothy	Chair, Dance/SC	2,641.00	08/19/13-12/21/13
Gialamas, Gus	Team Doctor/Athletic Physicals/SC	1,000.00	08/19/13-11/29/13
Gilman, Bruce	President Elect, Academic Senate/SC	4,106.00	05/28/13-08/09/13
Goodman, Richard	Liaison, Drug Court/SC	1,376.80	08/19/13-12/21/13
Grihalva, Lawrence	Co-Chair, EMS/SC	974.92	08/19/13-12/21/13
Haeri, Mitchell	Co-Chair, Astro./Physics/Engin./SC	1,436.50	08/19/13-12/21/13
Hardick, Randolph	Co-Chair, EMS/SC	2,856.86	08/19/13-12/21/13
Henmi, Judy	DSP&S Faculty Coordinator/IVC	3,442.00	08/19/13-12/21/13
Hernandez-Bravo,C.	Chair, International Languages/SC	5,557.00	08/19/13-12/21/13
Hernandez-Bravo,C.	Coordinator, Language Lab/SC	1,721.00	08/19/13-12/21/13
Hewitt (Denton), S.	Chair, FCS & Foods/Nutrition/SC	3,227.00	08/19/13-12/21/13
Himes, Marjorie	Foundation Gala/SC	50.00	04/01/13-04/20/13
Hogatt, Michael	Chair, Special Services/SC	2,919.00	08/19/13-12/21/13
Horlings, Jane	Coordinator, Flex Week/SC	4,106.00	05/28/13-08/09/13
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	08/19/13-12/21/13
Huntley, Anthony	Co-Chair, Biology/SC	2,018.50	08/19/13-12/21/13
Jacobs, Paula	President, Faculty Association/SC	1,369.00	05/28/13-08/09/13
Jacobsen, Karen	Chair, Health/SC	2,229.00	08/19/13-12/21/13
Konishi, Hiromasa	Co-Chair, Cinema/TV/Radio/SC	2,038.50	08/19/13-12/21/13
Langrell, Jenny	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13
Langrell, Jenny	Coordinator, Distance Education/SC	3,413.00	08/19/13-12/21/13
Langrell, Jenny	Chair, Library/SC	3,442.00	08/19/13-12/21/13
Leppien-Christensen	Chair, Curriculum Committee/SC	2,738.00	05/28/13-08/09/13
Lovett, Margot	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13
Lovett, Margot	Chair, History/SC	4,172.00	08/19/13-12/21/13
Lowe, Leslie	Chair, Emeritus Institute (Health)/SC	3,237.50	08/19/13-12/21/13
Mamoon, Safiah	HIT Accreditation Prep./SC	6,844.00	05/28/13-08/09/13
Marangi, Kent	Team Doctor/Athletic Physicals/SC	1,000.00	08/19/13-11/29/13
McFann, Kent	Chair, Theatre Arts/SC	3,887.00	08/19/13-12/21/13
McGroarty, Diane	Chair, Fashion/SC	4,466.00	08/19/13-12/21/13
Meyer, Clifford	Chair, Automotive Technology/SC	3,986.00	08/19/13-12/21/13
Meyer-Canales, K.	Co-Chair, Astro./Physics/Engin./SC	1,436.50	08/19/13-12/21/13
Millovich, June	Coordinator, SLO/AUO/SC	5,475.00	05/28/13-08/09/13

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Myers, Charles	Co-Chair, Cinema/TV/Radio/SC	2,038.50	08/19/13-12/21/13
Niccola, Loretta	Assistant Nursing Pgrm Director/SC	3,113.50	08/19/13-12/21/13
Obermeyer, V.	Chair, Art/SC	2,149.00	08/19/13-12/21/13
Ochoa, Heidi	Coordinator, AUR/ Pgrm Review/SC	5,475.00	05/28/13-08/09/13
Ochoa, Heidi	Co-Director/Coach, Forensics/SC	5,163.00	08/19/13-12/21/13
O'Leary, Thomas	Chair, Art History/SC	2,149.00	08/19/13-12/21/13
Penland, Barbara	Co-Chair, EMS/SC	1,411.22	08/19/13-12/21/13
Quade, Joyce	Coordinator, CIM Lab/SC	2,738.00	06/17/13-08/09/13
Quade, Joyce	Chair, CIM/SC	5,098.00	08/19/13-12/21/13
Radden, Larry	Co-Director/Coach, Forensics/SC	5,163.00	08/19/13-12/21/13
Renault, Irene	Co-Chair, Reading/SC	1,984.50	08/19/13-12/21/13
Renault, Irene	Co-Coordinator, Reading Lab/SC	860.50	08/19/13-12/21/13
Repka, James	Chair, Geology/Oceanography/SC	2,814.00	08/19/13-12/21/13
Rosenberg, Alannah	Co-Chair, Honors Pgrm/SC	4,106.00	05/28/13-08/09/13
Rousseau, Michele	Chair, Computer Science/SC	2,447.00	08/19/13-12/21/13
Rousseau, Michele	Coordinator, Comp.Sci.Learn.Ctr/SC	2,500.00	08/19/13-12/21/13
Schermerhorn, B.	Co-Chair, Real Estate/SC	1,925.50	08/19/13-12/21/13
Scott, Daniel	SLO Liaison/IVC	500.00	08/19/13-12/21/13
Sheldon, Joel	SLO Liaison/IVC	500.00	08/19/13-12/21/13
Sim, Alec	SLO Liaison/IVC	500.00	08/19/13-12/21/13
Smith, Basil	Chair, Humanities/Philosophy/SC	2,815.00	08/19/13-12/21/13
Smith, Christina	Chair, Educational Studies/SC	2,316.00	08/19/13-12/21/13
Smith, Jeanne	Chair, Mathematics/SC	7,057.00	08/19/13-12/21/13
Smith, Maureen	Co-Chair, Geography/SC	1,678.00	08/19/13-12/21/13
Stankovich, K.	Vice President, Academic Senate/SC	4,106.00	05/28/13-08/09/13
Stankovich, K.	Chair, Speech/SC	3,144.00	08/19/13-12/21/13
Stephens, Blake	Secretary, Academic Senate/SC	4,106.00	05/28/13-08/09/13
Stephens, Blake	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13
Stephens, Blake	Chair, Architecture/Drafting/SC	4,542.00	08/19/13-12/21/13
Stevens, Kay	Chair, Med. Assisting/Med. Ins./SC	2,967.00	08/19/13-12/21/13
Stevenson, William	Coordinator, English Comp./SC	3,442.00	08/19/13-12/21/13
Tamer, Rita	Chair, Sign Language/SC	3,161.00	08/19/13-12/21/13
Tamialis, Barbara	Chair, Child Development/SC	5,501.00	08/19/13-12/21/13
Teh, Steve	Co-Chair, Biology/SC	2,018.50	08/19/13-12/21/13
Teng, Anthony	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13
Teng, Anthony	Chair, Accounting/SC	4,453.00	08/19/13-12/21/13
Thomas, Arlene	Chair, Interior Design/Travel/SC	3,413.00	08/19/13-12/21/13
Twicken, Lawrence	Chair, Political Science/SC	2,936.00	08/19/13-12/21/13
Walsh, Daniel	President, Academic Senate/SC	5,475.00	05/28/13-08/09/13
Walsh, Daniel	Co-Chair, Geography/SC	1,118.00	08/19/13-12/21/13
Welc, Martin	Co-Chair, Real Estate/SC	1,925.50	08/19/13-12/21/13
Weston, Norman	Chair, Music/SC	4,437.00	08/19/13-12/21/13

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Willner, Karen	Chair, Emeritus (Fine/Lib.Arts)/SC	3,237.50	08/19/13-12/21/13
Wolff, Michele	Coordinator, AHA Training Ctr/SC	1,135.86	08/19/13-12/21/13
Woodward, Kenneth	Chair, Economics/SC	2,468.00	08/19/13-12/21/13
Ziehm, Carol	Accred.Follow-up/Mid-term Rpts/SC	2,738.00	05/28/13-08/09/13

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Anderson, Michael	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Beasley, James	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Beck, Rebecca	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Do, Anhvy	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Fesler, Susan	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Henderson, Pamela	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Hildebrand, Colleen	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Livote, Michelle	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Luther, Barbara	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Man, Gina	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Ramirez, Christian	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Sims, Larry	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Stern, Heather	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Stern, Susan	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Thiercof, Debra	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13
Wilson, Jeffrey	ESL Read/Grade Writing Samples/IVC	08/19/13-12/21/13

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Altman, Cheryl	CTE Pathways "Boot Camp"/SC	5,029.94	05/28/13-06/30/13
Chu, Hencelyn	CTE Pathways "Boot Camp"/SC	5,029.94	05/28/13-06/30/13
Evanow, Peter	Business Writing Pgrm/Perkins/SC	500.00	01/22/13-05/23/13
Branch-Stewart, K.	Curric. Dev./Adapt. for the Deaf/SC	6,539.80	01/22/13-05/23/13
Branch-Stewart, K.	Curric. Dev./Adapt. for the Deaf/SC	3,916.76	05/28/13-06/30/13
Gonzalez, Frank	Math Lead/OC B2E DOL Grant/SC	3,341.00	05/28/13-08/09/13
Gonzalez, Frank	Math Lead/OC B2E DOL Grant/SC	8,354.00	08/19/13-12/21/13
Hill, Malia	Fashion Pgrm/CTE Grant/SC	100.00	05/01/13-05/23/13
<sup>1</sup> Manchik, Victor	Entrep. Infusion Project/SC	550.00	01/22/13-05/23/13

<sup>1</sup> Correction to stipend amount of \$700 approved on 5/20/13 Board Agenda.  
June 17, 2013



**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Perez, Lawrence	CTE Pathways "Boot Camp"/SC	5,029.94	05/28/13-06/30/13
Renault, Irene	CTE Pathways "Boot Camp"/SC	5,029.94	05/28/13-06/30/13
Tamer, Rita	Curric. Dev./Adapt. for the Deaf/SC	6,539.80	01/22/13-05/23/13
Tamer, Rita	Curric. Dev./Adapt. for the Deaf/SC	3,916.76	05/28/13-06/30/13
Zoval, James	Science Lead/OCB2E DOLGrant/SC	3,341.00	05/28/13-08/09/13
Zoval, James	Science Lead/OCB2E DOLGrant/SC	8,354.00	08/19/13-12/21/13

**D. EXTENSION OF ADMINISTRATIVE ASSIGNMENT (Ratified – Pursuant to Board Policy 4002.1)**

1. <sup>2</sup>KELLY, WILLIAM, ID #1233, Acting Board Policies and Administrative Regulations Program Director, Pos #4649, Office of Administrative and Business Services, District, Integrated Academic/Classified Administrators/Managers Salary 19, Step 6, 16 hours per week, assignment is to be extended effective June 1, 2013 through December 31, 2013 or sooner.

**E. WORKLOAD BANKING**

1. LEBAUER, RONI, ID #3607, English as a Second Language Instructor, Division of Liberal Arts, Saddleback College, Pos #1825, is requesting a leave of absence for the Spring 2014 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.

**F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BUSCHE, DONALD, ID #1263, Acting Vice President for Instruction, Saddleback College, Pos #4582, resignation effective June 28, 2013 and retirement effective July 1, 2013. Payment is authorized for any compensated time off. (Start Date: August 22, 1977)
2. HOGSTEDT, CHRISTINE, ID #2518, Nurse/Director, Office of Student Services, Irvine Valley College, Pos #1737, resignation effective August 30, 2013 and retirement effective August 31, 2013. Payment is authorized for any compensated time off. (Start date: September 19, 1989)
3. TAYLOR, DON, ID #10894, Dean of Advanced Technology and Applied Science, Division of Advanced Technology and Applied Science, Saddleback College, Pos #4617, resignation effective August 30, 2013 and retirement effective August 31, 2013. Payment is authorized for any compensated time off. (Start date: July 3, 2000)

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<sup>2</sup> SOCCCD STRS Retiree  
June 17, 2013

**ATTACHMENT 1**

NAME: SCOTT FREDRICKSON

POSITION: BUSINESS/ENTREPRENEURSHIP INSTRUCTOR  
Business Science, Economics, and Workforce Development  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

Ph.D. Music Business Administration  
University of Northern Colorado  
Malibu, CA

M.A. Business Administration  
Pepperdine University  
Irvine, CA

B.A. Music Education  
California State University Fullerton  
Fullerton, CA

EXPERIENCE:

Dr. Fredrickson has a combination of professional, entrepreneurial, and academic experience. His administration and teaching experience includes over thirty years in higher education. For the past six years, he has been a Professor on Entrepreneurship and Marketing at Alaska Pacific University in Anchorage, Alaska, where he has taught synchronous online, hybrid, and in-class graduate courses in Entrepreneurship, eCommerce, and the Business of Entrepreneurship course, as well as several online and in-class undergraduate courses. He has held prior teaching positions at: Loyola University in New Orleans, Louisiana; University of Massachusetts Lowell; Elizabeth City State University in North Carolina; and Lebanon Valley College in Annville, Pennsylvania, to name a few. For the past twenty-five years, Dr. Fredrickson has run Scott Music Publications. His catalog specializes in vocal jazz and contains seventy-five compositions, five recordings, and two books. He has also developed the only company in the work producing high-end laser-cut jigsaw puzzles from a variety of metals. The innovative puzzles are designed in CAD and use the latest technology in metal fabrication.

AWARDS:

- Faculty Recognition Award for University Service, Alaska Pacific University – 2012
- Special Appreciation Award – Alaska Business Plan Competition – 2010
- City of New Orleans, Mayoral Transition Team, Arts & entertainment – Co-Chair/Facilitator – 2002
- New Orleans Regional Leadership Institute, Fellow – 2002

**ATTACHMENT 2**

NAME: SAFIAH MAMOON

POSITION: HEALTH INFORMATION TECHNOLOGY INSTRUCTOR  
Division of Health Sciences and Human Services  
Saddleback College

EDUCATION:

B.S. Health (United States Equivalent)  
Josef Silny and Associates, Inc., International Education Consultants  
Coral Gables, FL  
Bachelor of Homeopathic Medicine and Surgery  
Smt. Chandaben Patel Homeopathic Medical College  
Mumbai, India

A.S. Health Information Technology  
Santa Barbara City College  
Santa Barbara, CA

Diploma Medical Assisting  
National Education Center, Bryman Campus  
Anaheim, CA

EXPERIENCE:

Ms. Mamoon has been teaching Billing and Coding for Saddleback College as a part-time Lecturer since November 2002. Additionally, for the Academic Year 2011-2012 and Fall 2012 and Spring 2013 semesters, she served as full-time, temporary Health Information Technology Instructor, categorically-funded position. She has also taught for the North Orange County Regional Occupational Program as a part-time Instructor since May 2000; for South Coast College, Anaheim as a full-time Medical Assisting Program Coordinator from March 1999 to December 2001; for Bryman College as a part-time Instructor from April 1997 to March 1999; and for Smt. Chandaben Patel Homoeopathic Medical College, Mumbai, India as a full-time Instructor from June 1990 to February 1992. Her teaching experience includes various courses in Billing, Coding, Front Office, Back Office; Medical Assisting and Physiology. Ms. Mamoon has also worked as a Medical Assistant for Friendly Hills Medical Group, Buena Park from October 1994 to January 1997; and was a Physician Assistant for Dr. Ismailjee in Mumbai, India from July 1989 to April 1992.

CERTIFICATION AND CREDENTIALS:

- Certified Procedural Coder (CPC) from AAPC, 2008-2012
- Vocational Education Teaching Credential, Health Occupations, California State University, Long Beach, CA, 2010-2015
- CBEST, Teaching, 2001

AFFILIATIONS:

- Member of American Health Information Management Association (AHIMA)
- Member of American Academy of Professional Coders (AAPC)

**ATTACHMENT 3**

NAME: J. RYAN MCKEACHIE

POSITION: CHEMISTRY INSTRUCTOR  
Mathematics, Science, and Engineering  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

Ph.D. Chemistry  
University of California, Irvine  
Irvine, CA

M.S. Chemistry  
University of California, Irvine  
Irvine, CA

B.S. Chemistry  
Albion College  
Albion, MI

EXPERIENCE:

Dr. McKeachie has taught as a part-time instructor at various colleges and universities across Orange County since 2006, including the past three academic years as a Part-time Instructor at Saddleback College. He has also taught at California State University Fullerton, Goldenwest College, and University of California Irvine. At the University of California Irvine, he was also a COSMOS Lead Instructor and a Laboratory Leader for CHaMP program.

RESEARCH EXPERIENCE:

Post-doctoral scholar, UCI  
Methane analysis of atmospheric samples, December 2005 – March 2006

Graduate research assistant, UCI  
Laser-assisted time-of-flight mass spectrometry, January 1998 – September 2005

Christian-Albrechts University Fellow, Kiel, Germany  
Ice surface reactions of chlorine dioxide radicals, November 1999 – February 2000

Undergraduate research assistant, Albion College  
Photochemical production of polypyrrole, May 1997 – May 1998

AWARDS:

- Christian-Albrechts University Fellowship, Kiel, Germany  
October 1999 – February 2000
- Achievement Rewards for College Students Scholar, UCI  
October 2000 – October 2002



**ATTACHMENT 4**

NAME: BRETT MYHREN

POSITION: ENGLISH COMPOSITION INSTRUCTOR  
Humanities & Languages  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

Ph.D. Literature  
University of Southern California  
Los Angeles, CA

M.A. Literature  
University of Southern California  
Los Angeles, CA

M.F.A. Creative Writing (poetry)  
McNeese State University  
Lake Charles, LA

M.A. Literature  
McNeese State University  
Lake Charles, LA

B.A. English  
Loyola Marymount University  
Los Angeles, CA

EXPERIENCE:

Dr. Myhren has over eight years of teaching experience, at levels ranging from ESL to honors, in writing and literature. Since Fall semester 2011, he has taught English Composition as a part-time instructor at Saddleback College. He has also taught at the University of Southern California, at Loyola Marymount University, and at McNeese State University, Lake Charles, Louisiana, and at the Universidad Autonoma de Baja California Sur, in La Paz, Mexico. His interest in innovative teaching has also led him to explore distance learning at three different institutions, including Saddleback College, where he will teach English 1A and 1B online. He has earned an "Online Educator Program" certificate from Saddleback College.

PROFESSIONAL AFFILIATIONS:

Modern Language Association; American Studies Association; American Historical Association; Western Literature Association; Western Historical Association

AWARDS:

Huntington-USC Institute on California and the West (2011); Autry Museum Visiting Scholar (2011); Marta Feuchtwanger Merit Award (2010–2011); Del Amo Foundation Award (2010); Huntington-USC Institute on California and the West (2008); USC Merit Fellowship (2007–2008); Charles Redd Center, Brigham Young University (2011); Pushcart Prize nomination (2005); First Prize in the Waasmode Fiction Contest (2004); Robert Olen Butler Prize in Fiction (2003); John Wood Prize in Poetry (2003); Lynn and Richard Reid Scholar (2000-2003).

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Classified Personnel Actions – Regular Items

**ACTION:** Approval/Ratification

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**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.

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. CATALDO, MONICA is to be employed as Senior Administrative Assistant, Pos. #3326, Office of the President, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective June 5, 2013. This is a replacement for Jennifer Bonkowski, who received a change in status.
  - b. ORANSKY, ELISSA is to be employed as a contract manager/term appointed as Director of Annual Giving and Development Services, categorical grant funded, Pos. #4737, Office of College Foundation, Saddleback College, Integrated Administrator/Manager Salary Schedule Range 18, Step 3. 40 hours per week, for the period of June 18, 2013 through June 30, 2014. Employment in this categorical/grant funded position is contingent upon revenue from College Foundation.
  - c. PAHOMI, CONSTANTIN is to be employed as Custodian, Pos. #1427, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, plus 7.5% shift differential, 40 hours per week, 12 months per year, effective May 20, 2013. This is a replacement for Darryl Carter, who retired.
  - d. PICKERING, DAWN is to be employed as Senior Administrative Assistant, Pos. #3527, Special Programs and Services, School of Guidance and Counseling, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective May 28, 2013. This is a replacement for Sharon Kennedy, who retired.
  - e. PRINZING, KEITH is to be employed as Police Officer, Pos. #4235, Office of Campus Safety and Security, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 2, Step 1, plus 5% shift differential, 24 hours per week, 12 months per year, effective May 15, 2013. This position was approved by the Board of Trustees on February 22, 2010.
  - f. REZVANI, KIMIA is to be employed as Administrative Assistant, Pos. #3361, Financial Aid, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective May 20, 2013. This is a replacement for Lynn Martin, who retired.
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>
Aguilar, Salvador	Custodian/SC	113/1	05/22/13
<sup>1</sup> Casillas, Meghan	Senior Counseling Office Assistant/SC	119/1	04/29/13

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<sup>1</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Admissions, Records and Enrollment Services, 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>
Dixon, Sheryn	Dispatcher/Records/IVC	119/1	05/28/13
Frais, Daina	Child Development Specialist/IVC	122/1	05/30/13
Frais, Daina	Senior Child Development Specialist/IVC	128/1	07/01/13
Gallegos, Jose	Police Officer/IVC	II/1	06/01/13
Guzman, Jean	Human Resources Assistant/Dist.	121/1	07/01/13
Jones, Evelyn	Senior Child Development Specialist/IVC	128/1	07/01/13
Leatherman, Mary	Dispatcher/Records/IVC	119/1	05/28/13
Metcalf, Justise	Custodian/IVC	113/1	05/17/13
<sup>2</sup> Theriault, James	Police Officer/IVC	II/1	06/01/13

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Aldrich, David	TMD Aide/IVC	20.00	05/31/13-06/30/13
Basalla, Megan	Project Specialist/SC	10.50	05/15/13-06/30/13
Berg, Anothony	Outreach Aide/SC	10.50	05/14/13-06/30/13
Bieznieks, Erik	Project Specialist/IVC	16.00	04/15/13-06/30/13
Cabos, Gabby	Project Specialist/IVC	16.00	04/15/13-06/30/13
Campo, Enrique	Project Specialist/IVC	20.00	04/15/13-06/30/13
Corbett, William	Project Specialist/IVC	16.00	04/15/13-06/30/13
Earle, Robert	Coaching Aide/IVC	15.00	05/31/13-06/30/13
Globerson, Jordan	Project Specialist/SC	15.00	05/15/13-06/30/13
Gonzalez, Deyanira	Project Specialist/SC	16.00	06/01/13-06/30/13
Gregory, Matthew	TMD Aide/IVC	20.00	05/31/13-06/30/13
Hartman, John	Project Specialist/SC	10.50	04/29/13-06/30/13
Hillebrand, Nicholas	TMD Aide/IVC	20.00	05/31/13-06/30/13
Hooshmand, Chris	Project Specialist/IVC	16.00	04/15/13-06/30/13
Ichikawa, Sherry	Clerk, Short-Term/SC	12.00	05/28/13-06/30/13
Kofford, Whitney	TMD Aide/SC	18.00	05/17/13-06/30/13
Longo, Amber	Project Specialist/SC	8.50	06/01/13-06/30/13
Lopez, Johanna	Project Specialist/SC	20.00	05/20/13-06/30/13
Miller, Matthew	Project Specialist (IT)/Dist.	17.00	05/06/13-06/30/13
Modrynski, Jason	Adapted Kinesiology Aide/SC	11.50	05/01/13-06/30/13
Montoya Anderson, Stacy	Project Specialist/ Dist	20.00	05/07/13-06/30/13
Park, Christina	Project Specialist/SC	13.00	05/30/13-06/30/13
Petersen, Brandon	Project Specialist/SC	15.00	05/15/13-06/30/13
Roehler, Trevor	TMD Aide/IVC	20.00	05/31/13-06/30/13
Serrano, David	Project Specialist/IVC	16.00	04/15/13-06/30/13
Shearman, Carrie	Project Specialist/SC	10.50	05/15/13-06/30/13
Small, George	Project Specialist/IVC	20.00	05/28/13-06/30/13

<sup>2</sup> Husband of Sandrina Theriault, Dispatcher Lead, Campus Safety and Security, Irvine Valley College.



**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Sutton, Caitlin	Project Specialist/SC	8.50	06/01/13-06/30/13
Takenaka, Kyoko	TMD Aide/SC	10.50	05/28/13-06/30/13
Talby, Ethan	Project Specialist/SC	15.00	05/28/13-06/30/13
Terrado, Kevin	Project Specialist/SC	15.00	05/28/13-06/30/13
Thampi, Advait	Project Specialist/IVC	16.00	05/28/13-06/30/13
Vigueras, Carla	TMD Aide/IVC	20.00	05/31/13-06/30/13
Zavaleta, Jacqueline	Project Specialist/SC	10.50	05/15/13-06/30/13

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Ibarra, Marleth	Project Specialist/SC	10.50	07/01/13-12/31/13
<sup>3</sup> Looney, Tia	Project Specialist/SC	13.00	07/01/13-12/31/13
Ochiai, Alan	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Ohlig, Vanessa	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Ontiveros, Sergio	Project Specialist/SC	8.50	07/01/13-12/31/13
Ortiz, Maria	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Overduin, Alexander	Project Specialist/Dist.	20.00	07/01/13-12/31/13
Palma Serrano, Nayeli	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Parra, Antonio	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
<sup>4</sup> Parra, Cristina	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
<sup>5</sup> Paulis, Monique	Project Specialist/SC	16.00	07/01/13-12/31/13
Peeler, Danielle	Coaching Aide/SC	15.00	07/01/13-12/31/13
Perez, Denice	Project Specialist/SC	16.00	07/01/13-12/31/13
<sup>6</sup> Pestolesi, Kari	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Petrovich, Alexis	Project Specialist/SC	16.00	07/01/13-12/31/13
Pham, Peter	Spec. Proj. Coord./IVC	40.00	07/01/13-12/31/13
Phan, James	Project Specialist/IVC	16.00	07/01/13-12/31/13
Phelps, Riley	TMD Aide/SC	16.00	07/01/13-12/31/13
Phillips, Rebecca	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Pinto, Patricia	Adapt. Kines. Aide/IVC	16.00	07/01/13-12/31/13

<sup>3</sup> Wife of Cameron Looney, Custodian, Office of Physical Plant, Irvine Valley College and daughter-in-law of Michael Looney, Police Officer, Office of Campus Safety and Security, Saddleback College.

<sup>4</sup> Daughter of Lori Parra, Extended Opportunity Program Specialist-Bilingual, Division of Counseling Services and Special Programs, Saddleback College.

<sup>5</sup> Sister of Angelique Paulis, Student Help, Liberal Arts, Saddleback College.

<sup>6</sup> Daughter of Thomas and Diane Pestolesi, Full-time, Physical Education Instructor, School of Health, Kinesiology and Athletics, Irvine Valley College; and Full-time, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, respectively.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Quezada, Terry	Project Specialist/SC	16.00	07/01/13-12/31/13
Quinn, Johnathan	Coaching Aide/SC	15.00	07/01/13-12/31/13
Raissian, Behnaz	Project Specialist/SC	16.00	07/01/13-12/31/13
Ramirez, Adriana	Project Specialist/SC	16.00	07/01/13-12/31/13
Reed, Margaret	TMD Aide/IVC	16.00	07/01/13-12/31/13
Richards, Ryan	Coaching Aide/SC	15.00	07/01/13-12/31/13
Richardson, Kayla	TMD Aide/SC	16.00	07/01/13-12/31/13
Roach, Dana	Coaching Aide/SC	15.00	07/01/13-12/31/13
Robinson, Marc	TMD Aide/SC	16.00	07/01/13-12/31/13
Rodriguez, Daniela	TMD Aide/SC	16.00	07/01/13-12/31/13
Roehler, Trevor	TMD Aide/IVC	16.00	07/01/13-12/31/13
Runde, Jessica	TMD Aide/IVC	20.00	07/01/13-12/31/13
Salvatierra, Franz	Project Specialist/SC	16.00	07/01/13-12/31/13
Samaie, Pegah	TMD Aide/SC	16.00	07/01/13-12/31/13
Sandhu, Ravinder	Project Specialist/SC	16.00	07/01/13-12/31/13
Schlesinger, David	Project Specialist/SC	16.00	07/01/13-12/31/13
Schmid, Teresa	CDC Project Specialist/SC	20.00	07/01/13-12/31/13
Scott, David	TMD Aide/SC	16.00	07/01/13-12/31/13
Sebold, Margaret	Project Specialist/SC	16.00	07/01/13-12/31/13
Senda, Thokozile	Project Specialist/SC	16.00	07/01/13-12/31/13
Serrano, Carlos	Outreach Aide/SC	12.50	07/01/13-12/31/13
Shadid, Bryan	Coaching Aide/SC	15.00	07/01/13-12/31/13
Shepherd, Meeghan	TMD Aide/IVC	16.00	07/01/13-12/31/13
Shomph, Crystal	TMD Aide/IVC	20.00	07/01/13-12/31/13
Shults, Maryanne	Project Specialist/SC	16.00	07/01/13-12/31/13
Silva, Felissa	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Skinner, Daniel	ST Campus Sec. Off./IVC	18.00	07/01/13-12/31/13
Snyder, Deborah	Project Specialist/SC	16.00	07/01/13-12/31/13
Sotelo, Floridel	Project Specialist/IVC	20.00	07/01/13-12/31/13
Sparkuhl, Julie	Project Specialist/SC	16.00	07/01/13-12/31/13
Steinriede, Lindsay	Coaching Aide/SC	15.00	07/01/13-12/31/13
Stephens, Gary	Coaching Aide/SC	15.00	07/01/13-12/31/13
Stinson, Felicia	Project Specialist/SC	20.00	07/01/13-12/31/13
Strickland, Brandon	Coaching Aide/SC	15.00	07/01/13-12/31/13
Sullivan, Desiree	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Sussman, Diane	TMD Aide/SC	16.00	07/01/13-12/31/13
Tate, Christopher	Outreach Aide/SC	12.50	07/01/13-12/31/13
Tenchka, Kathleen	Project Specialist/IVC	16.00	07/01/13-12/31/13
Tesch, Gregory	Project Specialist (IT)/Dist.	50.00	07/01/13-12/31/13
Toice, Katrina	TMD Aide/SC	16.00	07/01/13-12/31/13

**A. NEW PERSONNEL APPOINTMENTS** - Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Tomlinson, Warren	Project Specialist/SC	16.00	07/01/13-12/31/13
Torcinia, Thomas	Outreach Aide/SC	12.50	07/01/13-12/31/13
Tracey, Claire	Project Specialist/SC	16.00	07/01/13-12/31/13
Trippe, William	Project Specialist/SC	8.50	07/01/13-12/31/13
Trumble, Phillip	Coaching Aide/SC	15.00	07/01/13-12/31/13
Trytten, Lacy	Outreach Aide/SC	12.50	07/01/13-12/31/13
Tu, Veronica	Project Specialist/SC	16.00	07/01/13-12/31/13
Tung, Haiyun	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Turk, Anthony	Project Specialist/SC	16.00	07/01/13-12/31/13
Uhlman, John	Project Specialist/SC	18.00	07/01/13-12/31/13
Ullrich, Karen	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Vann, Amber	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Varho, Matt	TMD Aide/IVC	20.00	07/01/13-12/31/13
Vartanian, Laurie	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Vega, Angel	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Velazquez, Maria	Project Specialist/SC	16.00	07/01/13-12/31/13
Vigueras, Carla	TMD Aide/IVC	16.00	07/01/13-12/31/13
Wagner Steiner, Sheri	Project Specialist/SC	16.00	07/01/13-12/31/13
Wang, Charles	Adapt. Kines. Aide/IVC	16.00	07/01/13-12/31/13
<sup>7</sup> Watt, Sara	Project Specialist/SC	16.00	07/01/13-12/31/13
Watters, Damien	Coaching Aide/SC	15.00	07/01/13-12/31/13
<sup>8</sup> Webster, Patrick	Outreach Aide/SC	12.50	07/01/13-12/31/13
<sup>8</sup> Webster, Perry	Coaching Aide/SC	15.00	07/01/13-12/31/13
Weiss, Elizabeth	Spec. Proj. Coord./IVC	40.00	07/01/13-12/31/13
Welch, Hailey	TMD Aide/SC	16.00	07/01/13-12/31/13
Wells, Douglas	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Whelan, Andrew	Project Specialist/SC	16.00	07/01/13-12/31/13
White, Brennan	Project Specialist/SC	16.00	07/01/13-12/31/13
Wilford, Scott	Coaching Aide/SC	15.00	07/01/13-12/31/13
Wilkins, Kelly	Coaching Aide/SC	15.00	07/01/13-12/31/13
Williamson, Jehann	TMD Aide/IVC	20.00	07/01/13-12/31/13
Wilson, Curtis	Coaching Aide/SC	15.00	07/01/13-12/31/13
Winfrey, Sarah	TMD Aide/SC	16.00	07/01/13-12/31/13
Woods, Christopher	Coaching Aide/SC	15.00	07/01/13-12/31/13
Yamaguchi, Troy	Coaching Aide/SC	15.00	07/01/13-12/31/13
Yasukochi, Donal	Coaching Aide/SC	15.00	07/01/13-12/31/13
Yearwood, Susan	Project Specialist/SC	16.00	07/01/13-12/31/13
Yell, Lacey	Coaching Aide/SC	15.00	07/01/13-12/31/13

<sup>7</sup> Daughter of Deborah Watt, temporary, substitute, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

<sup>8</sup> Brothers, Patrick works in the Outreach and Community Relations, Office of Student Services, Saddleback College; Perry works in the Division of Kinesiology and Athletics, Saddleback College

**A. NEW PERSONNEL APPOINTMENTS** – Continued

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Yi, Ki	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Yunes, Omar	Coaching Aide/SC	15.00	07/01/13-12/31/13
Zane, Lauren	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Ziencina, Taylor	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Zotınca, Alexandru	Coaching Aide/IVC	15.00	07/01/13-12/31/13

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Adlou, Bahman	05/01/13-06/30/13
Amy, John	05/01/13-06/30/13
Acensio, Cameron	05/01/13-06/30/13
Dahanayake, Piasha	05/01/13-06/30/13
Dulawan, Christina	05/01/13-06/30/13
Hernandez, Bridget	05/15/13-06/30/13
Joslyn, Briana	05/01/13-06/30/13
Malik, Amber	05/15/13-06/30/13
<sup>9</sup> Rasouli, Mohamed	05/01/13-06/30/13
<sup>9</sup> Rasouli, Monira	05/01/13-06/30/13
Willmore, Lovell	05/28/13-06/30/13

6. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Aisner, Tyler	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Arth, Allison	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Castellaw, Tyler	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>10</sup> Churchill, Caylie	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>10</sup> Churchill, Tori	Sr. Lifeguard/SC	16.00/hr	05/21/13-06/30/13
Connors, Katelyn	Recreation Aide/SC	10.00/hr	05/28/13-06/30/13
Conway, Carolina	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Davidson, Kelsey	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
DeKoning, Shannon	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Edsall, Craig	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13

<sup>9</sup> Siblings; both work at the School of Guidance and Counseling, Irvine Valley College.

<sup>10</sup> Siblings; both 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 **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Funke, Christina	Comm. Ed./SC	2500.00/cs	05/31/13-06/30/13
Hall, Jasmine	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Hamilton, Lauren	Sr. Lifeguard/SC	16.00/hr	06/04/13-06/30/13
Hetschel, Alyssa	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Janke, Janelle	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Kemp, Leif	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Lawson, Hannah	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Lefevre, Zachary	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>11</sup> Mackey, Brittney	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>11</sup> Mackey, Marica	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>11</sup> Mackey, Sierralyn	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Marandola, Alessandra	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Mendoza, Felipe	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>12</sup> Paretta, Alexandra	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>12</sup> Paretta, Francesca	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Powers-Hubbard, Connor	Sr. Lifeguard/SC	16.00/hr	06/04/13-06/30/13
Quinn, Olivia	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
Rozas, Mackenzi	Recreation Aide/SC	10.00/hr	05/22/13-06/30/13
Rydzeski, Alexis	Sr. Lifeguard/SC	16.00/hr	05/28/13-06/30/13
Sandell, Elizabeth	Sr. Lifeguard/SC	16.00/hr	05/01/13-06/30/13
<sup>13</sup> Searcy, Carly	Recreation Aide/SC	10.00/hr	05/28/13-06/30/13
Skelding, Benjamin	Sr. Lifeguard/SC	16.00/hr	06/04/13-06/30/13
Zadoorian, Teddy	Recreation Aide/SC	10.00/hr	05/28/13-06/30/13

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Gibson, John	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Helmstetter, Patrick	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Lippert, Carol	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Mayenzet, Maria	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
<sup>14</sup> McCaughy, Colin	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13

<sup>11</sup> Siblings; all work for Community Education, Saddleback College.

<sup>12</sup> Siblings; both work for Community Education, Saddleback College.

<sup>13</sup> 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.

<sup>14</sup> Husband of Monique Brass, Associate Faculty, School of Health Sciences, Kinesiology and Athletics, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS – Continued**

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
O'Connell, Jalon	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
O'Gorman, Mackenzie	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Ovadia, Nargues	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Oye, Bradley	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Padden, Thomas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Pane, Christopher	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
<sup>15</sup> Paretta, Alexandra	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
<sup>15</sup> Paretta, Francesca	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Parker, Maxwell	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Parks, Timothy	Model/SC	22.00/hr	07/01/13-12/31/13
Patterson, Pamela	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Pekarcik, Alyssa	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
<sup>16</sup> Pestolesi, Thomas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Peterson, Edward	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Phelan, Linda	Model/IVC	22.00/hr	07/01/13-12/31/13
Phillip, Diana	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Pidgeon-Pagliei, Jennifer	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Pinto, Andrew	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Podobas, Anna	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Porzuczek, Paul	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Poth, Janet	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Pouresfandiari, Shahram	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Pourreza, Atousa	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Prather, Jeanette	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Quade, Joyce	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Quinn, Olivia	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Ramos, Gabriella	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Ranjbar, Sima	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Ray, Kerry	Model/IVC	22.00/hr	07/01/13-12/31/13
Records, Louise	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Reshetnyak, Vladislav	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Revelle, Rebecca	Model/IVC	22.00/hr	07/01/13-12/31/13
Rigali, Rebecca	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Robbins, Sacha	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Rodgers-Griffin, Allison	Interpreter II/SC	16.00/hr	07/01/13-12/31/13
Rosendale, Steven	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Rounds, Michael	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13

<sup>15</sup> Sisters, both work for the Office of Community Education, Saddleback College.

<sup>16</sup> Husband of Diane Pestolesi, Full-time, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College; and father of Kari Pestolesi, Coaching Aide, School of Health, Kinesiology and Athletics, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Rubin, Kathryn	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Rudmann, Brent	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Ruffino, Michael	Model/IVC	22.00/hr	07/01/13-12/31/13
Ruppert, Beverly	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Ryan, Stacie	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Saintignon, Angelica	Tutor/SC	12.00/hr	07/01/13-12/31/13
Sandell, Elizabeth	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Sanii, Raika	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Sarvi, Anahita	Tutor/SC	12.00/hr	07/01/13-12/31/13
Scanlan, Kevin	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Schaefer, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Schiff, Maureen	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Schilling, Brian	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Schoon, JoAnna	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Schultz, Dolores	Tutor/SC	12.00/hr	07/01/13-12/31/13
Scodeller, Emil	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Scott, Allison	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Scott, Ann	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Sentenn, Johannah	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Shaw, Glenda	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Shen, Yufan	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Sherwood, Kelley	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Shields, Judith	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
<sup>17</sup> Shirazi, Dorsa	Tutor/IVC	12.00/hr	07/01/13-12/31/13
<sup>17</sup> Shirazi, Roksana	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Shirian Mayani, Homa	Tutor/SC	12.00/hr	07/01/13-12/31/13
Shoemaker, Parry	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Siah, Aurash	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Sipes, Jessica	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Skalsky, Ashley	Tutor/SC	12.00/hr	07/01/13-12/31/13
Skaron, Deborah	Tutor/SC	12.00/hr	07/01/13-12/31/13
Skinner, Diane	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Smith, Clayton	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Smith, Elizabeth	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Smith, Jordan	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Smith, Ronald	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Song, Kyong	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Sonoyama, Yoshie	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Sorenson, Jeffrey	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13

<sup>17</sup> Sisters, both work in the School of Library Services, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Staley, Matthew	Tutor/SC	12.00/hr	07/01/13-12/31/13
Stanley, Barak	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Stellar, Carol	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Stickel, Karl	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Stockler, Barbara	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Stowell, Rylee	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Stratton, Carmen	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Stuart, Idamae	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Su, Tiffany	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Swiatkowski, Paulina	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Tantuvanich, Richard	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Taylor, Karen	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Thompson, Christine	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Thompson, David	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Thompson, Jonathan	Model/SC	22.00/hr	07/01/13-12/31/13
Tilley, Nancy	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Toombs, Berdena	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Tran, Caonhu	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Tran, Tu My	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Trani, Nicholas	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Trivedi, Parinita	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Tung, Haiyun	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Tupper, Linda	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Turney, Jason	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Tyson, Stuart	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Unger, Jason	Tutor/SC	12.00/hr	07/01/13-12/31/13
Unoura, Susan	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Vafai, Shayesteh	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Viloria, Asia	Interpreter I/SC	13.00/hr	07/01/13-12/31/13
Vitello, Anthony	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Waddell, Cynthia	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Walker, Stacy	Model/IVC	22.00/hr	07/01/13-12/31/13
Wallin, Summer	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Wang, You-Sui	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Wecklich, Steven	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Whidden, Pamela	Model/SC	22.00/hr	07/01/13-12/31/13
Williams, Christopher	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Willis, Ursula	Tutor/SC	12.00/hr	07/01/13-12/31/13
Wingert, Joseph	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Winters, Rachel	Captionist/SC	42.00/hr	07/01/13-12/31/13
Wojno, Leon	Tutor/SC	12.00/hr	07/01/13-12/31/13
Wolf, Amberley	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13



**A. NEW PERSONNEL APPOINTMENTS - Continued**

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Wood Harris, Jan	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Wood, William	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Woodward, Wenying	Model/IVC	22.00/hr	07/01/13-12/31/13
Woolard, Abigail	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Woolard, Caleb	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Xie, Huayang	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Yaklyvich, Erin	Model/SC	22.00/hr	07/01/13-12/31/13
Yang, Chih	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Yang, Hongzhe	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Yeh, Tienyao	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Yonan, Kirsten	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Zamanian, Ali	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Zirhut, Yvette	Interpreter IV/IVC	42.00/hr	07/01/13-12/31/13
Zondervan, Daniel	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Zuniga, Delia	Tutor/SC	12.00/hr	07/01/13-12/31/13
Zurilgen, Aubriana	Model/IVC	22.00/hr	07/01/13-12/31/13

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. CURRICULUM PUBLICATIONS SPECIALIST, Pos. #3272, Classified Bargaining Unit Salary Schedule Range 132, Office of Instruction, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2013. (Position approved: February 27, 2006)
2. CURRICULUM/SCHEDULING SPECIALIST, Pos. #4688, Classified Bargaining Unit Salary Schedule Range 130, Office of Instruction, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2013. (Position approved: October 29, 2012)
3. CURRICULUM/SCHEDULING SPECIALIST, Pos. #4742, Classified Bargaining Unit Salary Schedule Range 130, Office of Instruction, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2013. (Position approved: February 25, 2013)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. COSTUME/MAKEUP DESIGNER, Classified Bargaining Unit Salary Schedule Range 132, School of Fine Arts, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 10 months per year position to its staff complement, effective June 18, 2013.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

2. <sup>18</sup>DEVELOPMENT ASSISTANT I, Classified Bargaining Unit Salary Schedule Range 128, College Foundation, Office of the President, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective May 21, 2013.
3. <sup>19</sup>DEVELOPMENT ASSISTANT II, Classified Bargaining Unit Salary Schedule Range 131, College Foundation, Office of the President, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective May 21, 2013.
4. DEVELOPMENT ASSISTANT II, Classified Bargaining Unit Salary Schedule Range 131, College Foundation, Office of the President, Irvine Valley seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2013.
5. PROGRAM TECHNICIAN, CATEGORICAL, a categorical/grant funded position, Classified Bargaining Unit Salary Schedule Range 122, Advanced Technology and Education Park Facility, School of Academic Programs, Irvine Valley College seeks authorization to establish and announce a part-time, 20 hours per week position to its staff complement, effective June 18, 2013 through November 30, 2014. Employment in this categorical/grant funded position is contingent upon funding by the Career Technical Education grant.

**D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS**

1. IRVINE VALLEY COLLEGE 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.
  - 1a. **ELIMINATE** CURRICULUM/SCHEDULING SPECIALIST, Office of Instruction, Pos. #3523, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** CURRICULUM SPECIALIST, Office of Instruction, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 12 months per year position to its staff complement, effective June 18, 2013. (Position #3523 was approved by the Board of Trustees on February 27, 2006)
  - 1ai. **RECLASSIFY** DI ALTO, LOIS, ID #3145, from Curriculum/Scheduling Specialist, Pos. #3523, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year to Curriculum Specialist, Classified Bargaining Unit Salary Schedule Range 132, Step 6. 40 hours per week, 12 months per year, effective June 18, 2013.

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<sup>18</sup> Correcting title only as approved by the Board of Trustees on May 20, 2013, item B3, Page 13 of the Classified agenda,

<sup>19</sup> Correcting title only as approved by the Board of Trustees on May 20, 2013, item B4, Page 13 of the Classified agenda,

**E. CHANGE OF CATEGORICAL FUNDING FOR A CLASSIFIED POSITION**

1. PROGRAM ASSISTANT, CATEGORICAL, a categorical/grant funded position, Pos. #4305, Classified Bargaining Unit Salary Schedule Range 118, Division of Health Sciences and Human Services, Saddleback College is requesting to change categorical funding for this position from the HIT Program/Workforce Development Grant to be funded by Enrollment Growth and ASL-Mental Health Grants, effective July 1, 2013 through June 30, 2014. This position is appointed to Ashley Andersen, ID #17924, if approved, employment in this grant/funded position will be contingent upon funding by both Enrollment Growth and ASL-Mental Health Grants.

**F. REORGANIZATION**

1. IRVINE VALLEY COLLEGE seeks authorization to change the reporting structure for the following Classified position/s, from reporting to the Dean of Academic Programs, to report directly to the Dean of Online and Extended Education, effective July 1, 2013.
  - a. **SENIOR ADMINISTRATIVE ASSISTANT**, Pos. #3750, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year. (Pos. 3750 was approved by the Board of Trustees on June 25, 2007, and is appointed to Heather Whitecotton, ID #12890)
2. IRVINE VALLEY COLLEGE seeks authorization to change the assigned location for the following Classified positions, from reporting to the Advanced Technology and Education Park Facility, to report directly to the Office of Physical Plant on the Irvine Valley College Campus, effective May 13, 2013.
  - a. **UTILITY CUSTODIAN**, Pos. #3562, Classified Bargaining Unit Salary Schedule Range 117, full-time, 40 hours per week, 12 months per year. (Pos. #3562 was approved by the Board of Trustees on February 27, 2006, and is appointed to Richard Burnett, ID #6184)

**G. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS**

1. IRVINE VALLEY COLLEGE seeks authorization to increase the hours per week for the following Classified positions within their organization.
  - a. **ELIMINATE CUSTODIAN**, Pos. #4365, the Advanced Technology and Education Park Facility, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 113, part-time, 25 hours per week, 12 months per year and **CREATE CUSTODIAN**, the Advanced Technology and Education Park Facility, Office of Physical Plant, Classified Bargaining Unit Salary Schedule Range 113, 28 hours per week, 12 months per year, effective June 18, 2013. (Position 4365 was approved by the Board of Trustees on October 25, 2010)

## **H. CHANGE OF STATUS**

### **1. CLASSIFIED EMPLOYMENT**

- a. <sup>20</sup>BANES, SHERRI, ID #12881, Program Coordinator, Categorical, Pos. #3768, Classified Bargaining Unit Salary Schedule Range 134, Step 6, 40 hours per week, 11 months per year, Office of Instruction, Saddleback College, has been placed into the assignment of Administrative Assistant, Pos. #4774, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, in accordance with Article 17 of the C.S.E.A. contract, effective May 21, 2013. This position replaced position #3444, and was approved by the Board of Trustees on May 20, 2013.

### **2. CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. HAZZARD, RUBY, ID #16706, Human Resources Assistant, Pos. #4463, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Office of Human Resources, District, is to be employed as Benefits Specialist, Pos. #4396, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, Risk Management, Office of Business Services, District, effective May 23, 2013. This is a replacement for Brooke Daher, who resigned.
- b. LAKOW-ORAM, GINA, ID #10094, Health Office Assistant, Pos. #4775, Classified Bargaining Unit Salary Schedule Range 115, Step 3, 25 hours per week, 12 months per year, Student Health Center, Office of Student Services, Saddleback College, is to be employed as Administrative Assistant, Pos. #3270, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, Office of Facilities, Planning and Purchasing, District, effective May 24, 2013. This is a replacement for Samuel Hamblen, who received a change in status.

### **3. CLASSIFIED EMPLOYMENT TEMPORARY INCREASE HOURS**

- a. MOSQUEDA, YULIA, ID #18750, International Student Program Technician, Pos. #4483, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 20 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary increase in hours to 40 hours per week, with benefits, effective May 13, 2013 through November 15, 2013, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.

### **4. CLASSIFIED EMPLOYMENT EXTENDED**

- a. ALDER, KATE, ID #17862 is a contract manager/term appointed as Project Director - Career Technical Education, categorical grant funded, Pos. #4638, Integrated Administrator/Manager Salary Schedule Range 13, Step 3, 40 hours per week, School of Career Technical Education and Workforce Development, Irvine Valley College, for a period of July 1, 2013 through June 30, 2014. Employment in this grant funded position is contingent upon the availability of the Career Technical Education Project Grants funded through the State of California.

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<sup>20</sup> Correcting Classified Personnel Actions/Ratifications, Page 15, item E1a, presented to the Board of Trustees on May 20, 2013.



**H. CHANGE OF STATUS- Continued**

**4. CLASSIFIED EMPLOYMENT EXTENDED**

- b. LOFTUS, NICOLE, ID #15735, is a contract manager/term appointed as Director of Foster and Kinship Care Program, categorical/grant funded, Pos. #4635, Integrated Administrator/Manager Salary Schedule Range 12, Step 4, 29 hours per week, Division of Social and Behavioral Sciences, Saddleback College, for the period of July 1, 2013 through June 30, 2014. Employment in this categorical/grant funded position is contingent upon availability of funding from the Foster and Kinship Care Education Program grant.
- c. METZ, ROXANNE, ID #19340, is a contract manager/term appointed as College Grants and Contracts Manager, categorical/grant funded, Pos. #4691, Integrated Administrator/Manager Salary Schedule Range 13, Step 4, 40 hours per week, Grants and Contracts, Office of Administrative Services, Saddleback College, for the period of July 1, 2013 through June 30, 2014. Employment in this categorical/grant funded position is contingent upon availability of funding from Contract and Grant Indirect Revenue.
- d. OPEL, MARY, ID #19341, is a contract manager/term appointed as Construction Manager, categorical/grant funded, Pos. #4685, Integrated Administrator/Manager Salary Schedule Range 16, Step 3, 40 hours per week, Facilities, Planning and Purchasing, Office of Business Services, District, for the period of July 1, 2013 through June 30, 2014. Employment in this categorical/grant funded position is contingent upon availability of funding from Major Capitol Improvement, Project Specific.
- e. SCHIERMEYER, DAVID, ID #19339, is a contract manager/term appointed as Construction Manager, categorical/grant funded, Pos. #4686, Integrated Administrator/Manager Salary Schedule Range 16, Step 5, 40 hours per week, Facilities, Planning and Purchasing, Office of Business Services, District, for the period of July 1, 2013 through June 30, 2014. Employment in this categorical/grant funded position is contingent upon availability of funding from Major Capitol Improvement, Project Specific.

**I. OUT OF CLASS ASSIGNMENTS**

- 1. ARENDTS, ERIKA, ID #4565, Senior Administrative Assistant, Pos. #4663, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, School of Academic Programs, Irvine Valley College, temporary assignment ends on June 30, 2013, returns to permanent assignment as Clerical Assistant, Pos. #4480, Classified Bargaining Unit Salary Schedule Range 113, Step 2, 20 hours per week, 10 months per year, School of Academic Programs, Irvine Valley College, effective July 1, 2013.
- 2. BANES, SHERRI, ID #12881, Administrative Assistant, Pos. #4774, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3541, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Office of the President, Saddleback College, effective June 3, 2013. This is a temporary replacement for Tricia Fain, who has been temporarily reassigned.

**I. OUT OF CLASS ASSIGNMENTS - Continued**

3. BROWN, JANICE, ID #4565, Senior Matriculation Specialist, Pos. #4761, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, temporary assignment ended on May 8, 2013, returned to permanent assignment as Senior Admissions and Records Specialist, Pos. #3337, Classified Bargaining Unit Salary Schedule Range 126, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective May 9, 2013.
4. <sup>21</sup>BUGAY, PATTI, ID #17504, Curriculum/Scheduling Specialist, a temporary assignment, Pos. #4714, Classified Bargaining Unit Salary Schedule Range 130, Step 4, 40 hours per week, Office of Instruction, Saddleback College, has been reassigned to a temporary assignment as Curriculum Specialist, Pos. #4785, Classified Bargaining Unit Salary Schedule Range 132, Step 3, 40 hours per week, Office of Instruction, Saddleback College, effective June 18, 2013. This is a temporary reassignment for a vacant position, which was approved by the Board of Trustees on May 20, 2013.
5. <sup>22</sup>DI ALTO, STEPHANIE, ID #18268, Curriculum/Scheduling Specialist, a temporary assignment, Pos. #4742, Classified Bargaining Unit Salary Schedule Range 130, Step 1, 40 hours per week, Office of Instruction, Saddleback College, has been reassigned to a temporary assignment as Curriculum Specialist, Pos. #4786, Classified Bargaining Unit Salary Schedule Range 132, Step 1, 40 hours per week, Office of Instruction, Saddleback College, effective June 18, 2013. This is a temporary reassignment for a vacant position, which was approved by the Board of Trustees on May 20, 2013.
6. HANSON, CHRISTIAN, ID #17498, HVAC Technician, Pos. #3387, Classified Bargaining Unit Salary Schedule Range 128, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, was given a temporary change in assignment to Plant Engineer, Pos. #3398, Classified Bargaining Unit Salary Schedule Range 134, Step 2, 40 hours per week, Office of Physical Plant, Saddleback College, effective May 2, 2013 through May 13, 2013. This was a temporary reassignment for Alan Cherry, who was on leave.
7. LOUIE, SHARON, ID #14781, Acting Director of Extended Education, a temporary assignment, Pos. #4656, Integrated Administrator/Manager Salary Schedule Range 13, Step 1, 40 hours per week, School of Academic Programs, Irvine Valley College, temporary assignment ends on June 30, 2013, returns to permanent assignment as Senior Administrative Assistant, Pos. #3367, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, School of Academic Programs, Irvine Valley College, effective July 1, 2013.

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<sup>21</sup> Wife of Dr. David Bugay, Vice Chancellor of Human Resources, Employer and Employee Relations, District. Mrs. Bugay's permanent assignment is Pos. #3224, Senior Administrative Assistant, Range 127, Step 4, Division of Fine Arts and Media Technology, Saddleback College.

<sup>22</sup> Daughter of Lois DiAlto, Curriculum and Scheduling Specialist, Office of Instruction, Irvine Valley College. Ms. DiAlto's permanent assignment is Pos. #3939, Curriculum Assistant, Range 121, Step 2, Office of Instruction, Saddleback College.

**I. OUT OF CLASS ASSIGNMENTS** - Continued

8. <sup>23</sup>NUNEZ, KATHRYN,, ID #2474, Acting Payroll and Benefits Processing Manager, a temporary assignment, Pos. #4769, Integrated Administrator/Manager Salary Schedule Range 13, Step 3, 40 hours per week, Office of Business Services, District, temporary assignment ended on May 31, 2013, returned to permanent assignment as Senior Payroll Specialist, Pos. #4091, Classified Bargaining Unit Salary Schedule Range 131, Step 6, 40 hours per week, 12 months per year, Office of Business Services, District, effective June 3, 2013.
9. YANG, KAREN, ID #15183, Administrative Assistant, Pos. #4505, Classified Bargaining Unit Salary Schedule Range 121, Step 5, 24 hours per week, 12 months per year, Division of Liberal Arts, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3245, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, Division of Counseling Services, Saddleback College, effective May 7, 2013. This is a temporary replacement for Anne Rocha, who retired.
10. ZIMBALIST, JACQUELINE, ID #14283, Senior Administrative Assistant, a temporary assignment, Pos. #4716, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, temporary assignment ended on April 19, 2013, returned to permanent assignment as Administrative Assistant, Pos. #3402, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, District, effective April 20, 2013.
11. ZIMBALIST, JACQUELINE, ID #14283, Administrative Assistant, Pos. #3402, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3224, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, effective May 15, 2013. This is a temporary replacement for Patti Bugay, who has been temporarily reassigned.

**J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BARNAK, GARY, ID #18591, Director, Advanced Technology Project, Rapid Tech, Categorical, Pos. #4633, Integrated Administrator/Manager Salary Schedule Range 17, Step 3, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, conclusion of employment effective June 2, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Start date: February 13, 2012)
2. DALY, TRACY, ID #13403, Director of Economic and Workforces Development, Pos. #4548, Integrated Administrator/Manager Salary Schedule Range 16, Step 8, 40 hours per week, 12 months per year, Division of Business Science and Vocational and Economic Development, Saddleback College, conclusion of employment effective May 31, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88195. Payment is authorized for any compensated time off. (Start date: January 6, 2004)

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<sup>23</sup> Mother of Maria-Ester Nunez, Extended Opportunity Program Specialist, School of Guidance and Counseling, Irvine Valley College.

**J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued**

3. DAVIES, LINDA, ID #1829, Publications Technician, Pos. #3514, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 12 months per year, Office of College Publications, Saddleback College, conclusion of employment effective May 20, 2013. Payment is authorized for any compensated time off. (Start date: March 15, 1983)
4. DOLAN, BENJAMIN, ID #15652, Director, Manufacturing Technology, Rapid Tech, Categorical, Pos. #4632, Integrated Administrator/Manager Salary Schedule Range 13, Step 2, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, conclusion of employment effective June 2, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Start date: March 10, 2008)
5. MCCARTY, JENNIFER, ID #17892, Project Director, Community-Based Training, Categorical, Pos. #4678, Integrated Administrator/Manager Salary Schedule Range 13, Step 2, 32 hours per week, 12 months per year, Office of Career Technical Education, School of Academic Programs, Irvine Valley College, conclusion of employment effective June 30, 2013. Employee will be placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Start date: January 1, 2012)
6. TACKETT, EDWARD, ID #14541, Director, Advanced Technology Center, Rapid Tech, Categorical, Pos. #4634, Integrated Administrator/Manager Salary Schedule Range 16, Step 8, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, conclusion of employment effective June 2, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Start date: September 30, 2005)
7. QUINONES, ALEJANDRA, ID #12948, Financial Aid Specialist, Pos. #3596, Classified Bargaining Unit Salary Schedule Range 125, Step 6, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, conclusion of employment effective February 25, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88192 and 88195. Payment is authorized for any compensated time off. (Start date: October 23, 2006)
8. REALISTA, KATY, ID #14415, Director of Performing Arts, Pos. #4560, Integrated Administrator/Manager Salary Schedule Range 14, Step 5, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, resignation effective June 3, 2013. Payment is authorized for any compensated time off. (Start date: January 2, 2007)
9. ZARA, DERECK, ID #18720, Transfer Center Specialist, Pos. #3351, Classified Bargaining Unit Salary Schedule Range 123, Step 2, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, resignation effective May 20, 2013. Payment is authorized for any compensated time off. (Start date: June 4, 2012)



## **K. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

### Advanced Technology and Applied Science, Saddleback College

Wilcox, Randy

### Community Education, Saddleback College

Barney, Heather

Fowler, Laura

Hay, Hunter

Hencotin, Todd

La, Diana

Roelen, Troy

Tiegen, Sarah

### Emeritus Institute, Saddleback College

Carbone, Martin

Singer, Joanne

### KSBR, Fine Arts and Media Technology, Saddleback College

Albos, Josh

Boyce, Anna

Braga, Miria

Brinckerhoff, Jeff

Brinckerhoff, Sherry

Cho, Nancy

Cho, Sam

Della Betta, Kevin

Dyer, Amy

Erlanson, Morgan

Ewwg, Bryan

Flournoy, Brycen

Flournoy, Courtney

Flournoy, Craig

Goffinet, Grant

Goodman, Es

Grist, Elaine

Hope, Alexander

Hopkins, Betty

Hopkins, Gregory

Johnson, Nicholas

Keys, Joseph

Kieter, Tyler

Kong, Danika

Loney, John

Lovell, Jacqueline

McConnell, Dirk

McPhee, Hexin

Miller, Frances

Parra, Lori

Pratt, Judy

Pratt, Larry

Rincon, Angel

Rios, Rosann

Rivera-Ibarra, Leslie

Schlegel, Eric

Schlegel, Ryan

Seifert, Celeste

Stephenson, Sandra

Thompson, Brian

Tuohy, Bill

Uldricks, Evangeline

Vallejos, Antoinette

### Fine Arts and Media Technology, Saddleback College

Brower, Barbi

Chen, Andy

Brower, Barbi

Eckel, Nancy

Forech, Robin

Krane, Mary

Kuan, Tim

Lewis, Terry

Morrissey, Amy

### Health Sciences and Human Services, Saddleback College

Amneus, Amber

Bean, Jennifer`

Bryan, Kimberly

Creaser, Dustin

Giger, Jessica

Klein, Elizabeth

Mowry, Sara

Nguyen, Kimberly

Pacholka, Amber

Palmer, Clarissa

Rodriguez, Suzie

Sanchez, Reveca

Smith, Kelly

Theisen, Brittany

Todd, Jennifer

### Humanities & Languages, Irvine Valley College

Kanda, Ayano

Nakayama, Kokoro

Yamamoto, Risa

### School of Life Sciences and Technology, Irvine Valley College

Wilson, Katherine

**K. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

Online Education and Learning Resources, Saddleback College

Anderson, Doris	Lamanuzzi, Brenda	Stephenson, Bonnie
Wilks, Don		

Social and Behavioral Sciences, Saddleback College

Alharbi, Mohammed	Baldo, Anthony	Chandler, Bryan
Chapman, John	Ereth, Adam	Gibson, William
Jones, Zac	Kazemy, Rabin	Kearns, Margaret
Malhiot, Bryan	Mamich, Nikolas	Mifune, Sonoe
Tavares, Nicole		

Transfer, Career and Special Programs, Saddleback College

Safa, Samira	Sandoval, Molly
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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Adopt Resolution No. 13-25: Classified Employee Layoff  
**ACTION:** Approval

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**BACKGROUND**

As a result of lack of funds and/or lack of work, it is necessary to reduce one categorically funded classified management position through layoff.

**STATUS**

The categorically funded position in Exhibit A shall be eliminated. Layoff shall be determined in accordance with the Education Code 88017.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-25 to approve the reduction and/or discontinuance of classified service shown in Exhibit A.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

# South Orange County Community College District

## GOVERNING BOARD RESOLUTION 13-25

### **CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of September 3, 2013 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Director, Economic/Workforce Development (C18) Categorically Funded Economic and Workforce Development Grant Pos #4636 Irvine Valley College</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee (considering displacement or bumping rights) pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on September 3, 2013.
4. That employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 17<sup>th</sup> day of June, 2013 by the following vote.

\_\_\_\_\_  
Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, Vice President

\_\_\_\_\_  
Marcia Milchiker, Clerk

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Timothy Jemal, Member

\_\_\_\_\_  
James R. Wright, Member

\_\_\_\_\_  
Gary L. Poertner, Chancellor  
and Secretary to the Governing Board



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

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**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**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
6/12/13 – 6/26/13 10:00am – 5:00pm	FA 210	Larry Jones	ART 133, ART 134	Bon Paphatsarang	Chasing and Repousse
7/03/13 10:00am – 5:00pm	FA 207	Larry Jones	ART 133, ART 134	Leslee Frumin	Bead Weaving
7/03/13 10:00am – 5:00pm	Larry Jones	ART 133, ART 134	ART 133, ART 134	Gloria Gimbrone	How to Photograph Jewelry for Student Portfolio, competitions and Websites
7/10/13 10:00am – 5:00pm	FA 210	Larry Jones	ART 133, ART 134	Larry Jones	Hydraulic Press

## **IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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**BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

**STATUS**

The actual Basic Aid receipts since the District returned to Basic Aid status in FY 1999-2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds are shown in EXHIBIT A.

As of May 31, 2013, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$435.2M leaves a \$37.5M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the May, 2013 Board report.

**South Orange County Community College District**  
**Expenditure History for Approved Basic Aid Projects**  
**June 17, 2013**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/08 Actual</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>Balance Remaining for 2012/13</b>
<b>CLOSED PROJECTS</b>							
<b>CLOSED PROJECTS TOTAL</b>	166,258,363	139,428,614	11,697,779	7,520,626	3,582,102	3,818,816	210,426
<b>CAPITAL PROJECTS</b>							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,163	115	-		-	-
IVC Life Sciences Project (2004)	11,710,000		81,776	793,360	448,231	(1,169,892)	11,556,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	5,180,000	362,837	2,373,462	2,024,161	412,531	-	7,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
<b>CAPITAL PROJECTS TOTAL</b>	179,413,697	5,620,034	6,276,832	6,940,902	8,972,334	5,367,531	146,236,064
<b>SCHEDULED MAINTENANCE</b>							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	3,000,000	-	-	-	-	323,678	2,676,322



**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
June 17, 2013**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/08 Actual</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>Balance Remaining for 2012/13</b>
<b>IT PROJECTS</b>							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
<b>IT PROJECTS TOTAL</b>	<b>41,720,564</b>	<b>10,488,375</b>	<b>7,926,981</b>	<b>5,203,013</b>	<b>3,593,697</b>	<b>2,799,541</b>	<b>11,708,957</b>

<b>OTHER ALLOCATIONS</b>							
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
<b>OTHER ALLOCATIONS TOTAL</b>	<b>44,865,926</b>	<b>24,973,805</b>	<b>1,062,184</b>	<b>2,513,140</b>	<b>8,417,291</b>	<b>2,731,200</b>	<b>5,168,306</b>

<b>BASIC AID PROJECT TOTALS</b>	<b>435,258,550</b>	<b>180,510,829</b>	<b>26,963,776</b>	<b>22,177,681</b>	<b>24,565,424</b>	<b>15,040,766</b>	<b>166,000,074</b>
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Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)		51,522,611
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187		432,264,798
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044		39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612		472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,476		435,258,550
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,136		37,460,318

<b>Change from May 2013 Report:</b>	<b>Approved Amount</b>						<b>2012/13 and Forward</b>
<b>Total Change from May 2013 Report</b>	-	-	-	-	-	-	-

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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### **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

June 17, 2013

**SADDLEBACK COLLEGE****1. LIBRARY AND LEARNING RESOURCE REMODEL**

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$2,156,000	\$7,141,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor. The remaining state reimbursement will remain in the project budget until completion of these negotiations.

Status: The contractor completed seventeen months behind schedule. Contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned. The flooring warranty repair at the third floor has failed and has been rejected by the architect of record.

In Progress: Project punch list, close out documents and warranties submittals, DSA close out.

Recently Completed: A final pre-construction flooring replacement meeting was held on May 16<sup>th</sup> with all parties and the replacement of failed flooring *began* on May 20<sup>th</sup>. *The flooring warranty removal and replacement work is scheduled for completion by this Board meeting.*

Focus: Complete final punch list. Legal issues and close out of outstanding change orders.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

**2. SCIENCES BUILDING**

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

Status: Cost reduction efforts have brought the project estimate back into alignment with the project construction budget. Board approved Resolution to move forward with Validation Action and the Lease, Sublease and Construction Services Agreement contract documents as to form approved. *See Sciences Building Update at the end of this report.*

In Progress: Proceeding into Validation Action and continuing constructability reviews. Sub-trades prequalification documents were received by the contractor on March 4<sup>th</sup> and have been reviewed. *Notices have been sent out to subcontractors that submitted prequalification packages and subcontractors have been selected for bid. The prequalified subcontractors list was reviewed by the District and College.*

Recently Completed: The Division of the State Architect (DSA) approved two of the three reviews: Fire life safety and Access. DSA performed a preliminary structural review of the plan set on February 12, 2013.

Focus: Staff, consultants and contractors are continuing efforts on constructability reviews and finalization of the DSA plan set. The architect and District plan to meet with DSA in June to review structural back check comments. *After incorporation of back check comments, the architect and District will meet with DSA for final construction documents stamped approval.* Parallel with Validation, the contractor will bid sub-trades with the objective of finalizing the GMP and providing executed agreements back to the Board for final approval.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

**3. ~~SECONDARY EFFECTS~~ -- LOOP ROAD SITE IMPROVEMENTS**

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: The Loop Road relocation project has been modified with the project's secondary effects taking priority: Site-work (relocation of the practice fields) and infrastructure (storm drain improvements) increased to include relocation of parking which will be lost as a result of locating the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. This request has been fully vetted at the College level and was approved in the Five Year plan. *This Facilities Report reflects a new project name to better reflect the new scope of work. Environmental impacts are expected to be influential in budget and schedule planning.*

In Progress: Priority order and funding for secondary effects are under consideration by the Capital Improvement Committee.

Recently Completed: The focus on the Loop Road project is directed toward secondary effects.

Focus: District and College staff are coordinating the final scope description and *recommending authorization to use Design/Build as the project delivery method during this Board meeting.*

Project Start: Phase I-Feb 2010	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

**4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT**

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to



include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: *The architect has submitted the Design Development documents for District review and approval.*

In Progress: *District is meeting with architect to review the Design Development Documents. Upon acceptance, the NTP to Construction Documents will be issued.*

Recently Completed: *The architect and Faculty /Users reviewed Design Documents, provided input and signed off on the drawings.*

Focus: *District review and approval of Design Documents and issuance of NTP for Construction Documents.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: Dec 2015	DSA Close Out: Pending

## 5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: Schematic Design review is complete.

In Progress: *Additional meetings were held this month with District Warehouse staff and administration to discuss site impacts and solutions regarding warehouse operations. The Capital Improvement Committee is considering an additional Funding recommendation. The parking lot 1 location of the Auto Tech swing space is under review.*

Recently Completed: *User sign-off at Village and Auto Tech swing space is complete. Geotechnical services are under contract.*

Focus: Team is moving into design development using full project scope of Schematic Design.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: March 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: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 17 remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

**2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL**

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: Staff has forwarded final close out documents and fees to DSA.

Recently Completed: The Notice of Completion was filed on July 8, 2010. Three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

### 3. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$10,597,000	\$11,710,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original 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 \$8,733,153 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 \$4,834,847 which is the remaining portion of the state's contribution for construction funding and all equipment funding reimbursement.

Status: After Surety takeover, the new completion date is anticipated as July 31, 2013. Construction is 80% complete.

In Progress: Staff and end users are *finalizing* furniture, fixture and equipment lists. *Staff is finalizing* contract with Irvine Ranch Water District for non-potable water to toilets. Exterior finishes include finishes to weather proofing and IPE Wood detail. Interior installation focuses on first and second floor HVAC, plumbing fixtures and casework installation. *Foundations for the greenhouse are underway as well as preparation for sidewalks and new curb and gutter.*

Recently Completed: Insulation, ceramic tile, exterior painting and lathe & plaster.

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: July 31, 2013	DSA Close Out: Pending

**4. FINE ARTS BUILDING**

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor's office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress: State Chancellor's office will take steps toward submittal to the Legislative Analyst Office, though no funding source has been available since 2007.

Recently Completed: The College has determined their priority order for this and other projects as demonstrated in this month's agenda for the five year plan.

Focus: Determine best approach to obtaining FPP approval for IVC.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

**5. BARRANCA ENTRANCE**

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete.

In Progress: *Finalize negotiations with the City of Irvine for easement and maintenance of landscape. Finalize negotiations with utility company for easement. Develop specifications for bid documents*

Recently Completed: Division of the State Architect complete with accessibility review.

Focus: *Conclude agency negotiations and prepare documents to bid .*

Project Start: March 2010	Scheduled Finish: Summer/Fall 2013
Projected Finish: Summer/Fall 2013	DSA Close Out: Pending

## **6. A400 RENOVATION AND EXPANSION PROJECT**

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Design Build contract was approved at the January Board meeting and design is underway. The Design Committee chose to demolish the existing structure and re-build all 24,000 gross square feet using a two story configuration. *Schematic level design documents have been reviewed and approved.*

In Progress: *Design Development documents underway.*

Recently Completed: *IVC Faculty/End Users accepted schematic level documents. The design committee provided input for Design Development documents.*

Focus: *Continue document development for DSA submission in September 2013*

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending



**ATEP****1. ATEP BUILDING DEMOLITION**

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: Four demolition projects are complete with one identified as outstanding: ATEP Building Foundations and Infrastructure Demolition.

In Progress: ATEP Building Foundations and Infrastructure Demolition Agreement execution and insurance approvals underway.

Recently Completed: ATEP Building Foundations and Infrastructure Demolition bid approved at April Board meeting.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

**2. ATEP FIRST BUILDINGS - PHASE 3A**

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development.

In Progress: Criteria Document under review between colleges and Criteria Architect.

Recently Completed: Saddleback College completed review of the technical specifications.

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

## DISTRICT WIDE

### 1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: Consultants are continuing to move forward with the project.

In Progress: Submittal of *95% complete* reports *provided to both colleges for review*.

Recently Completed: *95% draft report for Irvine Valley College and Saddleback College.*

Focus: *Finalize report, schedule training at college level, and upload information with State Chancellor's Office FUSION website.*

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: June 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:  
<http://soccdd.edu/businessservices/ProjectUpdates.html>.

**Definitions:**

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. that are outside of the control of District and consultants
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

## **SADDLEBACK SCIENCE BUILDING PROGRESS UPDATE FOR JUNE 17, 2013**

Saddleback Science Building is progressing toward the groundbreaking. Concurrent activities are underway to ensure a successful project delivery. The Division of the State Architect (DSA) plan check comments were received in December, 2012 kicking off the back check process for final DSA plan approval. The partnership of the AE Team, the Contractor, Staff and Faculty participated in productive and at times intense activities since December.

A number of decisions and events have impacted the target Board approval date of May, 2013 and a new construction start date is anticipated after the Board meeting in September, 2013.

- After meeting with faculty and staff to determine acceptable areas for cost saving measures (EXHIBIT A), the contractor and architect began the work of revising the documents to reflect these changes and other changes that had no impact on programmatic building use.
- Cost-saving measures were concurrent with a quality control check to ensure document clarity for bidding purposes.
- Prior to obtaining the Lease/Leaseback contractor and late in project design, the college recommended that an economy of savings might be achieved at the College's Central Plant by combining work from the Science Building with other work they had scheduled at an adjacent central plant location. This proposal resulted in rethinking an original design and was determined warranted due to the potential for savings. However many items, particularly related to mechanical, electrical and plumbing coordination, required a greater amount of work and time to arrive at a complete set of documents than was originally estimated.
- Creating a "clean" set of bid documents reduces questions that, left unanswered, often result in increased bid amounts. In addition to ensuring the central plant items were "clean", the team made a decision to incorporate all value engineering and constructability review details before final DSA approval. This will also minimize DSA review and approval on changes through contract addenda. This process is nearing completion.
- Design changes that occur late in the process take more time than an original design process to ensure all associated details and information are adequately addressed and to ensure that nothing is missed in the revision.

There are three parts to the DSA plan approval process. Approval has been received from two areas; the Access Compliance and Fire Life Safety Units of DSA. For the third area, preliminary structural back check review is complete. Receipt of DSA stamp is expected within the next few weeks.

The Lease-Leaseback Contractor will bid the project to subcontractors using DSA approved plans. Prequalification is complete and bidding will begin following DSA stamp. The bidding process takes several months to ensure best value with a final Guaranteed Maximum Price that is comprehensive and reflects the intended project

scope. These milestones will complete over the summer and support construction start in September, 2013.

### Saddleback College Science Building

EXHIBIT A

#### Cost Saving Measures Log

Users Group

5/29/2013

**C.W. Driver**  
 BUILDERS SINCE 1919

RG-5/29/2013 14:02

Line No.	Cost Reduction	Proposed approximate Savings	User Group Accepted Yes/No	Maximum Savings
1	Simplify the observatory -Review / Revise Site utilities eliminating water supply and sink	(400,000)	Yes	(400,000)
2	Use alternate manufacturer for Rubber Tile floor ( not Nora) in lab/ prep areas only, and use composite tile elsewhere	(195,000)	Yes	
2a	Note: Users approved item 2 to go to an alternate manufacturer. However subsequent decision was made to go to composite tile everywhere.	(349,000)		(349,000)
3	Eliminate bamboo veneer and use (alternate maple or oak)	(110,000)	Yes	(110,000)
5	Simplify the observatory:(Telescope pedestals - powder coated Tube Steel in lieu of concrete)	(28,800)	Yes	(28,800)
7	8" Pulls to Standard 4" Pulls -	(25,000)	Yes	(25,000)
8	Remove digital locks -use CAM latches with padlocks	(75,000)	Yes	(75,000)
9	Hybrid- DI in lieu of centralized system	(60,000)	Yes	(60,000)
18	Simplify the observatory:(delete cabinetry / provide shelving)	(7,500)	Yes	(7,500)
			Yes	(1,055,300)
The expected savings are approximate values for the proposed changes and are to be confirmed after the drawings are revised and subcontractors bids are received.				



Alcove before Cost Saving Measures Enacted



Alcove after Cost Saving Measures Enacted



**Atrium before Cost Saving Measures Enacted\***



**Atrium after Cost Saving Measures Enacted\***



\* Suspended Whale Bones not included in Project



Northwest Entry before Cost Saving Measures Enacted



Northwest Entry after Cost Saving Measures Enacted



**Southeast Entry before Cost Saving Measures Enacted**



**Southeast Entry after Cost Saving Measures Enacted**



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**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 May 31, 2013 (EXHIBIT A). A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and consistent with prior year trends. Expenditures for the District are significantly higher than last year due to the transfer of Basic Aid funds to the Capital Outlay Fund. Last year the funds were held until they were allocated for FY 2012-2013 projects.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of May 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,703,442	2,873,702	834,871	29.05%
State Sources	8600-8699	12,696,260	17,930,657	11,637,561	64.90%
Local Sources	8800-8899	180,176,013	180,637,607	183,190,619	101.41%
Other Financing Sources	8900-8912			1,192	
Total Revenue		195,575,715	201,441,966	195,664,243	97.13%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 224,034,947</b>	<b>229,901,198</b>	<b>224,123,475</b>	<b>97.49%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 65,200,365	66,198,354	59,228,492	89.47%
Other Staff Salaries	2000-2999	40,587,109	41,119,931	32,722,004	79.58%
Employee Benefits	3000-3999	35,985,299	38,293,964	31,841,225	83.15%
Supplies & Materials	4000-4999	5,228,645	5,361,248	2,322,824	43.33%
Services & Other Operating	5000-5999	20,879,241	21,194,793	12,926,990	60.99%
Capital Outlay	6000-6999	5,261,092	6,196,700	2,616,144	42.22%
Payments to Students	7500-7699	258,595	408,749	222,954	54.55%
Total Expenditures		\$ 173,400,346	178,773,739	141,880,633	79.36%
OTHER FINANCING USES:					
Debt Service	7100-7199	435,000	435,000	430,822	99.04%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	1,542,585	111.84%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	21,235,661	104.94%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		22,049,957	22,049,957	23,209,068	105.26%
<b>TOTAL USES OF FUNDS</b>		<b>195,450,303</b>	<b>200,823,696</b>	<b>165,089,701</b>	<b>82.21%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 28,584,644</b>	<b>29,077,502</b>	<b>59,033,774</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,641,773		
Reserve for Economic Uncertainties		10,345,556	10,612,582		
College Reserves for Economic Uncertainties		600,000	823,147		
<b>TOTAL RESERVES</b>		<b>\$ 28,584,644</b>	<b>29,077,502</b>		

NOTE: As of May 31, 2012, actual revenues to date were **97.35%** and actual expenditures to date were **68.02%** of the revised budget to date.

**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of May 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 80,013,075	81,967,792	79,229,580	96.66%
Restricted Budget Allocation		9,595,863	11,003,010	7,418,898	67.43%
Total Revenue		89,608,938	92,970,802	86,648,478	93.20%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		\$ 102,255,740	105,617,604	99,295,280	94.01%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 42,644,862	42,967,357	38,350,415	89.25%
Other Staff Salaries	2000-2999	20,520,147	20,810,692	16,663,229	80.07%
Employee Benefits	3000-3999	20,971,457	23,110,801	18,210,351	78.80%
Supplies & Materials	4000-4999	4,105,529	4,176,181	1,549,477	37.10%
Services & Other Operating	5000-5999	9,325,821	8,975,505	5,470,073	60.94%
Capital Outlay	6000-6999	3,703,458	4,450,873	1,776,106	39.90%
Payments to Students	7500-7699	84,466	226,195	77,651	34.33%
Total Expenditures		\$ 101,355,740	104,717,604	82,097,302	78.40%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 400,000	400,000	508,689	127.17%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		400,000	400,000	508,689	127.17%
<b>TOTAL USES OF FUNDS</b>		101,755,740	105,117,604	82,605,991	78.58%
<b>LOCATION OPERATING BALANCE</b>		\$ 500,000	500,000	16,689,289	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of May 31, 2012, actual revenues to date were **97.16%** and actual expenditures to date were **79.58%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of May 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	45,756,794	44,749,356	97.80%
Restricted Budget Allocation		5,930,680	6,826,756	5,183,096	75.92%
Total Revenue		50,668,326	52,583,550	49,932,452	94.96%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>53,538,491</b>	<b>55,453,715</b>	<b>52,802,617</b>	<b>95.22%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	21,491,826	19,728,938	91.80%
Other Staff Salaries	2000-2999	12,705,378	12,964,555	10,259,425	79.13%
Employee Benefits	3000-3999	11,155,591	11,324,912	10,540,742	93.08%
Supplies & Materials	4000-4999	976,455	1,033,758	700,190	67.73%
Services & Other Operating	5000-5999	5,243,953	5,601,405	3,214,479	57.39%
Capital Outlay	6000-6999	1,185,457	1,367,262	708,152	51.79%
Payments to Students	7500-7699	174,129	182,554	145,303	79.59%
Total Expenditures		52,274,195	53,966,272	45,297,229	83.94%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	435,000	435,000	430,822	99.04%
Transfers Out	7300-7399	729,296	729,296	783,896	107.49%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		1,164,296	1,164,296	1,214,718	104.33%
<b>TOTAL USES OF FUNDS</b>		<b>53,438,491</b>	<b>55,130,568</b>	<b>46,511,947</b>	<b>84.37%</b>
<b>LOCATION OPERATING BALANCE</b>		<b>100,000</b>	<b>323,147</b>	<b>6,290,670</b>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		100,000	323,147		

NOTE: As of May 31, 2012, actual revenues to date were **94.31%** and actual expenditures to date were **84.80%** of the revised budget to date.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

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

**ACTION:** Information

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### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

### **STATUS**

This report is for the period ending May 31, 2013 (Exhibit A). The portfolio is comprised of 49.7% Fixed Funds (Bonds) and 50.3% Common Stocks (Domestic and International). The fair market value at May 31, 2013 is \$72,940,697. Since inception, the trust has earned a 6.04% annualized return, which is down .27% from the prior month annualized return. The annualized return is consistent with the market.

June 5, 2013

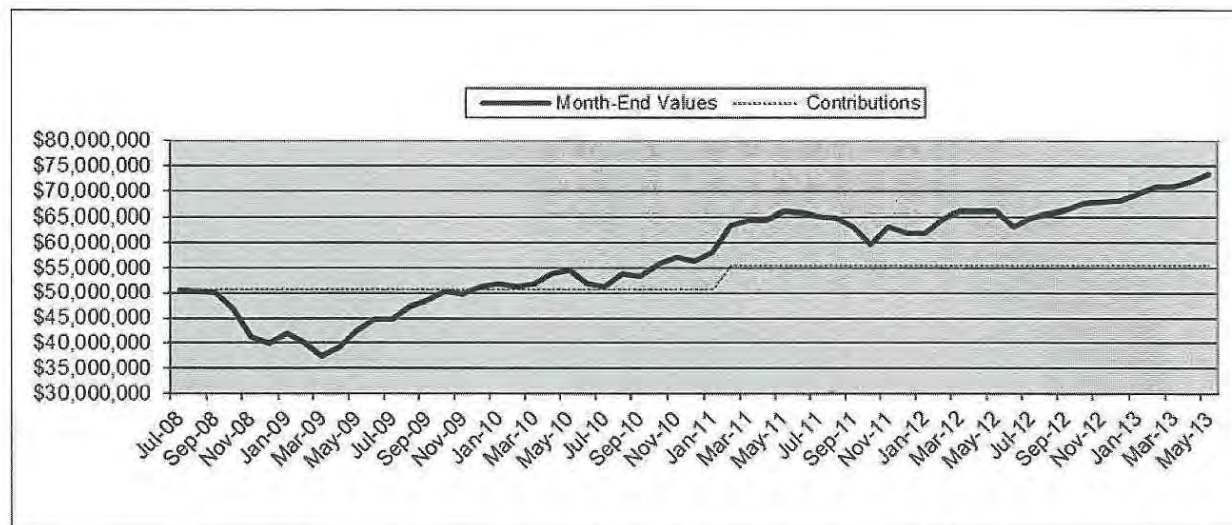
South Orange County Community College District  
 28000 Marguerite Parkway  
 Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on May 31st of \$72,940,697.28 your portfolio was down -0.72% for the month and up 6.04% on an annualized basis since the June 24<sup>th</sup>, 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 an additional contribution of \$4,618,708.00 on January 10<sup>th</sup>, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>May 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-0.72%	5.14%	6.04% annualized return
S&P 500	2.34%	15.38%	7.42% (Domestic Stocks)
MSCI EAFE	-2.41%	7.94%	0.09% (International stocks)
Barclays Aggregate	-1.78%	-0.91%	5.62% (Domestic Bonds)
Barclays Global	-2.97%	-3.68%	3.98% (Global Bonds)



Very truly yours,

Scott W. Rankin  
 Senior Vice President



# Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A  
Page 2 of 2

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811
April-13	\$ 73,452,895	\$ 55,409,811
May-13	\$ 72,940,697	\$ 55,409,811

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Reports from Administration and Governance Groups

**ACTION:** None

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

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC

TO: Chancellor Gary Poertner  
Members of the Board of Trustees  
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor  
DATE: June 4, 2013  
RE: ATEP Report for the June 17, 2013 Board of Trustees Meeting

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***City of Tustin***

The Board of Trustees at the May 20, 2013 meeting approved several agreements relating to the exchange of land between the District and the City of Tustin along with the related CEQA addendum processes. This land reconfiguration will benefit both the City and District by realigning land areas for better use and development that is more efficient. These agreement documents, now in escrow with a pending closing date at the end of this month, include an agreement for the construction of an extension of Bell Avenue with costs shared between the District and City. The Development Agreement will replace the current Conveyance Agreement. It will explicitly recognize and vest the District's right to develop the land with education, commercial, and office uses, providing the District with an increased amount of building space and sufficient vehicle trips to support the permitted development. The Development Agreement also clarifies ministerial project review requirements to avoid duplicative reviews between the City and the Division of the State Architect thereby simplifying development review procedures.

***County of Orange***

An equivalent land exchange agreement for ten acres between the District and the County of Orange was approved by the Board of Trustees at the December 5, 2011 board meeting. These land exchange documents are currently being held in escrow and will not close until the Navy and City of Tustin are able to transfer certain parts of the ATEP property to the District in fee. Portions of these areas for pending transfer are now leased in furtherance of conveyance (LIFOC) as the Navy determines the timing for transfer in fee related to certain environmental standards being evaluated. This transfer could happen over the next twelve months (see LIFOC below). The District has set up a three party meeting with Navy Base Realignment and Closure staff in San Diego including staff from the City of Tustin, County of Orange and our special consultant for environmental issues.

***Demolition***

Demolition of Tustin MCAS buildings and aboveground infrastructure has been ongoing over the past few years by the District. Most of the aboveground structures on our ATEP site are now removed with the next demolition phase focused to remove the at ground structures like foundations, sidewalks, retaining walls, parking lots and roads. This phase of demolition will begin in about one month as the contractor completes special insurance application requirements with the City of Tustin. Once started, the demolition phase could be completed in about three months.

Our next phase of demolition planning will include demolition of all structures in the anticipated right of way for the Bell Avenue extension on the ATEP site as part of the land exchange agreement set to close at the end of June. These demolitions will be done by a District contractor with the cost being shared with the City of Tustin. No dates are set at this time due to required Navy approvals, however, these demolitions could take place during spring/summer 2014.

Two additional Tustin MCAS building structures on newly acquired property will be planned as a part of this demolition phase. All these demolitions prepare the ATEP site for further development and construction while also increasing the overall value of the District property.

***Lease in Furtherance of Conveyance (LIFOC)***

About one-half of the ATEP site property is owned in fee by the District and the other half is leased in furtherance of conveyance (LIFOC). This leased land will become the District's land in fee once transferred upon the Navy's completion of specified levels of environmental remediation on the land. The Department of the Navy, in conjunction with the State Department of Toxic Substance Control, will decide on the timing and any special criteria for this pending land transfer. No transfer timing is set, but this process could take place over the next twelve months.





# IRVINE VALLEY COLLEGE

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**TO:** Gary L. Poertner, Chancellor, and Members of the Board of Trustees

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

**DATE:** June 6, 2013

**SUBJECT:** **President's Report for the June 17, 2013 Board of Trustees Meeting**

## **IVC Holds 28<sup>th</sup> Annual Commencement Ceremony**

IVC held its 28th Annual Commencement Ceremony at 5 p.m. Friday, May 24, 2013 at the Live Oak Terraces on campus. Approximately 250 students participated in the ceremony and were joined by more than 1,600 guests. IVC awarded 969 students with degrees. In total, 2,215 degrees and certificates were awarded at this year's event, marking the largest number in college history. IVC conferred 852 Associate in Arts degrees; 52 Associate in Arts for Transfer degrees; 93 Associate in Science degrees; 3 Associate in Science for Transfer degrees; and 1,193 Certificates of Achievement.

Mary Niven, Vice President at Disney California Adventure and Guest Services, was commencement speaker. She was followed by James Bailey, who is both the first athlete and the first African American to represent the IVC graduating class as student commencement speaker. This year, the oldest graduate is 76 years old and the youngest graduate is 16 years old. IVC also had a mother and son graduating together. IVC had 506 female students and 464 male graduating students. Among the graduates, IVC had 346 honor students. Of these, 166 students graduated cum laude with a grade point average of 3.5-3.74. 142 students graduated magna cum laude with a grade point average of 3.74-3.99. 38 students graduated summa cum laude with a grade point average of 4.0.

IVC boasts the #1 transfer rate in Orange County and the #2 transfer rate in the state. Many of IVC's graduates plan to transfer to a four-year school. The number of students accepted to UC Berkeley increased by 41% this year, with 86 students being accepted. This year, 98 students were admitted to UCLA with over half (51 students) admitted through the prestigious TAP (Transfer Alliance Program). The IVC Honors Program Coordinator, Kay Ryals, coordinated the placement of 35 Honors Program students at UCI through the Honors-to-Honors Transfer Agreement, which includes automatic admittance into UCI's Campuswide Honors Program and a Regents Scholarship. These impressive students needed a minimum 3.7 GPA to be admitted under this program.

IVC students were also admitted to all seven other UC campuses, as well as CSU campuses across the state, including San Diego State, Cal State Fullerton, CSU Long Beach, CSU Dominguez Hills, San Francisco State, and Cal Poly Pomona and San Luis Obispo. Transfer students are also headed to private and out-of-state institutions such as Stanford, USC, State University of New York (SUNY), Arizona State University (ASU), Chapman, Rice, and many more.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, Timothy Jernall, David B. Lang, Marcia Melchior, Nancy M. Padberg, T. J. Prendergast III, James R. Wright  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution



### **2012-13 IVC Scholar-Athlete Luncheon Held**

The IVC athletics department honored 98 scholar-athletes at an end-of-year luncheon on May 16. The IVC's women's volleyball team, women's tennis team, women's sand volleyball team, women's badminton team and baseball team all had team grade point averages above 3.00. The women's volleyball team had the highest grades of all teams on campus, with a GPA of 3.43.

Women's golf coach Ben Burnett and men's basketball coach Jerry Hernandez were named IVC's Coaches of the Year. Burnett guided the women's golf team to an undefeated season and a state championship last fall. It was the program's second state title in the last three seasons. The women's golf squad also won the Orange Empire Conference title and the Southern California Regional title. Burnett also was named as the conference's coach of the year for women's golf. Hernandez helped the men's basketball team to a third-place finish in the tough Orange Empire Conference and to another trip to the Southern California Regional Playoffs. The men's basketball team has reached the playoffs in 14 of Hernandez' 18 years in charge.

Members of the women's golf and men's basketball teams also received the IVC Athlete of the Year awards. Kate Cho was named Irvine Valley's Female Athlete of the Year. She made major contributions toward the college's claiming the golf state title. She was named co-player of the year in the Orange Empire Conference and picked as an all-state player. Forward Zach Mills was picked as IVC's Male Athlete of the Year. Mills was named first-team all-Orange Empire Conference after leading the Lasers in several statistical categories. He averaged 14.6 and 8.2 rebounds per game.

The Exchange Club of Irvine Scholar Athletes of the year were women's golfer Sally Kim and men's tennis player Rafael Da Luz. Kim, who was IVC's Female Athlete of the Year in 2012, was part of IVC's state championship women's golf team. She was named co-player of the year in the Orange Empire Conference and received all-state honors. Da Luz was part of one of IVC's best men's tennis teams in history. The Lasers finished second in the conference and were one spot away from making the Southern California Regional Playoffs. Da Luz played No. 1 singles for the Lasers, was named an all-conference player and reached the state individual tournament. The two students were picked because of their achievement in competition and in the classroom.

IVC's Community Ambassador Award winners were sophomore women's volleyball player Alex Goodman and sophomore men's basketball player Michael Bolden. The ambassador scholarships are presented to student-athletes who are chosen for their positive image in competition, in their educational pursuits and in community service.

Sophomore women's volleyball player Avae Masaniai and sophomore men's soccer player Josh Popke were picked as IVC's Character Champion honorees. The award is given to the student athletes who display the values of sportsmanship, respect, caring, fairness, civility, honesty, integrity and responsibility shown through a specific action, ideally directed toward an opponent during competition. Popke was also recently selected as the overall Orange Empire Conference Character Champion winner on the men's side. Bob Urell, who is a business professor at IVC, and Chris Hogstedt, who is the director of the health and wellness center at the college, were awarded the Anna L. McFarlin Sport-For-All Service Award. It is given annually to members of the IVC community who have provided meritorious service to the college's student-athletes.

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#### **IVC Faculty Elected to Industry Leadership Post**

Accounting Professor Don Bradshaw was recently elected to be president of the Orange County Chapter of the Institute of Management Accountants. In addition to serving the profession, Don will seek opportunities to benefit the local community, students and programs.

#### **IVC Holds Southern California Percussion Ensemble Festival**

On May 11, Irvine Valley College hosted the Southern California Percussion Ensemble Festival (SCPEF). This was the third year that IVC has been one of three co-hosts along with Woodbridge High School and the SCPEF. Participating schools this year (in order of performance) included: Fountain Valley HS, Woodbridge HS Percussion Ensemble II, South Pointe Middle School (Diamond Bar), University HS, Beckman HS, Rowland HS, Northwood HS, Diamond Bar HS, and Woodbridge HS Percussion Ensemble I. Each ensemble performed for 15 minutes for recorded comments from the adjudicators, followed by a post-performance clinic with one of the adjudicators in the PAC 144 Music Studio. The evening ended with guest artist performances from the CSU Northridge Percussion Ensemble at 7:30 p.m. and the Los Angeles Percussion Quartet at 8:00 p.m.

#### **IVC Outstanding Chemistry Student Awarded**

Duy Thien Troung has been named the IVC recipient of the Orange County Section of the American Chemical Society's Outstanding Chemistry Student Award. Duy is transferring to UCLA to major in biology, prior to entering pharmacy school. Prior to arriving in the United States in 2007, he spoke no English.

#### **IVC Police Chief Elected to Prestigious Post**

On May 3, 2013, Chief Will Glen was elected as the Second Vice President of the California College and University Police Chiefs Association. The election took place at the annual General Session meeting of the Association's members. The Association represents all California college and university police chiefs and public safety directors, both public and private. Chief Glen also serves as the Association's Legislative Committee Chair.



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for June 17, 2013 Board of Trustees Meeting

Saddleback College's commencement ceremony was held on the morning of Friday, May 24<sup>th</sup> with a record-breaking number of students, faculty, and guests in attendance. The commencement speaker was Dr. Michael Drake, Chancellor of UC Irvine, and the student speaker was Regina Shiroma, who graduated Magna Cum Laude with an Associate in Arts degree in sign language. Board of Trustees President Nancy Padberg provided the congratulatory message, Chancellor Poertner congratulated the students in his remarks, and Marcia Milchiker, Dr. Jim Wright, Tim Jemal, T.J. Prendergast, Dave Lang, and Dr. Bill Jay served as members of the platform party. Thank you to the staff, faculty, and students who worked so many hours to ensure the success of the ceremony.

President Burnett welcomed members of the Associated Student Government, Academic Senate, Faculty Association, Classified Senate, Classified School Employee Association, and the Management Team to a retreat on Tuesday, June 4<sup>th</sup> to discuss participatory governance, decision-making, communication, and other issues as they relate to organization and governance of the college. All groups participated in sessions to provide information on their respective participatory governance groups, and breakout sessions were conducted to facilitate discussions on decision making and other pertinent issues related to governance.

### Office of Instruction

#### *Advanced Technology and Applied Science*

Foods and Nutrition Instructor Lori Hoolihan will speak at the Institute of Food Technologists' (IFT) annual meeting in July on "Health Benefits and Label Claims for Probiotics: So Close Yet So Far?" It will cover the new and emerging research on probiotics – those healthy bugs in your yogurt – and discuss label claims that the food industry can use, marketing opportunities, and dairy products as an efficacious way to deliver probiotics. Three well-known probiotics experts will present in this session to the food industry audience. Out of almost 50 proposals, this was one of 12 approved by the Nutrition Division of IFT.

#### *Fine Arts and Media Technology*

On June 24<sup>th</sup> to June 28<sup>th</sup>, Director of Jazz Studies Joey Sellers and his jazz faculty members presented Jazz Camp to a variety of high school and middle school musicians. The ensembles performed a free concert to parents and the community on June 28<sup>th</sup> in the McKinney Theatre.

#### *Emeritus Institute*

Saddleback Emeritus Institute faculty member Patricia McFall received the Excellence in Volunteerism



Award from Orange County. This award recognizes her work over the past two years launching a friends group for the Laguna Hills Technology Library, a branch of the Orange County Public Library. Emeritus Institute students have benefitted from increased access to library services as a result of this work.

Emeritus Institute volunteer and Advisory Board Member Martin Carbone was chosen as a *2013 Seniors Making a Difference Award* recipient by Senator Lou Correa. This award honors distinguished seniors who have shown extraordinary dedication and contribution to the Orange County community. Martin will receive this award at a special *Seniors Making a Difference Breakfast Reception* in Garden Grove on June 28<sup>th</sup>.

Former Emeritus Institute faculty member Mildred Landecker will celebrate her 100<sup>th</sup> birthday in July. She taught for Saddleback College for over 30 years and was twice awarded "Part-Time Faculty of the Year" before retiring at age 94. The Saddleback College Foundation is hosting an Elegant Afternoon Tea Party, honoring Mildred on Saturday, July 27<sup>th</sup>, 2013, in Laguna Woods.

### **Office of Administrative Services**

#### *Saddleback College Foundation*

The Saddleback College Foundation, in partnership with the Financial Aid Department, awarded over 300 student scholarships at this year's scholarship ceremony held in the Saddleback gymnasium on May 17<sup>th</sup>. That is an increase in the number of scholarships of over 60 students compared to last year's awards that went to 234 students, an increase of over 25%. The total amount of funds increased about 47%, from \$338,000 last year to \$500,000 this year. The number of donors also increased, from 196 last year to 220 this year, or 12 percent. The number of endowed scholarships increased 20 percent, from 44 endowed scholarships last year to 53 endowed scholarships this year. Attendance at the awards ceremony increased dramatically, from an estimated total of 450 last year to a total of about 750 recipients, donors, and guests this year.

The foundation voted unanimously at its meeting of May 30<sup>th</sup> to give funds totaling \$500,000 for the renovation of the Saddleback stadium payable over a period of three years. The foundation has already contributed over \$62,000 to the project by supporting a feasibility study, campaign counsel and the preparation of conceptual drawings by Abacus, an architectural firm. Also in attendance at the foundation meeting were representatives from Santa Margarita High School, President Paul M. Carey, and J. Serra High School, Athletic Director, Jim Hartigan, Jeff Pomeroy representing Abacus, and Dean Tony Lipold and six members of his athletics staff.

The foundation took an important step toward the fulfillment of the plan for growth toward being a high performing foundation by paying for and hiring a new director of annual giving and development services. Elissa Oransky will join the staff to begin work on June 18<sup>th</sup>. The foundation plan, presented to the Board of Trustees at its December 2012 meeting, calls for an eventual staff of 10 or more full-time staff members, with an annual income to top at least \$5 million per year. With the addition of Mrs. Oransky, a professional with 15 years of fundraising experience, the foundation will have three full-time staff. Support staff, also paid for by the foundation, currently consists of three part-time temporary positions.