

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

AGENDA

Meeting of the Board of Trustees



Monday, July 30, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

July 30, 2012

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. California School Employees (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
- B. Conference with Legal Counsel (GC Section 54956.9)(1)
 - 1. Existing Litigation (GC Section 54956.9[b]) (2 cases)
 - a. C.H. v. SOCCCD
 - b. City of Mission Viejo v. State of California

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Nancy Padberg

2.3 Pledge of Allegiance

Led by Trustee Bill Jay

2.4 Resolutions/Commendations

Swearing In: Trustee James R. Wright

Resolutions – none

Commendations - Reports from Chancellor Gary Poertner, President Tod

Burnett, President Glenn Roquemore.

2.5 **Public Comments**

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

3.0 **REPORTS**

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

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

4.0 **DISCUSSION ITEMS**

4.1 **SOCCCD: College Completion**

Chancellor Gary Poertner, Saddleback College President Tod Burnett and Irvine Valley College President Glenn Roquemore will provide an overview of the College Completion Agenda and how the colleges are addressing the Student Success Task Force recommendations that are part of this agenda.

5.0 **CONSENT CALENDAR ITEMS**

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action.

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

Approve minutes of a Special and Regular Meeting held on June 25, 2012.

5.2 **Irvine Valley College: 2012-13 Revision of Field Study Fees in Biology and Geology Field Studies Courses**

Approve the revised field studies fee range for Biology and Geology field study courses in compliance with Education Code 70902.

5.3 **Irvine Valley College: Life Sciences: Construction Management Services Agreement, Amendment No. 1**

Approve amendment to the agreement with McCarthy Building Company, Inc. for an increased amount of \$490,000. The total revised contract amount is \$1,400,000.

5.4 **Irvine Valley College: Life Sciences: Division of the State Architect Inspector of Record Agreement, Amendment No. 1**

Approve amendment to the agreement with Joyce Inspections for an increased amount of \$108,192. The total revised contract amount is \$396,336.

- 5.5 **Irvine Valley College: Life Sciences: Labor Compliance Consultant Agreement, Amendment No. 1**
Approve amendment to the agreement with Parsons Brinckerhoff for an increased amount of \$10,440. The total revised contract amount is \$49,685.
- 5.6 **Irvine Valley College: Life Science Architectural Services: Amendment No. 4 for Increased Services**
Approve amendment to the agreement with Dougherty and Dougherty for an increased amount of \$115,750. The total revised contract amount is \$1,225,010.
- 5.7 **Irvine Valley College: Life Science Building: Change Order No. 6 and No. 7**
Approve the change orders with Edge Development, Inc. for an increased amount of \$111,806.43. The total revised contract amount is \$11,544,220.77.
- 5.8 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**
Approve revisions to the district and college mission statements.
- 5.9 **Saddleback College: Grant Acceptance, Enrollment Growth and Retention Program**
Accept the award renewal of \$169,487 from the Board of Governors California Community College Chancellor's Office for the Enrollment Growth and Retention Program.
- 5.10 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 2 to Labor Compliance Agreement Scope of Work**
Approve amendment to the agreement with Parsons Brinckerhoff for an increased amount of \$26,770. The total revised contract amount is \$80,145.
- 5.11 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee Marcia Milchiker who was absent from the June 25, 2012 meeting of the Board of Trustees.
- 5.12 **SOCCCD: Contract with Nimble Consulting for Database Design Services**
Approve the agreement with Nimble Consulting in the amount of \$252,000.
- 5.13 **SOCCCD: Contract with Synergy Software Solutions for Software Development Services**
Approve the agreement with Synergy Software Solutions in the amount of

\$167,328.

5.14 **SOCCCD: Authorization for District Institutional Memberships FY 2012-2013**

Approve the FY 2012-2013 memberships and estimated dues.

5.15 **SOCCCD: Adoption of Resolution No. 12-28: Authorizing Budget Transfers of Appropriations at Close of Fiscal Year 2011-2012**

Approve adoption of resolution authorizing the Orange County Department of Education to make the necessary year-end budget transfers required during year-end closing.

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

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-04538 through P12-04606 amounting to \$2,162,869.45 and P13-00205 through P13-00579 amounting to \$30,282,616.43. Approve confirming requisitions dated June 6, 2012 through July 10, 2012 totaling \$91,020.80.

5.17 **SOCCCD: Transfer of Budget Appropriations**

Ratify the transfer of budget appropriations as detailed in the exhibit.

5.18 **SOCCCD: Payment of Bills**

Approve check no. 159684 through 160889 processed through the Orange County Department of Education, totaling \$9,436,373.68; and check no. 010401 through 010442, processed through Saddleback College Community Education, totaling \$512,550.68; and check no. 009003 through 009013, processed through Irvine Valley College Community Education, totaling \$9,740.71.

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

Approve the acceptance of donations.

5.20 **SOCCCD: June/July 2012 Contracts**

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 **SOCCCD: Contract with Neudesic LLC for Software Development**

Approve the agreement with Neudesic, LLC in the amount of \$1,300,000.

6.2 **SOCCCD: Contracts with the Foundation for California Community Colleges and Blackboard**

Approve agreements with Foundation for California Community Colleges and Blackboard in the total amount of \$1,123,795.15.

6.3 **SOCCCD: Board Policy Revision: BP-104: Student Member of the Board of Trustees, BP-166: Health Benefits-Board Members, BP-170: Board Member Absence from the State, BP-3205: Insurance, BP-3300:**

Gifts, BP-3600: Disposition of District Property, BP-3605: Employee Travel Program, BP-4205: Disciplinary Action of Classified Personnel, BP-5520: Accreditation
Discussion/Approval

- 6.4 **SOCCCD: Board Policy Revision: BP-4056: Classified Employees Participation in Decision Making, BP-5200: Student Health Services, BP-5500: Student News Media, BP-6160: Final Examinations**
Accept for review and study.
- 6.5 **Irvine Valley College: Management Reorganization**
Approve the proposed Irvine Valley College management reorganization. The proposed reorganization realigns workloads and managerial responsibilities of four deans in the instructional services division, as follows: 1) Dean, Online Education and Learning Resources; 2) Dean, Fine Arts and Business Sciences; 3) Dean, Liberal Arts; and, 4) Dean, Academic Programs. This proposed reorganization does not create any new positions and there is no fiscal impact.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Reclassification of a Full-Time, Academic Faculty Position, Revision of a Temporary, Academic Contracted Administrator, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Extension of Administrative Assignment, Reorganization of Academic Administrator Positions, Change in Reporting Structure, Resignation/Retirement/Conclusion of Employment.
- 6.7 **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, Reclassification of Classified Management Position, Reorganization of Classified Categorical Grant Funded Positions, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.8 **SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo**
Approve retainer agreement effective July 1, 2012 through June 30, 2013, with an amount not to exceed \$275,000.

7.0 REPORTS

- 7.1 **Saddleback College & Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: CCCT Student Trustee Member Election 2012**
Four student trustees have been nominated to run for the position of Student Trustee member on the CCCT Board.

- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending May 31, 2012.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

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

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

Minutes from :

June 25, 2012 Special Meeting of the Board of Trustees (Exhibit A)
June 25, 2012 Regular Meeting of the Board of Trustees (Exhibit B)
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 SPECIAL BOARD OF TRUSTEES' MEETING
June 25, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk – present via teleconference from Houston, TX
William O. Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
Heather Park, Student Member

Administrative Officers:

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

CALL TO ORDER: 3:00 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 Invocation
Led by Trustee David Lang
- 1.3 Pledge of Allegiance
Led by Trustee Mike Meldau

2.0 DISCUSSION AND ACTION ITEMS

2.1 Public Comments

Two public comments were made prior to the first set of interviews by:
Don Taylor, Saddleback College Dean and resident.
Bob Cosgrove, Saddleback College Faculty and resident of Laguna Beach.

One public comment was made prior to the second set of interviews by:
T.J. Fuentes, son of the late Trustee Tom Fuentes.

2.2 Trustee Applicant Interviews

President Padberg announced that Trustee Milchiker would be teleconferencing from Houston, Texas at the Jesse H. Jones Rotary House International and will have a live video feed and be able to communicate by phone if she has any questions for the board. President Padberg added that the interviews would take approximately 15 minutes each and at the conclusion of the interviews, the board will vote to appoint a new trustee.

Each board member read the prepared interview questions to Jolene Fuentes and Jim Wright. Each candidate responded within their allotted time.

At the conclusion of the first set of interview questions, President Padberg announced that there was a miscommunication from the District to the candidates about the interview questions that would be asked during the interviews. The candidates were told the questions would be the same questions they answered on their application. As a result, the board decided, in consultation with legal counsel, to re-interview the applicants with the questions that were listed on the application and will add the scores with those from the questions that were previously asked.

At the conclusion of the second set of interviews, the results were tallied and President Padberg announced the total scores to the public.

Jolene Fuentes received 145.5 points during the first round of interviews and 218 points during the second round, for a grand total of 363.5 points.

Dr. James Wright received 187 points during the first round of interviews and 267 during the second round, for a grand total of 454 points.

2.3 Appointment of New Trustee

Trustee Lang made a motion not to appoint either candidate and let the voters decide in the November election. The motion was not seconded and therefore not considered.

Trustee Meldau made a motion to appoint as trustee to Area 6, Dr. Jim Wright, effective July 1, 2012, seconded by Trustee Jay. The motion passed on a 5-1 roll call vote with Trustee Lang casting a negative vote and Student Trustee Park casting an affirmative advisory vote.

Dr. Wright will be sworn in at the next board meeting, July 30, 2012.

ADJOURNMENT:

The meeting was adjourned at 5:14 p.m.



Gary L. Poertner, Secretary

**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
June 25, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Bill Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
Heather Park, Student Member

ABSENT

Marcia Milchiker, Clerk

Administrative Officers:

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

This regular meeting will consist of two locations due to teleconferencing by Trustee Marcia Milchiker pursuant to Government Code section 54953(b):

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

Teleconferencing Location: The Jesse H. Jones Rotary House International,
1600 Holcombe Blvd., Houston, TX, 77030.

This location will be accessible to the public. Members of the public wishing to address the Board directly from this location will be allowed to do so during the public comment portion of the meeting.

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 Personnel Matters (GC Section 54957)(6)
 - 1. Public Employee Employment (3)
 - a. Acting Vice President for Instruction, Saddleback College
 - b. Vice President for Student Services, Irvine Valley College
 - c. Classified Employee, Irvine Valley College
 - 2. Public Employee Discipline/Dismissal/Release (3)
- 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.
 - 4. Administrators and Managers: Unrepresented Employees
 - a. Agency Designated Negotiator: Gary Poertner
- C. Conference with Legal Counsel (GC Section 54956.9)(1)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
 - a. Rice Drywall, Inc. v. SOCCCD

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

At the May 21 meeting, the board reported approval in closed session of three separate leaves of absence for three part-time classified employees. Those reports were incorrect; the approval was for three separate unpaid leaves of absence without benefits.

On a 5-0 vote, the board approved the appointment of Linda Fontanilla as the Vice President for Student Services, Irvine Valley College.

On a 5-0 vote, the board approved a two-month extension of a previously Board approved unpaid leave with benefits granted in April 2012.

2.2 Invocation

Led by Trustee Mike Meldau

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions/Recognitions

Recognition: Bill Hewitt – Irvine Valley College

Recognition: Sandy Marzilli – Saddleback College

Recognition: John Polikaitis – Saddleback College

Recognition: Jim Wright – Saddleback College

2.6 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 none

Trustee Padberg requested to advance items 6.1, 6.2 and 6.3.

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.

Trustee Lang requested to pull and vote separately on items 5.9, 5.13, 5.16, and 5.18.

On a motion made by Trustee Prendergast and seconded by Trustee Jay, the balance of the consent calendar was approved on a 5-0 vote.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular and Special Meeting held on May 21, 2012.
- 5.2 **Saddleback College for Rapidtech: Grant Acceptance, H-1B Technical Skills Training Grant: Orange County Bridge to Engineering with the City of Santa Ana Workforce Investment Area**
Accept sub-award of \$316,600 from the City of Santa Ana for the H-1B Technical Skills Training Grant: Orange County Bridge to Engineering.
- 5.3 **Saddleback College: Grant Acceptance for the County of Orange Health Care Agency, for Training Services to Meet the Mental Health Needs of the Deaf Community**
Accept award for \$229,000 from the County of Orange Health Care Agency for contract number MA-042-12011150.
- 5.4 **Saddleback College: Cafeteria Operation and Food Vending Services Amendment No. 1**
Approve agreement amendment with S&B Foods to begin mobilizing on June 9, 2012 and open for business by June 18, 2012.
- 5.5 **Saddleback College: Food Services Agreement Amendment No. 3**
Approve amendment with Newbeginnings to terminate their contract.
- 5.6 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 2 to Inspector of Record Scope of Work**
Approve amendment with Joyce Inspections and Testing, Inc. increasing the project cost by \$80,000. The revised total contract amount is \$396,824.
- 5.7 **Saddleback College and Irvine Valley College: Community Education, Fall 2012**
Approve Fall 2012 Community Education courses, presenters, and compensation.
- 5.8 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.9 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**
Accept for review and study the annual review of the district and college mission statements.

On a motion made by Trustee Lang and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

- 5.10 **Irvine Valley College: Life Science Building: Change Order No. 5**
Approve change order resulting in an increase of \$82,022.34 in the project cost. The total revised contract amount is \$11,432,414.34.
- 5.11 **ATEP: Building 524 –Remediation and Demolition, Change Order No. 1**
Approve change order resulting in an decrease of \$20,000 in the project cost. The revised total contract amount is \$68,000.
- 5.12 **ATEP: Building 524 – Remediation and Demolition, Notice of Completion**
Approve the filing of the notice of completion and authorize the release of retention.
- 5.13 **SOCCCD: Memorandum of Understanding with CSUF Auxiliary Services Corporation, Transfer of Fossil Collection**
Approve the agreement with California State University Fullerton in the amount of \$100,000.

On a motion made by Trustee Prendergast and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

- 5.14 **SOCCCD: Adopt Resolution No. 12-25: Appropriations Limit for FY 2012-2013 (Gann Limit)**
Adopt resolution establishing the required State constitutional appropriations limit.
- 5.15 **SOCCCD: Bank and Investment Account Authorized Signatures**
Approve list of designees authorized to sign checks and initiate fund transfers for the District checking and investment bank accounts.
- 5.16 **SOCCCD: Award of Bid 297D: Removal of Hazardous Waste for Saddleback College and Irvine Valley College**
Approve a five year agreement with North State Environmental for removal of hazardous waste for Saddleback College and Irvine Valley College at an estimated annual amount of \$13,364 and \$5,657 respectively. The total contract amount is estimated at \$95,105.

On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 5-0 vote with a correction to Exhibit A.

- 5.17 **SOCCCD: Award of Bid 298D: Five Year Contract for Charter Bus Services for Saddleback College and Irvine Valley College**
Approve a five year contract with Pacific Coastway Charter Services, Inc. for charter bus services at Saddleback College and Irvine Valley College at an estimated annual amount of \$87,500. The total contract amount is estimated at \$437,500.
- 5.18 **SOCCCD: Five Year Construction Plan**
Approve the revision to the District's Order of Priority for the Five Year

Construction Plan.

On a motion made by Trustee Jay and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

- 5.19 **SOCCCD: Bookstore Operation Agreements Amendment No. 1, Saddleback and Irvine Valley Colleges**
Approve amendment with Follett Higher Education Group to extend the existing contract to August 31, 2012.
- 5.20 **SOCCCD: Destruction of Class 3 Disposable Records**
Approve destruction of Class 3 disposable records in compliance with code.
- 5.21 **SOCCCD: Trustees' Requests for Attending Conferences**
Ratify requests for attending conferences.
- 5.22 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-23 to Amend FY 2011-2012 Adopted Budget**
Adopt resolution to amend the FY 2011-2012 adopted budget.
- 5.23 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-04298 through P12-04537 amounting to \$1,254,123.98 and P13-00063 through P13-00204 amounting to \$3,592,495.41. Approve confirming requisitions dated May 2, 2012 through June 5, 2012 totaling \$117,067.55.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.25 **SOCCCD: Payment of Bills**
Approve check no. 158603 through 159683 processed through the Orange County Department of Education, totaling \$5,471,857.34; and check no. 010382 through 010400, processed through Saddleback College Community Education, totaling \$43,582.43; and check no. 008992 through 009002, processed through Irvine Valley College Community Education, totaling \$99,813.49.
- 5.26 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.27 **SOCCCD: May/June 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: Recess to a Public Hearing: Certification of the Program Environmental Impact Report (EIR) for the 2011 Saddleback College Facilities Master Plan and the 2011 Irvine Valley College Facilities Master Plan Pursuant to the California Environmental Quality Act (CEQA)**

Conduct a public hearing.

President Padberg called the Public Hearing to order at 6:31 p.m. seeing that there were no public comments, the hearing was adjourned at 6:34 p.m.

- 6.2 SOCCCD: Resolution No. 12-24: Certification of the Program Environmental Impact Report (EIR) for the 2011 Saddleback College Facilities Master Plan and the 2011 Irvine Valley College Facilities Master Plan Pursuant to the California Environmental Quality Act (CEQA)**

Adopt resolution acknowledging all public testimony and certifying the program and directing the District's consultant to file the Notice of Determination.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved unanimously on a roll call vote.

- 6.3 SOCCCD: Adopt Resolution No. 12-26 to Approve 2011-2031 Educational and Facilities Master Plan (EFMP)**

Adopt resolution to approve the 2011-2031 Educational and Facilities Master Plan (EFMP) dated December 2011.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved unanimously on a roll call vote.

- 6.4 SOCCCD: FY 2012-2013 Tentative Budget**

Approve the FY 2012-2013 tentative budget.

On a motion made by Trustee Jay and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

- 6.5 Saddleback College and Irvine Valley College: Tentative FY 2012-2013 Student Government Budgets**

Approve tentative budgets as presented.

On a motion made by Trustee Meldau and seconded by Trustee Prendergast, the Saddleback College Tentative 2012-2013 ASG Budget was approved on a 5-0 vote.

On a motion made by Trustee Lang and seconded by Trustee Jay, the Irvine Valley College Tentative 2012-2013 ASG Budget was approved on a

5-0 vote.

6.6 SOCCCD: Maintenance Management and Facility Planning Software and Implementation

Approve staff to finalize and execute contracts with SchoolDude, Alpha Facilities, Inc., Facilities Planning and Program Service, Inc. and the Foundation for California Community Colleges at a cost of \$703,620 for the first year and \$29,124 annual ongoing cost.

On a motion made by Trustee Prendergast and seconded by Trustee Lang this item was approved on a 5-0 vote.

6.7 SOCCCD: Board Policy Revision: BP-3220: Institutional Membership in Organization, BP-3101: Budget Management, BP-2100.1: Delegation of Authority to the Academic Senate

Discussion/Approval

On a motion made by Trustee Jay and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

6.8 SOCCCD: Board Policy Revision: BP-104: Student Member of the Board of Trustees, BP-166: Health Benefits-Board Members, BP-170: Board Member Absence from the State, BP-3205: Insurance, BP-3300: Gifts, BP-3600: Disposition of District Property, BP-3605: Employee Travel Program, BP-4205: Disciplinary Action of Classified Personnel, BP-5520: Accreditation

Accept for review and study.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 5-0 vote.

6.9 Saddleback College: Management Reorganization

Approve the proposed Saddleback College management reorganization. The proposed reorganization reclassifies two existing management positions to two deans and proposes to reorganize and re-class several other management positions in the college to provide more effective leadership and remain consistent with other district classifications.

On a motion made by Trustee Lang and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

6.10 SOCCCD: Reorganization of College Administrative Structures – Administrator and Manager New Position Descriptions, Titles and Range Placement on the Integrated Salary Schedule

Approve seven new position descriptions, titles and ranges.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 5-0 vote.

6.11 SOCCCD: SOCCCD Faculty Association Academic Employee Memorandum of Understanding

Approve Memorandum of Understanding between SOCCCD and SOCCCD Faculty Association on Lecture and Laboratory Compensation.

On a motion made by Trustee Prendergast and seconded by Trustee Jay, this item was approved on a 5-0 vote.

6.12 SOCCCD: Request to Rescind 2012-2013 Academic Year Sabbatical

Approve request from Kay Ryals to rescind approval of sabbatical leave for the 2012-2013 academic year.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 5-0 vote.

6.13 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Extension of Administrative Assignment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Lang and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

6.14 SOCCCD: Classified Personnel Actions – Regular Items

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

It was recommended by administration that items B4 and B5 on page 18 of 21 be struck from this item.

On a motion made by Trustee Prendergast and seconded by Trustee Lang, this item was approved on a 5-0 vote.

6.15 SOCCCD: California School Employee Association Master Agreement

Approve CSEA Tentative Agreement for the term July 1, 2012 to June 30, 2015 as presented.

On a motion made by Trustee Jay and seconded by Trustee Meldau, this item was approved on a 5-0 vote.

7.0 REPORTS

7.1 Saddleback College & Irvine Valley College: Speakers

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

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, 2012.

7.5 SOCCCD: Retiree (OPEB) Trust Fund

This report is for period ending May 31, 2012.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:56 p.m. in memory of Trustee Tom Fuentes.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: 2012-13 Revision of Field Study Fees in Biology and Geology Field Studies Courses

ACTION: Approval

BACKGROUND

The Board of Trustees annually approves changes in instructional material/laboratory fees. Such fees are charged, in compliance with the California Education Code 70902 and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

STATUS

Due to the fluctuation in the field studies course fees with the change of location and accommodations, Irvine Valley College has elected to submit a field studies fee range for the Biology and Geology Field Studies Courses as reflected in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the 2012-13 Irvine Valley College revised Field Study Fees in Biology and Geology Field Study Courses.

South Orange County Community College District

IRVINE VALLEY COLLEGE
2012/2013 Revised Field Studies Fees

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Purpose</u>
<u>LIFE SCIENCES & TECHNOLOGIES</u>					
BIO 101	11017.00	Field Biology: Coastal Marine Ecosystems	Paid directly by student	Not to exceed \$60	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
BIO 102	14235.00	Field Biology: Island Ecosystems	Paid directly by student	Not to exceed \$200	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
BIO 103	1230.00	Field Biology: Mountain Ecosystems	Paid directly by student	Not to exceed \$150	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
BIO 104	1235.00	Field Biology: Desert Ecosystems	Paid directly by student	Not to exceed \$60	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
BIO 109	13015.00	Field Biology: A 21 st Century Look at the American West	Paid directly by student	Not to exceed \$200	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Purpose</u>
<u>LIFE SCIENCES & TECHNOLOGIES (cont)</u>					
BIO 110	11018.00	Field Biology: Ecology and Natural History of National Parks	Paid directly by student	Not to exceed \$100	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
<u>PHYSICAL SCIENCES & TECHNOLOGIES</u>					
GEOL 170	3050.09	GFS: National Parks and Monuments	Paid directly by student	Not to exceed \$95	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
GEOL 181	10340.00	GFS: Coastal and Offshore Geology	Paid directly by student	Not to exceed \$95	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.
GEOL 186	10558.00	GFS: Geology of California	Paid directly by student	Not to exceed \$95	Establish range for field studies fee, which varies term to term based on location where course will be held in the field.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences: Construction Management Services Agreement, Amendment No. 1

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. The State has approved \$17,393,000 for a total project budget of \$24,861,000. On April 26, 2010, the Board of Trustees approved McCarthy Building Company for construction management services for \$910,000.

The contractor is in default with surety takeover anticipated in August, 2012. As a result, the contract schedule has extended from mid-July, 2012, to the end of February, 2013.

STATUS

McCarthy Building Company has agreed to extend construction management services through to project completion. The firm has agreed to maintain original rates for a total recommended increase of \$490,000. Staff recommends approval of this contract amendment for a new contract total equaling \$1,400,000. Staff will include these additional costs in takeover negotiations with the surety.

Funds for these services are available within the approved project budget which is \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the agreement (EXHIBIT A) with McCarthy Building Company, Inc., to provide construction management services through February, 2013, for the Irvine Valley College Life Sciences project for a price of \$490,000 and a new contract total equaling \$1,400,000.

AMENDMENT No. 1
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT
FOR LIFE SCIENCES PROJECT AT IRVINE VALLEY COLLEGE

July 30, 2012

THIS AMENDMENT shall modify the original agreement dated March 26, 2010, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and McCarthy Building Company, Inc., hereinafter referred to as "CONSULTANT."

WHEREAS, Article 6 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, the construction contractor did not complete the contract within the scheduled timeframe; and

WHEREAS, the scope of the construction duration has been increased from mid-July, 2012 to end of March, 2013;

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

1. Article 2 of the agreement shall be modified as follows: "CONSULTANT shall commence providing services under this AGREEMENT on or about May 15, 2011, and will diligently perform as required until completion of the project which is anticipated to be finished by *end of March, 2013*".

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Extend the construction administration services from July, 2012 to March, 2013.	\$490,000
Total	\$490,000

For a total contract amount of $\$910,000 + \$490,000 = \$1,400,000$.

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Joyce Inspections & Testing, Inc.

By: _____
Dr. Debra L Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences: Division of the State Architect
Inspector of Record Agreement, Amendment No. 1

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. The State has approved \$17,393,000 for a total project budget of \$24,861,000. On July 27, 2011, the Board of Trustees approved Joyce Inspection to provide Division of the State Architect (DSA) inspection services for \$288,144. This DSA project requires full time inspection.

The contractor is in default with surety takeover anticipated in August, 2012. As a result, the contract schedule has extended from mid-July, 2012, to the end of February, 2013.

STATUS

Joyce Inspection has agreed to extend Division of the State Architect (DSA) inspection services through to project completion. The inspection firm has agreed to maintain original rates for a total recommended increase of \$108,192. Staff recommends approval of this contract amendment for a new contract total equaling \$396,336. Staff will include these additional costs in takeover negotiations with the surety.

Funds for these services are available within the approved project budget which is \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the agreement (EXHIBIT A) with Joyce Inspections, to provide DSA Inspector of Record services through February, 2013, for the Irvine Valley College Life Sciences project for a price of \$108,192 and a new contract total equaling \$396,336.

**AMENDMENT No. 1
TO DIVISION OF THE STATE ARCHITECT (DSA) INSPECTION SERVICES
AGREEMENT
FOR LIFE SCIENCES PROJECT AT IRVINE VALLEY COLLEGE**

July 30, 2012

THIS AMENDMENT shall modify the original agreement dated July 6, 2011, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Joyce Inspections & Testing, Inc., 372 Magnolia Street, Costa Mesa, CA 92627, hereinafter referred to as "CONSULTANT."

WHEREAS, Article 16 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, the construction contractor did not complete the contract within the scheduled timeframe; and

WHEREAS, the scope of the DSA Inspection services has been increased from July, 2012 to February, 2013;

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

1. Article 2 of the agreement shall be modified as follows: "CONSULTANT shall commence providing services under this AGREEMENT on or about May 15, 2011, and will diligently perform as required until completion of the project which is anticipated to be finished by *end of February, 2013*".

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Extend the construction administration services from July, 2012 to February, 2013.	\$108,192
Total	\$108,192

For a total contract amount of $\$288,144 + \$108,192 = \$396,336$.

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Joyce Inspections & Testing, Inc.

By: _____
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences: Labor Compliance Consultant Agreement, Amendment No. 1

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. On June 27, 2011, the Board of Trustees ratified PB Americas, Inc. to perform Labor Compliance services for a contract amount of \$39,245 which are currently underway.

PB Americas, Inc. notified the District of a name change to Parsons Brinckerhoff.

STATUS

The construction contractor initially understaffed the project and then defaulted to surety. The surety requested the project be permitted to progress despite management and labor being below scheduled resources. The contract delay and this resource deficit resulted in a need for increased project duration.

Staff has reviewed Parsons Brinckerhoff's request for a change to their contract (Exhibit A) for additional funding of \$10,440 to extend their agreement to March, 2013, and recommends Board approval. Staff will include these additional costs in takeover negotiations with the surety.

Funds are available within the approved project budgets which are \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the agreement (EXHIBIT A) with Parsons Brinckerhoff for \$10,440 totaling a new contract amount of \$49,685 to provide additional Labor Compliance services for the Life/Sciences building project at Irvine Valley College.

**AMENDMENT No. 1
TO LABOR COMPLIANCE SERVICES AGREEMENT
FOR LIFE SCIENCES PROJECT
AT IRVINE VALLEY COLLEGE**

July 30, 2012

THIS AMENDMENT shall modify the original agreement dated May 18, 2011, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and PB Americas, Inc. hereinafter referred to as "CONSULTANT."

WHEREAS, CONSULTANT has notified the DISTRICT that PB Americas, Inc. has changed their name to Parsons Brinckerhoff; and

WHEREAS, Article 2 of the original agreement establishes that additional services shall be performed after written approval by the DISTRICT; and

WHEREAS, the original Agreement addressed a contract duration of 14 months to mid-July 2012; and

WHEREAS, the contractor did not meet the contract duration and work is expected to extend to the end of February 2013; and

WHEREAS, Labor Compliance work completes a minimum of one month after construction completion;

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

1. Increase contract duration to end of March 2013	\$10,440
Total	\$10,440

for a revised contract amount of $\$39,245 + \$10,440 = \$49,685$ and a name revision from PB Americas, Inc. to Parsons Brinckerhoff.

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

By: _____
Glenn W. Suitor

Title: Vice Chancellor, Business Services

Title: Senior Vice President

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Architectural Services: Amendment No. 4 for Increased Services

ACTION: Approval

BACKGROUND

On November 17, 2008, the Board of Trustees approved hiring Dougherty and Dougherty Architects, LLP as architect for the Irvine Valley College Life Sciences project for a fee of \$1,080,310. The original agreement provided for additional services if these became necessary. Amendments for \$28,950 were previously approved for a total contract amount of \$1,109,260.

The contractor is in default with surety takeover anticipated in August 2012. As a result, the contract schedule has extended from mid-July 2012 to the end of February 2013.

STATUS

The architect has agreed to extend construction administration services through to project completion. Per the existing contract rates, the Architect's monthly fee is \$15,433. The contractor has agreed to maintain original rates for a total recommended increase of \$115,750. Staff recommends approval of this contract amendment for a new contract total equaling \$1,225,010. Staff will include these additional costs in takeover negotiations with the surety.

Funds for these services are available in the project budget which is \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve amendment No. 4 in the amount of \$115,750, Exhibit A, with Dougherty and Dougherty for the Irvine Valley College Life Sciences building for a total fee of \$1,225,010.

**AMENDMENT NO. 4
TO ARCHITECTURAL SERVICES AGREEMENT
FOR LIFE SCIENCES PROJECT
AT IRVINE VALLEY COLLEGE**

July 30, 2012

THIS AMENDMENT shall modify the original agreement dated November 18, 2010, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Dougherty and Dougherty Architects LLP, 3194 Airport Loop Road, Costa Mesa, CA 92626-3405, hereinafter referred to as "ARCHITECT."

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

WHEREAS, the contractor did not complete the contract within the scheduled timeframe; and

WHEREAS, the scope of the construction administration services has been increased from July 2012 to February 2013;

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "ARCHITECT" for additional services described in the original agreement and issued after the date of this amendment as follows:

FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:

1. Extend the construction administration services from July 2012 to February 2013	\$115,750
Total	\$115,750

for a total contract amount of \$1,225,010.

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

“DISTRICT”
South Orange County Community College District

“CONSULTANT”
Dougherty and Dougherty Architects LLP

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

By: _____

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Building: Change Order No. 6 and No. 7

ACTION: Approval

BACKGROUND

The Board of Trustees approved funding from basic aid for the Irvine Valley College Life Sciences project for a total project budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved a contract with Edge Development Inc. for construction in the amount of \$11,387,287. Previously approved change orders decreased the amount by \$45,127.34 for a revised contract amount of \$11,432,414.34.

STATUS

Exhibit A includes Board Change Orders No. 6 and No. 7. They describe the required modifications contained in Change Order Requests (COR) numbers 42, 47, 62.1, 63.1, 69.1, 91, 118, 121, 129, 130, 131, 133, 138, 140, 142. Approval of change order No. 6 will result in an increase of \$76,656.26 and change order No. 7 will result in an increase of \$35,150.17 for a total increase to the project cost of \$111,806.43.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,544,220.77.

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 42, 47, 62.1, 63.1, 69.1, 91, 118, 121, 129, 130, 131, 133, 138, 140, 142 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 \$111,806.43 in the total project cost. The revised contract amount is \$11,544,220.77.

IVC - Life Sciences Building

Exhibit A

Bid #303

Board Change Order #6

July 30 2012

Bid #	BID PACKAGE DESCRIPTIO N	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO # 6 COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc		\$11,387,287.00	\$45,127.34	\$76,656.26	\$11,509,070.60	
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL	11,387,287.00			11,509,070.60	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
42	6/5/2012	RFI 150 - Added W12x19 beam next to mechanical opening	by architect	reviewed	\$2,659.00	0
47	6/5/2012	RFI 152 - Added welds to connection plates	by architect	reviewed	\$2,030.00	0
62.1	6/25/2012	Repair existing 4" reclaimed water line	by architect	reviewed	\$5,186.00	0
69.1	6/28/2012	RFI 230 & 353-1 - Premanufactured curbs and relocation of solar tubes	by architect	reviewed	\$7,306.08	0
118	5/16/2012	RFI 355.2 - Mechanical pads and curbs at roof	by architect	reviewed	\$6,073.00	0
121	6/7/2012	RFI 294 & 387 - Change flare bevel weld to full penetration welds	by architect	reviewed	\$25,414.72	0
129	6/7/2012	RFI 337 - Added welded prep at screen wall base	by architect	reviewed	\$635.40	0
130	6/7/2012	RFI 357 - Additional parapet support posts	by architect	reviewed	\$4,561.21	0
131	6/19/2012	RFI 267 - Additional angles for deck support at roof	by architect	reviewed	\$13,601.92	0
133	6/7/2012	RFI 364 - trim brick ledger angle	by architect	reviewed	\$520.76	0
138	6/28/2012	RFI 428 - Fire smoke seal at exterior wall	by architect	reviewed	\$3,663.60	0
140	6/19/2012	RFI 415 - Additional framing for brick attachment	by architect	reviewed	\$1,999.54	0
142	6/25/2012	RFI 142 - new doors/frames for room 106 & 107	by architect	reviewed	\$3,005.03	0

TOTAL THESE CHANGE ORDER REQUESTS

\$76,656.26

EXHIBIT A
Page 1 of 2

Bid #303

Board Change Order #7

July 30 2012

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO # 7 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc		\$11,387,287.00	\$121,783.60	\$35,150.17	\$11,544,220.77	
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL	11,387,287.00			11,544,220.77	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
63.1	5/3/2012	RFI 200.1 & 241 – Curtain wall joint change due to drift	by architect	reviewed	\$30,342.00	pending
91	5/3/2012	Curtain wall importance factor calculation change	by architect	reviewed	\$4,808.17	pending

TOTAL THESE CHANGE ORDER REQUESTS**\$35,150.17**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD, Saddleback College, IVC, and ATEP: Vision and Mission Statements

ACTION: Approval

BACKGROUND

The accreditation standards recommend periodic reviews of all mission statements. As recommended, SOCCCD, Saddleback College, Irvine Valley College (IVC), and the Advanced Technology and Education Park (ATEP) annually review their mission statements and report revisions to the Board of Trustees at the May meeting of each academic year.

STATUS

The SOCCCD vision and mission statements will be reviewed each year by the District-wide Planning Council.

On May 8, 2012, the Saddleback College Consultation Council reviewed the college vision and mission statements as part of their 2010-2013 Strategic Plan. The Consultation Council recommended to President Burnett that no changes be made to the college vision and mission statements. President Burnett concurred with the Consultation Council's recommendation.

The Irvine Valley College vision and mission statements went through a thorough review by the Academic Senate on Dec. 8, 2011, and the college's strategic planning committees in order to further align it with the college's mission. As a result, the revised vision and mission statements (Exhibit A) were approved by the Strategic Planning Oversight and Budget Development Committee (SPOBDC) on December 7, 2011 and the College Council on December 14, 2011.

The SOCCCD and ATEP vision and mission statements are reviewed each year by the District-wide Planning Council. Following the annual review by the Board of Trustees at the May meeting, revisions to the SOCCCD and ATEP vision and mission statements were proposed, discussed and unanimously approved at the District-wide Planning Council retreat on May 30, 2012.

The current vision and mission statements for SOCCCD, Saddleback College, Irvine Valley College, and ATEP are presented in Exhibit A.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees approve the revised SOCCCD, Irvine Valley College, and ATEP vision and mission statements as outlined in Exhibit A.

Item submitted by: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents;*
Dr. Robert Bramucci, Vice Chancellor; Dr. Randy Peebles, Associate Vice Chancellor

South Orange County Community College District

VISION

South Orange County Community College District will be a leader in exemplary teaching and learning, student success and community partnerships.

MISSION

South Orange County Community College District provides a dynamic and innovative learning environment dedicated to student success and economic growth of the region.

Saddleback College

VISION

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

MISSION

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

Irvine Valley College

VISION

Irvine Valley College provides students avenues for success through premier educational standards, exceptional services, and dynamic partnerships.

MISSION

Irvine Valley College is committed to student success. The College is devoted to student learning through exemplary teaching, integrated support services, effective stewardship, and continued accessibility in a diverse community.

Advanced Technology and Education Park

VISION

The Advanced Technology & Education Park (ATEP) will be a premier economic and workforce development site for the region.

MISSION

The Advanced Technology & Education Park (ATEP) provides development opportunities for Irvine Valley College and Saddleback College as well as land use partners to support community, business and industry workforce development needs.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, Enrollment Growth and Retention Program

ACTION: **Approval**

BACKGROUND

In April 2012, Saddleback College submitted a proposal in response to the Economic Development and Workforce Preparation Division, Nursing and Allied Health Unit issued Request for Application by the California Community Colleges Chancellor's Office (CCCCO). The proposal requested funds to support the development and implementation of the Enrollment Growth and Retention program. Funds provided by the grant would support an increase of students enrolling in the Saddleback College Nursing Program.

STATUS

On July 3, 2012, the CCCCCO notified the College of its intent to award \$169,487 for the period July 1, 2012 through June 30, 2013 to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, funds from the grant will be utilized to fund a part time faculty position, administrative assistance, lab assistance and mentors to assist in the education of the additional students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award renewal of \$169,487 from the Board of Governors California Community College Chancellor's Office for the Enrollment Growth and Retention Program.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE**

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

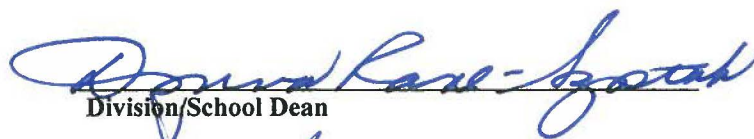
1. **PROJECT TITLE:** Enrollment Growth and Retention for Registered Nursing Programs
2. **PROJECT DIRECTOR:** Tamera Rice
3. **PROJECT ADMINISTRATOR:** Tamera Rice
4. **GRANTOR AGENCY:** Board of Governors, California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** California Community College Chancellor's Office
6. **STARTING AND ENDING DATES OF THE PROJECT:** July 1, 2012- June 30, 2013.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**


Saddleback College will address the goals of the California Community College Chancellor's Office Economic Development and Workforce Preparation Division Nursing and Allied Health Unit through the development and implementation of the Enrollment Growth and Retention program. Funds provided by the grant will support an increase of students enrolling in the Nursing Program. Funds from the grant will also be utilized to fund a part time faculty position, administrative assistants, lab assistance and mentors to assist in the education of the additional students.


8. **SUMMARY BUDGET**


Grant Award	In Kind Matching	Indirect Costs	Project Total
\$169,487		\$6519	\$169,487

9. **APPROVALS**


Division/School Dean


Vice President of Instruction


Vice President for College Administrative Services


President

Chancellor

Vice Chancellor of Technology & Learning
Services

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	<u>\$ 31,000</u>		
2000 Classified Salaries	<u>\$ 69,968</u>		
3000 Benefits	<u>\$ 26,000</u>		
4000 Supplies	<u>\$16,000</u>		
5000 Contracted Services and Other Expenses	<u>\$5,000</u>		
6000 Capital Outlay			
7000 Other Outgo	<u>\$15,000</u>		
Other Charges (e.g.: Indirect Costs)	<u>\$ 6,519</u>		
TOTALS	<u>\$ 169,487</u>		

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Program Assistant (FY 2011-2012)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Sr. Lab Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PARTNERSHIPS (if applicable)

Not Applicable

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 2 to Labor Compliance Agreement Scope of Work

ACTION: Approval

BACKGROUND

On June 28, 2010, the Board of Trustees approved an agreement with Parsons Brinkerhoff to provide labor compliance services for the James B. Utt Memorial 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 \$9,925. equaling a total of \$53,375. Labor compliance services increased due to contractor delay and site conditions.

STATUS

Additional labor compliance services were required beyond the original agreement for an amount of \$26,770. equaling a total of \$80,145. 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 \$20,257,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2, EXHIBIT A, to Parsons Brinkerhoff labor compliance services scope of work for an amount of \$26,770 with the revised contract amount of \$80,145 for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

**AMENDMENT NO. 2
TO LABOR COMPLIANCE SERVICES AGREEMENT
JAMES B. UTT MEMORIAL LEARNING RESOURCE CENTER RENOVATION
SADDLEBACK COLLEGE**

JULY 30, 2012

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 Brinkerhoff**, 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; and

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

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

1. Article 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	9,925.00
FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:	26,770.00
REVISED CONTRACT AMOUNT:	\$80,145.00

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 Brinkerhoff

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

By: _____
Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Trustee Marcia Milchiker was absent from the June 25, 2012 board meeting due to family commitments.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 12-29 (Exhibit A) authorizing payment to Trustee Milchiker who was absent from the June 25, 2012 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 12-29

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

WHEREAS, on June 25, 2012, the Board of Trustees of the South Orange County Community College District held a meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Marcia Milchiker shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, June 25, 2012.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Nimble Consulting for Database Design Services

ACTION: Approval

BACKGROUND

To support the software projects for Fiscal Year 2012-13, the District is in need of expertise in the area of database analysis, design, and programming. Nimble Consulting provides these services and is familiar with IT's development efforts, particularly the Student Information System (SIS) and Sherpa.

STATUS

District IT is proposing that Nimble Consulting assist by providing database design services for improvements to SIS, Awards Management and Predictive Analytics.

The professional fees for these services will be based on time spent at a rate of \$125 per hour in an amount not to exceed \$252,000 (Exhibit A).

Funding for these software development services is provided by the basic aid allocation approved at the June 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Nimble Consulting, Exhibit A, for an amount not to exceed \$252,000, for the term of September 2, 2012 to August 31, 2013.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 24th day of July, 2012 between: Requisition No. RQ13-00960

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Nimble Consulting
(Street Address): 2 Windgate
(City, State, Zip Code): Mission Viejo, CA 92692
(Telephone #): (949) 547-0498

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2012 to 08/31/2013 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform database analysis, design and programming tasks in support of SIS enhancements, Awards Management and Predictive Analytics. Participate in any applicable design team for ongoing FY2012/13 Projects.**

2. The DISTRICT shall pay the CONTRACTOR \$125.00 per hour, not to exceed \$252,000. The DISTRICT will pay expenses in the amount of \$ N/A. The total contract amount is \$252,000 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: Consultant/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Christian Hira 949-547-0498

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Synergy Software Solutions for Software Development Services

ACTION: Approval

BACKGROUND

To support the software projects for Fiscal Year 2012-13, the District is in need of expertise in the area of software development. Synergy Software Solutions provides these services and is familiar with IT's development efforts, particularly the My Academic Plan (MAP) system.

STATUS

District IT is proposing that Synergy Software Solutions assist by providing software development services for MAP enhancements, Degree Audit integration, Student Education Plan (SEP) and other SIS projects as needed.

The professional fees for these services will be based on time spent at a rate of \$83 per hour in an amount not to exceed \$167,328 (Exhibit A).

Funding for these software development services are provided by the basic aid allocation approved at the June 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with Synergy Software Solutions, Exhibit A, for a total amount not to exceed \$167,328 for the term of September 1, 2012 to August 31, 2013.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into this 24th day of July, 2012 between: Requisition No. RQ13-00961
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and

(Name of Contractor): Synergy Software Solutions
(Street Address): 33 Raven Lane
(City, State, Zip Code): Aliso Viejo, CA 92656
(Telephone #): (213) 300-8877

hereinafter called CONTRACTOR.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONTRACTOR is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective from 09/01/2012 to 08/31/2013 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform software development tasks in support of MAP enhancements, Degree Audit Integration, SEP and other SIS projects as required. Participate in design teams for any applicable FY2012/13 Projects.**

2. The DISTRICT shall pay the CONTRACTOR \$83.00 per hour, not to exceed \$167,328. The DISTRICT will pay expenses in the amount of \$ N/A. The total contract amount is \$167,328 (including expenses). Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by IT Directors, Jim Gaston or Jim Phaneuf, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: _____

By: Dr. Debra L. Fitzsimons

Title: Consultant/Owner

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Pratik Modi 213-300-8877

District Contact Person: Jim Gaston 949-582-4336

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Authorization for District Institutional Memberships FY 2012-2013

ACTION: Approval

BACKGROUND

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships, which we submit twice a year in January and July.

STATUS

Members of the staff of the District and colleges have benefited by participation in various professional organizations. District and college officials have identified the organizations in EXHIBIT A as the participation memberships for FY 2012-2013.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the FY 2012-2013 memberships and estimated dues for organizations represented in EXHIBIT A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2012/2013**

	January FY 11-12	July FY 12-13	Difference
OFFICE OF THE GOVERNING BOARD (10)			
* 10 <i>Association of Governing Boards of Universities and Colleges (AGB)</i>	2,110.00	2,500.00	390.00
10 Orange County School Board Association (OCSBA)	125.00	125.00	0.00
SUBTOTAL	2,235.00	2,625.00	390.00
OFFICE OF THE CHANCELLOR (11)			
11 American Association of Community Colleges (AACC)	1,160.00	1,160.00	0.00
11 Commission on Athletics	16,575.00	16,575.00	0.00
11 Community College League of California (CCLC)	40,000.00	40,000.00	0.00
11 National Assoc of Presidential Assistants in Higher Ed (NAPAHE)	85.00	85.00	0.00
11 Orange County Business Council (OCBC)	5,000.00	5,000.00	0.00
SUBTOTAL	62,820.00	62,820.00	0.00
OFFICE OF PUBLIC INFORMATION (11)			
11 National Council for Marketing & Public Relations (NCMPR)	350.00	350.00	0.00
11 Orange County Public Affairs Association (OCPAA)	50.00	50.00	0.00
11 South Orange County Chamber of Commerce	235.00	235.00	0.00
SUBTOTAL	635.00	635.00	0.00
OFFICE OF TECHNOLOGY AND LEARNING SERVICES (12)			
12 Association for Institutional Research (AIR)	125.00	125.00	0.00
12 Research and Planning Group for Calif. Comm. Colleges (the RP Group)	350.00	350.00	0.00
* 12 <i>Society for College and University Planning (SCUP)</i>	750.00	780.00	30.00
12 The Data Warehousing Institute (TDWI)	1,500.00	1,500.00	0.00
SUBTOTAL	2,725.00	2,755.00	30.00
OFFICE OF BUSINESS SERVICES (13)			
13 Calif. Assoc. of School Bus. Officials (CASBO)	912.00	912.00	0.00
13 Community College Facilities Coalition (CCFC)	1,100.00	1,100.00	0.00
13 Public Agency Risk Managers Association (PARMA)	100.00	100.00	0.00
13 National Assoc. of College & University Business Officers (NACUBO)	2,985.00	2,985.00	0.00
13 Design Build Institute of America (DBIA)	500.00	500.00	0.00
SUBTOTAL	5,597.00	5,597.00	0.00
OFFICE OF HUMAN RESOURCES (14)			
14 Assn. of Chief H.R.Off./Equal Employ. Opportunity Off. (ACHRO/EEO)	200.00	200.00	0.00
* 14 <i>Cooperative Org. for the Dev. of Employee Selection Procedures (CODESP)</i>	1,750.00	1,850.00	100.00
* 14 <i>Equal Employment, Diversity & Equity Consortium (EEDEC)</i>	250.00	0.00	(250.00)
14 So. Cal. Comm. College Dist. Employment Relations Consortium (LCW Videoconference)	2,500.00	2,500.00	0.00
14 So. Thirty Human Resources Consortium (Southern 30)	200.00	200.00	0.00
SUBTOTAL	4,900.00	4,750.00	(150.00)

July 1, 2012

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT MEMBERSHIPS
2012/2013**

		January FY 11-12	July FY 12-13	Difference
OFFICE OF INFORMATION TECHNOLOGY (15)				
15	EDUCAUSE (Professional Assoc. for Computing & Information)	2,780.00	2,780.00	0.00
15	Information Systems Security Association (ISSA)	155.00	155.00	0.00
SUBTOTAL		2,935.00	2,935.00	0.00
TOTAL DISTRICT MEMBERSHIPS		\$81,847.00	\$82,117.00	\$270.00

* Changes from January 2012

July, 2012

SADDLEBACK COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
OFFICE OF THE PRESIDENT (20)				
20	American Association of Community Colleges (AACC)	17,000.00	17,000.00	0.00
20	National Association of President Assistants in Higher Education (NAPAHE)	85.00	85.00	0.00
20	Western Association of Schools & College Accreditation Commission for Colleges (WASC)	30,000.00	30,000.00	0.00
	SUBTOTAL	47,085.00	47,085.00	0.00
OFFICE OF PHYSICAL PLANT (21)				
21	Assn. of Physical Plant Adm. of Universities and Colleges (APPA)	960.00	960.00	0.00
	SUBTOTAL	960.00	960.00	0.00
OFFICE OF INSTRUCTION (22)				
22	California Community Colleges Chief Instructional Officers (CCCCIO)	600.00	600.00	0.00
22	Honors Transfer Council of California (HTCC)	75.00	75.00	0.00
22	National College Testing Association (NCTA)	175.00	175.00	0.00
22	National Collegiate Honors Council (NCHC)	500.00	500.00	0.00
22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
	SUBTOTAL	1,425.00	1,425.00	0.00
OFFICE OF THE ACADEMIC SENATE (23)				
23	Academic Senate for California Community Colleges (ASCCC)	3,831.60	3,831.60	0.00
	SUBTOTAL	3,831.60	3,831.60	0.00
OFFICE OF STUDENT SERVICES (24)				
* 24	American College Health Association (ACHA)	0.00	2,000.00	2,000.00
24	California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)	300.00	300.00	0.00
24	Health Services Association for California Community Colleges (HSACCC)	150.00	150.00	0.00
24	National Association for the Education of Young Children (NAEYC)	900.00	900.00	0.00
	SUBTOTAL	1,350.00	3,350.00	2,000.00
OFFICE OF FINANCIAL AID & STUDENT SERVICES (26)				
* 26	National Assoc. of Student Financial Aid Administrators (NASFAA)	2,501.00	2,526.00	25.00
	SUBTOTAL	2,501.00	2,526.00	25.00
OFFICE OF ADMISSIONS, RECORDS & ENROLLMENT SERVICES (30)				
30	Amer. Assoc. of Collegiate Registrars & Adm. Off. (AACRAO)	1,421.00	1,421.00	0.00
30	Calif. Assoc. of Comm. College Registrars & Adm. Officers (CACCRAO)	200.00	200.00	0.00
30	Consortium of So. Calif. Colleges and Universities (CSCCU)	250.00	250.00	0.00
30	National Association of Foreign Student Advisors (NAFSA)	385.00	385.00	0.00
	SUBTOTAL	2,256.00	2,256.00	0.00
OFFICE OF COMMUNITY EDUCATION & CONTRACT EDUCATION (31)				
31	Association of Continuing & Community Education (ACCE)	60.00	60.00	0.00
	SUBTOTAL	60.00	60.00	0.00

SADDLEBACK COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
OFFICE OF SAFETY & SECURITY (34)				
34	California College & University Police Chief Association (CCUPCA)	125.00	125.00	0.00
34	International Association of Campus Law Enforcement Administrators (IACLEA)	225.00	225.00	0.00
	SUBTOTAL	350.00	350.00	0.00
OFFICE OF STUDENT DEVELOPMENT (36)				
36	Alpha Gamma Sigma (AGS) Honor Society	50.00	50.00	0.00
36	California Nurses Student Association (CNSA)	30.00	30.00	0.00
*	36 Circle K	0.00	450.00	450.00
36	National Student Nurses Association (NSNA)	70.00	70.00	0.00
36	Phi Theta Kappa (PTK)	55.00	55.00	0.00
*	36 PSI Beta	0.00	50.00	50.00
	SUBTOTAL	205.00	705.00	500.00
OFFICE OF COLLEGE PUBLICATIONS (38)				
*	38 Community College Public Relations Organization (CCPRO)	0.00	175.00	175.00
38	National Council for Marketing and Public Relations (NCMPR)	395.00	395.00	0.00
	SUBTOTAL	395.00	570.00	175.00
OFFICE OF COLLEGE FOUNDATION (39)				
39	Association for Healthcare Philanthropy (AHP)	992.00	992.00	0.00
39	Council for Advancement and Support of Ed (CASE)	1,780.00	1,780.00	0.00
*	39 Council for Aid to Education (CAE)	0.00	600.00	600.00
39	Council on Resource Development (CRD)	195.00	195.00	0.00
39	National Association of Athletic Dev. Directors (NAADD)	360.00	360.00	0.00
39	Network of Calif. Community College Foundations (NCCCF)	450.00	450.00	0.00
*	39 Partnership for Philanthropic Planning Orange County (PPPOC)	0.00	275.00	275.00
	SUBTOTAL	3,777.00	4,652.00	875.00
OFFICE OF PLANNING, RESEARCH & GRANTS (43)				
43	Association for Institutional Research (AIR)	250.00	250.00	0.00
43	Grant Professionals Association (GPA)	200.00	200.00	0.00
43	The Research and Planning Group (the RPA Group)	350.00	350.00	0.00
	SUBTOTAL	800.00	800.00	0.00
DIVISION OF BUSINESS SCI. & ECONOMIC & WORKFORCE DEVT. (50)				
*	50 Aliso Viejo Chamber of Commerce	0.00	175.00	175.00
50	California Association for Local Economic Development (ASTD)	80.00	80.00	0.00
50	CA Internship & Work Force Experience Assoc. (CIWEA)	150.00	150.00	0.00
50	California Placement Association (CPA)	125.00	125.00	0.00
50	Dana Point Chamber of Commerce	100.00	100.00	0.00
50	Mission Viejo Chamber of Commerce	150.00	150.00	0.00
50	Mountain Pacific Assoc. of Colleges and Employers (MPACE)	150.00	150.00	0.00
50	National Assoc. of Colleges and Employers (NACE)	400.00	400.00	0.00
50	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
50	Laguna Niguel Chamber of Commerce	125.00	125.00	0.00
*	50 Lake Forest Chamber of Commerce	0.00	175.00	175.00
*	50 Rancho Santa Margarita Chamber of Commerce	0.00	150.00	150.00
*	50 San Clemente Chamber of Commerce	0.00	144.00	144.00
50	San Juan Capistrano Chamber of Commerce	135.00	135.00	0.00
50	So Orange County Regional Chamber of Commerce	5,000.00	5,000.00	0.00
	SUBTOTAL	7,165.00	7,809.00	644.00

July, 2012

SADDLEBACK COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
DIVISION OF COUNSELING SERVICES & SPECIAL PROGRAMS (51)				
51	American Association of Women in Community Colleges (AAWCC)	100.00	100.00	0.00
51	Association of California Community College Teacher Education Programs (ACCCTEP)	100.00	100.00	0.00
51	Association on Higher Education & Disability (AHEAD)	260.00	260.00	0.00
51	California Association for Postsecondary Education & Disability (CAPED)	240.00	240.00	0.00
51	California Community College Association	50.00	50.00	0.00
51	California Community College CalWORKS Association	50.00	50.00	0.00
51	California Community College Counselors Association	15.00	15.00	0.00
51	California Community College EOPS Association	85.00	85.00	0.00
51	California Community Colleges Matric Professionals Association	75.00	75.00	0.00
51	National Career Development Association (NCDA)	195.00	195.00	0.00
51	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
51	Southern Calif. Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
51	Western Association for College Admissions	75.00	75.00	0.00
SUBTOTAL		1,370.00	1,370.00	0.00
DIVISION OF ADVANCED TECHNOLOGY & APPLIED SCIENCES (52)				
52	Automotive Engine Rebuilders Association (AERA)	200.00	200.00	0.00
52	Automotive Service Council	25.00	25.00	0.00
52	California Automotive Teachers (CAT)	100.00	100.00	0.00
52	California Native Plant Society (CNPS)	75.00	75.00	0.00
52	Comptia	*NO FEE MEMBERSHIP	No Fee	No Fee
52	Costume Society of America (CSA)	115.00	115.00	0.00
*	52 Fashion Business, Inc. (NAME CHANGE: Fashion Bureau)	200.00	0.00	(200.00)
52	International Textile & Apparel Association (ITAA)	300.00	300.00	0.00
*	52 National Career Pathways Network (NCPN)	0.00	750.00	750.00
52	National Coalition of Advance Technology Centers (NCATC)	600.00	600.00	0.00
52	National Kitchen & Bath Assoc. (NKBA)	700.00	700.00	0.00
52	National Technical Honor Society (NTHS)	*NO FEE MEMBERSHIP	No Fee	No Fee
52	North American Council of Automotive Teachers (NACAT)	450.00	450.00	0.00
52	Population Reference Bureau (PRB)	39.00	39.00	0.00
52	SP2 Safety Membership	200.00	200.00	0.00
52	Society for Conservation Biology (SCB)	29.00	29.00	0.00
52	Society for Ecological Restoration-California (SERCAL)	45.00	45.00	0.00
52	Southern CA Regional Transit Training Consortium (SCRTTC)	500.00	500.00	0.00
52	US Green Building Council (USGBC)	750.00	750.00	0.00
SUBTOTAL		4,328.00	4,878.00	550.00
DIVISION OF LIBERAL ARTS (53)				
53	Associated College Press (ACP)	139.00	139.00	0.00
*	53 College Media Advisors (CMA)	160.00	0.00	(160.00)
53	Community College Journalism Association	80.00	80.00	0.00
*	53 English Council of California Two Year Colleges (ECCTYC)	125.00	0.00	(125.00)
53	Journalism Association of Community Colleges (JACC)	500.00	500.00	0.00
SUBTOTAL		1,004.00	719.00	(285.00)
DIVISION OF HEALTH, HUMAN SERVICES (54)				
54	American Academy of Professional Coders (AAPC)	120.00	120.00	0.00
54	American Health Information Management Association (AHIMA)	165.00	165.00	0.00
*	54 American Health Info. Mgmt. Assoc. Virtual Lab (AHIMA)	5,100.00	10,750.00	5,650.00
54	Association of Women's Health, Obstetric Neonatal Nurses (AWHONN)	168.00	168.00	0.00
54	Board of Registered Nursing	200.00	200.00	0.00
54	California Association for Alcohol & Drug Educators (CAADE)	200.00	200.00	0.00
54	CAAHEP (EMT/Paramedic)	450.00	450.00	0.00

July, 2012

SADDLEBACK COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
DIVISION OF HEALTH, HUMAN SERVICES (54) (Cont'd)				
54	California Paramedic Program Directors	50.00	50.00	0.00
54	CoAEMSP (Paramedic Accrediting Organization)	950.00	950.00	0.00
54	International Association Eating Disorder Professionals (IAEDP)	250.00	250.00	0.00
54	International Nursing Association for Clinical Simulation and Learning (INACSL)	200.00	200.00	0.00
54	National Association of EMS Educators (NAEMSE)	70.00	70.00	0.00
54	National League for Nursing (NLN)	1,500.00	1,500.00	0.00
54	National League for Nursing Accrediting Commission (NLNAC)	2,125.00	2,125.00	0.00
54	National Organization of Associated Degree Nursing (NOADN)	400.00	400.00	0.00
54	Orange County/Long Beach Consortium For Nursing (OCLBCP)	150.00	150.00	0.00
54	So. Calif. Organ. of Assoc. Degree Nurs'g Prog. Directors of So Ca (ADN)	100.00	100.00	0.00
SUBTOTAL		12,198.00	17,848.00	5,650.00
DIVISION OF FINE ARTS & MEDIA TECHNOLOGY (55)				
*	55 American Liszt Society	0.00	400.00	400.00
55	Association of Performing Arts Presenters (APAP)	759.00	759.00	0.00
55	Broadcast Education Association (BEA)	160.00	160.00	0.00
55	California Alliance for Jazz (CAJ)	50.00	50.00	0.00
*	55 CA Association of Professional Music Teachers (CAPMT)	0.00	142.00	142.00
55	California Broadcasters Association (CBA)	100.00	100.00	0.00
55	California Presenters (CP)	150.00	150.00	0.00
55	Choral America	140.00	140.00	0.00
55	College Art Association of America (CAA)	300.00	300.00	0.00
55	College Broadcasters, Inc. (CBI)	250.00	250.00	0.00
55	International Council of Fine Arts Deans (ICFAD)	350.00	350.00	0.00
55	Jazz Education Network (JEN)	300.00	300.00	0.00
55	League of American Orchestras	75.00	75.00	0.00
55	Music Association of California Community Colleges (MACCC)	75.00	75.00	0.00
*	55 Music Teachers Association of CA (MTAC)	0.00	176.00	176.00
55	National Association of Broadcasters (NAB)	360.00	360.00	0.00
55	National Council for Education of the Ceramic Arts (NCECA)	100.00	100.00	0.00
55	Radio, TV, News Directors Association (RTDNA)	150.00	150.00	0.00
55	S.O. C. Chamber of Commerce	265.00	265.00	0.00
*	55 The International Ticket Association (INTIX)	225.00	0.00	(225.00)
55	United States Institute for Theatre Technology (USITT)	220.00	220.00	0.00
55	Western Arts Alliance (WAA)	400.00	400.00	0.00
SUBTOTAL		4,429.00	4,922.00	493.00
DIVISION OF MATH, SCIENCE & ENGINEERING (56)				
56	American Association for the Advancement of Science (AAAS)	250.00	250.00	0.00
56	Two Year College Chemistry Consortium (2YC3)	25.00	25.00	0.00
56	National Science Teachers Assn. (NSTA)	65.00	65.00	0.00
SUBTOTAL		340.00	340.00	0.00
DIVISION OF KINESIOLOGY AND ATHLETICS (57)				
*	57 American Football Coaches Association (AFCA)	0.00	60.00	60.00
57	American College Dance Festival Association (ACDFA)	300.00	300.00	0.00
57	California Community College Athletic Directors Association (CCCAA)	180.00	180.00	0.00
*	57 CA Community College Athletic Trainers Association (CCCATA)	0.00	75.00	75.00
57	California Community College Baseball Coaches Association	200.00	200.00	0.00
57	California Community College Cross Country & Track Coaches Association	200.00	200.00	0.00
57	California Community College Fastpitch Coaches Association	120.00	120.00	0.00

July, 2012

SADDLEBACK COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
<i>DIVISION OF KINESIOLOGY AND ATHLETICS (57) (Cont'd)</i>				
57	California Community College Football Coaches Association	145.00	145.00	0.00
57	California Community College Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
57	California Community Colleges Men's Basketball Association	125.00	125.00	0.00
57	California Community College Soccer Coaches Association	100.00	100.00	0.00
57	California Community College Swim & Dive Coaches Association	120.00	120.00	0.00
57	California Community College Women's Basketball Coaches Association	240.00	240.00	0.00
57	California State Swimming & Diving Coaches Association	150.00	150.00	0.00
57	Golden State Spirit Association (GASSA)	30.00	30.00	0.00
57	National Alliance of Two Year Colleges Athletic Administrators (NATYCAA)	200.00	200.00	0.00
57	National Association of Collegiate Directors of Athletics (NACDA)	150.00	150.00	0.00
57	National Athletic Trainers Association (NATA)	400.00	400.00	0.00
57	National Fastpitch Coaches Association (NFCA)	70.00	70.00	0.00
57	Orange Empire Conference (OEC)	5,100.00	5,100.00	0.00
* 57	<i>Southern CA Comm. College Cross Country/Track & Field Coaches Assoc. (SCCXCTFCA)</i>	<i>0.00</i>	<i>80.00</i>	<i>80.00</i>
57	Southern California Football Association /National Conference Southern Div.	2,000.00	2,000.00	0.00
57	Southern California Water Polo Coaches Association	150.00	150.00	0.00
57	State Community College Organization of Physical Educators (SCOPE)	400.00	400.00	0.00
SUBTOTAL		10,530.00	10,745.00	215.00
<i>DIVISION OF SOCIAL & BEHAVIORAL SCIENCES (58)</i>				
58	National Association for Ethnic Studies (NAES)	65.00	65.00	0.00
58	National Women's Studies Association (NWSA)	150.00	150.00	0.00
58	Southwestern Anthropological Association (SWAA)	40.00	40.00	0.00
* 58	<i>Society for California Archeology (SCA)</i>	<i>0.00</i>	<i>100.00</i>	<i>100.00</i>
SUBTOTAL		255.00	355.00	100.00
<i>DIVISION OF ONLINE EDUCATION AND LEARNING RESOURCES (59) (New Division)</i>				
59	American Library Association (ALA)	1,300.00	1,300.00	0.00
59	Association of College and Research Libraries (ACRL)	90.00	90.00	0.00
59	Council of Chief Librarians (CCL)	100.00	100.00	0.00
59	Learning Resrces Assoc. of the Calif. Comm. Colleges (LRACCC)	200.00	200.00	0.00
59	Lib. Orientation and Instruction Exchange (LOEX)	80.00	80.00	0.00
* 59	<i>The Library and Info. Technology Assoc.(LITA)</i>	<i>0.00</i>	<i>90.00</i>	<i>90.00</i>
		1,770.00	1,860.00	90.00
TOTAL SADDLEBACK COLLEGE MEMBERSHIPS		\$108,384.60	\$119,416.60	\$11,032.00

* Changes from January 2012 list.

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
PRESIDENT'S OFFICE (20)				
20	American Association of Community Colleges (AACC)	10,000.00	10,000.00	0.00
20	American Council on Education (ACE)	540.00	540.00	0.00
20	Association for Institutional Research (AIR)	410.00	410.00	0.00
* 20	<i>Black Chamber of Commerce of Orange County</i>	<i>0.00</i>	<i>300.00</i>	<i>300.00</i>
20	California Association for Institutional Research (CAIR)	90.00	90.00	0.00
20	Community College Public Relations Organization (CCPRO)	50.00	50.00	0.00
20	Council for Resource Development (CRD)	600.00	600.00	0.00
20	Irvine Chamber of Commerce	600.00	600.00	0.00
* 20	<i>Irvine Chamber of Commerce, Board Member, In addition to other Irvine Member</i>	<i>0.00</i>	<i>1,000.00</i>	<i>1,000.00</i>
20	Irvine Sister Cities Foundation Association	25.00	25.00	0.00
20	National Association of Presidential Assistants in Higher Education (NAPAHE)	85.00	85.00	0.00
20	National Council for Marketing and Public Relations (NCMPR)	350.00	350.00	0.00
20	Network of California Community College Foundations (NCCCF)	250.00	250.00	0.00
20	The Research and Planning Group for the California Community Colleges (the RP Group)	350.00	350.00	0.00
20	Tustin Chamber of Commerce	186.00	186.00	0.00
20	Western Association of School & College Accreditation Commission for Colleges (WASC)	20,072.00	20,072.00	0.00
SUBTOTAL		33,608.00	34,908.00	1,300.00
OFFICE OF INSTRUCTION (22)				
22	California Community Colleges Chief Instructional Officers (CCCCIO)	300.00	300.00	0.00
22	Honors Transfer Council of California (HTCC)	90.00	90.00	0.00
22	National Collegiate Honors Council (NCHC)	500.00	500.00	0.00
22	Western Regional Honors Council (WRHC)	75.00	75.00	0.00
SUBTOTAL		965.00	965.00	0.00
OFFICE OF THE ACADEMIC SENATE (23)				
23	Academic Senate for California Community Colleges (ASCCC)	2,000.00	2,000.00	0.00
SUBTOTAL		2,000.00	2,000.00	0.00
OFFICE OF STUDENT SERVICES, OUTRACH AND COMMUNITY RELATIONS (24)				
24	Calif. Community College Chief Student Services Officers Association	300.00	300.00	0.00
24	Calif. Community College Early Childhood Educators (CCCECE)	30.00	30.00	0.00
24	City of Irvine Child Resource & Information Center	100.00	100.00	0.00
24	Health Services Assoc. of the Calif. Community Colleges (HSACCC)	150.00	150.00	0.00
24	National Association of Education for Young Children (NAEYC)	100.00	100.00	0.00
SUBTOTAL		680.00	680.00	0.00
OFFICE OF FINANCIAL AID (26)				
26	Western Assoc. of Veteran Education Specialist (WAVES)	25.00	25.00	0.00
26	National Association Student Financial Aid Admin (NASFAA)	1,300.00	1,300.00	0.00
SUBTOTAL		1,325.00	1,325.00	0.00
OFFICE OF ADMISSIONS & RECORDS (30)				
30	American Association of Collegiate Registrars and Admission Officers (AACRAO)	1,015.00	1,015.00	0.00
30	California Association of Community College Registrars and Adm. Officers (CACCRAO)	200.00	200.00	0.00
30	National Association of Foreign Student Advisors (NAFSA)	390.00	390.00	0.00
SUBTOTAL		1,605.00	1,605.00	0.00
OFFICE OF EXTENDED EDUCATION (31)				
31	Association of Community & Continuing Education (ACCE)	160.00	160.00	0.00
31	National College Testing Association (NCTA)	40.00	40.00	0.00
SUBTOTAL		200.00	200.00	0.00

July,2012

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
OFFICE OF SAFETY AND SECURITY (34)				
34	California College and Universities Police Chief's Association (CCUPCA)	75.00	75.00	0.00
34	California Emergency Services Association (CESA)	160.00	160.00	0.00
34	International Association of Chiefs of Police (IACP)	100.00	100.00	0.00
34	International Association of Law Enforcement Administration (IACLEA)	225.00	225.00	0.00
34	Orange County Training Managers Association (OCTMA)	70.00	70.00	0.00
	SUBTOTAL	630.00	630.00	0.00
OFFICE OF SUPPORTIVE SERVICES (35)				
35	California Association for Post Secondary Education and Disability (CAPED)	240.00	240.00	0.00
35	California Community Colleges Cal Works Association (CCCCA)	50.00	50.00	0.00
	SUBTOTAL	290.00	290.00	0.00
OFFICE OF STUDENT DEVELOPMENT (36)				
36	COSTCO	100.00	100.00	0.00
	SUBTOTAL	100.00	100.00	0.00
OFFICE OF LIBRARY SERVICES (37)				
37	Association of College and Research Libraries (ACRL)	110.00	110.00	0.00
37	California Library Association (CLA)	150.00	150.00	0.00
37	College Reading and Learning Association (CRLA)	50.00	50.00	0.00
37	Council of Chief Librarians (CCL)	150.00	150.00	0.00
37	American Library Association (ALA)	500.00	500.00	0.00
	SUBTOTAL	960.00	960.00	0.00
TECHNOLOGY SERVICES (41)				
41	Educause	730.00	730.00	0.00
* 41	Wiche Cooperative for Educational Technologies (WCET)	0.00	1,500.00	1,500.00
	SUBTOTAL	730.00	2,230.00	1,500.00
SCHOOL OF FINE ARTS (70)				
70	American Association of Museums (AAM)	350.00	350.00	0.00
70	American College Dance Festival Association (ACDFA) (2yr. memb.)	250.00	250.00	0.00
70	United States Institute of Theatre Technology (USITT)	180.00	180.00	0.00
70	College Art Association (CAA)	375.00	375.00	0.00
	SUBTOTAL	1,155.00	1,155.00	0.00
SCHOOL OF BUSINESS SCIENCE (72)				
* 72	Academy of Legal Studies in Business (ALSB)	0.00	60.00	60.00
72	American Management Association (AMA)	225.00	225.00	0.00
72	California Association for Local Economic Development (ASI)	80.00	80.00	0.00
72	Cisco Consortium	500.00	500.00	0.00
* 72	Orange County Legal Secretaries Association (OCLSA)	0.00	75.00	75.00
* 73	Orange County Paralegal Association (OCPA)	0.00	50.00	50.00
72	National Association for Community College Entrepreneurship (NACCE)	750.00	750.00	0.00
72	Society for Human Resources Management (SHRM)	180.00	180.00	0.00
* 72	American Association of Paralegal Education (AAFPE)	450.00	0.00	(450.00)
	SUBTOTAL	2,185.00	1,920.00	(265.00)

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
SCHOOL OF GUIDANCE AND COUNSELING (73)				
73	National Association of Colleges & Employers (NACE)	400.00	400.00	0.00
73	Southern California Intersegmental Articulation Council (SCIAC)	75.00	75.00	0.00
73	South Coast Higher Education Council (SCHEC)	50.00	50.00	0.00
73	Transfer Center Directors Association (CCC TCDA)	50.00	50.00	0.00
SUBTOTAL		575.00	575.00	0.00
SCHOOL OF HUMANITIES AND LANGUAGES (74)				
74	American Historical Association (AHA)	140.00	140.00	0.00
74	Calif. Teachers of English to Speakers of Other Languages (CATESOL)	50.00	50.00	0.00
74	Community College Humanities Association (CCHA)	300.00	300.00	0.00
74	English Council of California Two Year Colleges (ECCTYC)	105.00	105.00	0.00
74	Organization of American Historians (OAH)	140.00	140.00	0.00
74	Teachers of English to Speakers of Other Languages (TESOL)	120.00	120.00	0.00
SUBTOTAL		855.00	855.00	0.00
SCHOOL OF LIFE SCIENCES & TECHNOLOGIES (76)				
76	Association for Biology Laboratory Education (ABLE)	40.00	40.00	0.00
SUBTOTAL		40.00	40.00	0.00
SCHOOL OF KINESIOLOGY, HEALTH & ATHLETICS (77)				
* 77	American Volleyball Coaches Association Women (AVCA)	135.00	145.00	10.00
77	American Equipment Managers Association (AEMA)	75.00	75.00	0.00
77	California Community College Coaches Association - Baseball	400.00	400.00	0.00
77	California Community College Coaches Association - Men's Basketball	350.00	350.00	0.00
* 77	California Community College Coaches Association - Women's Basketball	400.00	200.00	(200.00)
* 77	California Community College Counselors/Advisors Academic Association for Athletics (CCCC/AAAA)	0.00	125.00	125.00
* 77	California Community College Athletic Directors Association (CCCADA)	200.00	100.00	(100.00)
77	CCC Badminton Coaches Association Women's (CCCWBCA)	100.00	100.00	0.00
* 77	CCC Golf Coaches Association (CCCGCA)	50.00	150.00	100.00
77	CCC Ladies Golf Coaches Association (CCCLGCA)	150.00	150.00	0.00
* 77	CCC Men's Volleyball Coaches Association (CCCMVCA)	150.00	125.00	(25.00)
* 77	CCC Soccer Coaches Association (Men and Women) (CCCSCA)	200.00	150.00	(50.00)
77	CCC Tennis Coaches Association (Men & Women)	50.00	50.00	0.00
77	CCC Women's Volleyball Coaches Association (CCCWVCA)	125.00	125.00	0.00
* 77	Intercollegiate Tennis Association Men's and Women's ITA- Team	330.00	340.00	10.00
77	National Athletic Trainers Association (NATA)	458.00	458.00	0.00
* 77	National Association of Collegiate Director of Athletics (NACDA)	0.00	125.00	125.00
77	National Association of Two Year College Athletic Administrators (NATYCAA)	100.00	100.00	0.00
* 77	National Soccer Coaches Association of America (Men & Women-College Srvcs)	350.00	390.00	40.00
77	Orange Empire Conference (OEC)	5,000.00	5,000.00	0.00
* 77	Women's Basketball Coaches Association (WBCA)	115.00	130.00	15.00
SUBTOTAL		8,738.00	8,788.00	50.00
SCHOOL OF PHYSICAL SCIENCES & TECHNOLOGIES (78)				
78	American Association of Physics Teachers (AAPT)	185.00	185.00	0.00
78	American Chemical Society (ACS)	145.00	145.00	0.00
78	Orange County Astronomers Association (OCA)	57.00	57.00	0.00
SUBTOTAL		387.00	387.00	0.00

July,2012

IRVINE VALLEY COLLEGE MEMBERSHIPS
2012/2013

		January FY 11-12	July FY 12-13	Difference
SCHOOL OF CAREER TECH EDUCATION AND WORKFORCE DEVELOPMENT (80)				
80	California Community College Association for Occupational Education (CCCAOE)	45.00	45.00	0.00
80	California Internship & Work Experience Association (CIWEA)	150.00	150.00	0.00
SUBTOTAL		195.00	195.00	0.00
SCHOOL OF MATHEMATIC, COMPUTER SCIENCE AND ENGINEERING (81)				
* 81	Association of Professional Modelmakers (APMM)	0.00	500.00	500.00
SUBTOTAL		0.00	500.00	500.00
TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS		\$ 57,223.00	\$ 60,308.00	\$ 3,085.00

* Changes from January 2012

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adoption of Resolution No. 12-28 Authorizing Budget Transfers of Appropriations at Close of Fiscal Year 2011-2012

ACTION: Approval

BACKGROUND

The California Code of Regulations, Title 5, Section 58199, authorizes the governing board of a community college district to adopt a resolution permitting the County Superintendent of Schools to originate budget transfers necessary for closing the District's financial records.

STATUS

The Board of Trustees annually adopts a resolution that grants the Orange County Department of Education the authority to make necessary budgetary transfers at the close of the fiscal year to meet the obligations of the District. This action may be necessary to accommodate entries that are required during year-end closing activities and/or identified by the County and District staff to correctly reflect the financial activities of the District. Any necessary transfers will be brought back to the Board for information.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve adoption of Resolution No. 12-28 as displayed in EXHIBIT A, authorizing the Orange County Department of Education to make the necessary year-end budget transfers to accommodate entries that may be required during year-end closing.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION 12-28
July 30, 2012

On motion of _____, duly seconded, the following resolution was adopted:

Whereas, Title 5 of California Code of Regulations, Section 58199 provides that a resolution providing for the transfer of funds from the reserve for contingencies to any expenditure classification must be approved by two-thirds vote of the members of the governing board; a resolution providing for the transfer of funds between expenditure classifications must be approved by a majority of the members of the Board of Trustees, and

Whereas, the Governing Board has determined that there may be a need to make such budgetary transfers after the close of the fiscal year to meet the obligations of the District, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of South Orange County Community College District authorizes the Orange County Department of Education to make transfers between reserves and any expenditure classifications to permit payment of obligations.

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

FOR DIVISION OF FISCAL SERVICES USE

The transfers below were made to permit the payment of final obligations as authorized by the above Resolution.

Approved on _____ By: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders/Confirming Requisitions

ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-04538 through P12-04606 amounting to \$2,162,869.45 and P13-00205 through P13-00579 amounting to \$30,282,616.43 are submitted to the Board of Trustees for approval. Confirming requisitions dated June 6, 2012 through July 10, 2012 totaling \$91,020.80 are also submitted.

RECOMMENDATION

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

Includes P12-04538 - P12-04606

PO Number	Vendor Name	Site	Description	Account Amount
P12-04538	PAULINES PROFESSIONAL	.	Outreach promo pens/sticky notes/sunglasses	7,125.83
P12-04539	POTPOURRI			
P12-04539	WESTERN GRAPHICS PLUS, INC.		Flash drives w/financial aid orientation	5,124.25
P12-04540	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		EOPS furniture	31,427.65
P12-04541	RESERVE ACCOUNT PITNEY BOWES		FUNDS FOR POSTAGE	30,000.00
P12-04543	REACTOR INSTITUTE	.	For Reactor Cafe and Roundtables Reports	2,400.00
P12-04544	SOUTH COAST A.Q.M.D. California Air Toxics		AQMD air toxic program fee for 7/11 - 6/12	208.84
P12-04545	GUEST ARTISTS		Acting services for cast of "Joseph"	4,800.00
P12-04546	MACIAS, GINI & COMPANY LLP		Independent Auditing Services for FY 2011-2012	129,914.00
P12-04547	HAITBRINK ASPHALT PAVING, INC.		Safety issue - replace wall seats	2,900.00
P12-04548	TFP GROUP	.	ETP Consultant Fees	175.00
P12-04549	TFP GROUP	.	ETP Consultant Fees - PG&O	387.00
P12-04550	ORANGE COUNTY REGISTER		Advertising for "Joseph" - L.W. Globe 5/24, 5/31	248.76
P12-04551	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	.	Career Tech County-Wide Advisory	5,250.00
P12-04552	MATHBOTIX	.	Support for Robotics Infrastructure	12,320.00
P12-04553	QUEST CONSULTING & TRAINING CORP	.	ETP Training - #2	26,730.00
P12-04554	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.		Prof. Serv. for ATEP & IVC A400 Design Bld.	10,520.50
P12-04555	POSTMASTER		Business Reply Mail Permit	190.00
P12-04556	PACIFIC COLLEGE TESTING		Site License for Assessment n/c	1,200.00
P12-04557	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		Remove and Replace Solenoid Valves	4,967.12
P12-04558	OFFICE MAX A BOISE COMPANY		Office Max Supplies	5,500.00
P12-04559	COMPUTROLS, INC.		Energy management system agreement	1,400,000.00
P12-04560	LIONAKIS		SOCCCD Design Build Architect Services	372,860.00
P12-04561	TFP GROUP	.	TFP Expenses related to contract approval	373.23
P12-04562	HAITBRINK ASPHALT PAVING, INC.	SC Lib Renov	Parking Lot 7 at Saddleback College for Utt Lib.	2,150.00
P12-04563	FULL COMPASS SYSTEMS	.	SC Lib Reno (DVD Player Shelves)	1,094.07
P12-04564	DEPT OF FISH AND GAME ACCOUNTING SERVICES BRANCH		SOCCCD SC & IVC Fac. Master Plans 2011	2,969.00
P12-04565	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	IVC Barranca Rd	Plan Check for IVC Barranca Road Project	400.00
P12-04566	CITY OF MISSION VIEJO		BPA Meetings	1,680.00
P12-04567	JUDGE NETTING, INC.		Emergency golf netting repairs damaged by wind	19,300.00
P12-04568	WELLS FARGO #3317 (DISTRICT)		Book-Vendor: I Need Books	82.24

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Includes P12-04538 - P12-04606

PO Number	Vendor Name	Site	Description	Account Amount
P12-04569	SOUTHERN CALIFORNIA EDISON	IVC Barranca Rd	Plan Check for IVC Barranca Rd. Project	5,000.00
P12-04570	HERTZ EQUIPMENT RENTAL		Emergency lift rentals for golf pole inspections	1,073.19
P12-04571	CITY OF IRVINE COMMUNITY SERVICES-FACILITIES	IVC Barranca Rd	engineering fees for barranca rd. project,IVC	6,212.00
P12-04572	PROJECT MANAGEMENT TRAINING INSTITUTE		PMP Boot Camp Class - one additional attendee	1,895.00
P12-04573	TEKNION LLC ATTN: ORDER ENTRY	.	Furniture	559.31
P12-04574	LEE ARMSTRONG CO., INC.		Replace flooring in TAS-225	3,450.00
P12-04575	B & H PHOTO	.	Graphics supplies/ink cartridges	814.59
P12-04576	QUEZADA PRO LANDSCAPE, INC.		Tree Removal Services	4,800.00
P12-04577	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Foil Seals	173.57
P12-04578	DMG CORPORATION		Repair parts a/c unit in BGS	700.82
P12-04579	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING		Repairs in Cafe and Food Prep Areas	3,350.48
P12-04580	MC QUAY AIR CONDITIONING		Diagnosis and Install HVAC Control Switch	731.91
P12-04581	KONICA MINOLTA BUSINESS SOLUT. ATTN: PO SPECIALIST		Pre-Inspection required for maint agrmt	160.00
P12-04582	QUALITY OFFICE FURNISHINGS		EOPS monitor arms	3,601.01
P12-04583	CRYSTAL SHOMPH	.	Lighting Crew for Dance	680.00
P12-04584	ORANGE COUNTY REGISTER		Ad for RFQ Leaseback serv.	838.00
P12-04585	HALL & FOREMAN, INC.	IVC Life Sci	Storm drain survey services consultant, IVC	8,550.00
P12-04586	RGP PLANNING & DEVELOPMENT SERVICES		Avery Investment investigation & report, SC	7,850.00
P12-04587	ORANGE COUNTY REGISTER		Public notice of trustee vacancy	174.00
P12-04588	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST		Evaluation Services	1,000.00
P12-04589	EDWARD EIEN	.	Stage Crew IVC Dance	540.00
P12-04591	THOMSON WEST ATTN: MICHAEL LOONAN	.	Westlaw ProDoc and Paralegal Program Software	569.76
P12-04592	COLLEGE BRAIN TRUST		Consulting Services -- College Brain Trust	5,848.98
P12-04593	FREEDOM		Print ads for "Joseph" 5/25, 61	298.44
P12-04595	DONALD L. EISENTRAUT	.	Stage crew IVC Dance	630.00
P12-04596	HENRY SAMUELI SCHOOL OF ENG. TEC BUSINESS CTR.		RapidTech Phone and Facilities Upgrade Charges	1,335.59
P12-04597	AMBER MARINE		Boston Whaler Additional Repairs	184.31
P12-04598	KARLA VIVIANA MARTINEZ		Panelist Foster/Kinship Wkshp	50.00
P12-04599	QUINN RENTAL SERVICES		Emergency equipment rental	1,000.00
P12-04600	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpret. for SL1 course June 18, 2012	248.00
P12-04601	BLACKBAUD, INC.		Purchase of Software License y/c	6,465.00
P12-04602	WELLS FARGO #3317 (DISTRICT)		Solarwinds (renewal)	399.00
P12-04603	ORANGE COUNTY REGISTER		* Ad for janitorial supplies Bid no. 300D	438.00

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Includes P12-04538 - P12-04606

PO Number	Vendor Name	Site	Description	Account Amount
P12-04604	KYLE SEITZ	.	Contract Services for PAC Outside rental	1,860.00
P12-04605	CRYSTAL SHOMPH	.	Contract Services for outside PAC rental	1,480.00
P12-04606	TFP GROUP	.	ETP Consultant Fees - B. Braun	7,811.00
			Total	66
				2,162,869.45

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	51	323,086.25
40	Capital Outlay Fund	15	1,839,783.20
Total		66	2,162,869.45

PO Changes

New PO Amount	Change Amount
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Total PO Changes

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00205	G/M BUSINESS INTERIORS		Furniture for Lobby in A100 Admin. Building	8,698.40
P13-00206	XEROX CORPORATION		Copier Lease	2,359.08
P13-00207	XEROX CORPORATION		Xerox maintenance services for custodial area	400.00
P13-00208	LYNDA.COM, INC.		Lynda.com online training	3,250.00
P13-00209	LIEBERT CASSIDY WHITMORE		Attorney Services FY 2012-2013	150,000.00
P13-00210	MICHAEL LOWELL MC CORMICK		Reimbursement for SCLO props	500.00
P13-00211	CHUCK ROGERS		Set building supplies for SCLO	500.00
P13-00212	SUPPORT PRODUCT SERVICES		Emission certification & repairs	4,000.00
P13-00213	VERIZON WIRELESS		Cellular Phone Service	2,200.00
	GOVERNMENT ACCOUNTS			
P13-00214	DIANE LEWIS		Costume supplies for SCLO	750.00
P13-00215	CALIFORNIA HAZARDOUS SERVICE		Annual Testing of Monitor System & Vapor Recovery	1,500.00
P13-00216	PROSERV PLUMBING & DRAIN		Annual Backflow Valve Testing and Repairs	2,000.00
P13-00217	DANA POINT YACHT MAINTENANCE		Maintenance Activities for Boston Whaler	600.00
P13-00218	SUPPORT PRODUCT SERVICES		Annual emission test & inspection for AQMD	2,200.00
P13-00219	TOTAL AIR ANALYSIS INC.		Engine testing at CP	4,000.00
P13-00220	DANA POINT FUEL DOCK		Fuel Expenses for MST Classes	754.25
P13-00221	HOME DEPOT MISSION VIEJO STORE #814		Materials for ES Dep't	500.00
P13-00222	SPORTS TURF & FACILITY MGMT		Sports turf subscription	35.00
P13-00223	CDW-G COMPUTER CENTERS		Annual Maintenance for CDC Copier	2,300.00
P13-00224	ORKIN EXTERMINATING, INC. ACURID		Annual pest control y/c	15,408.00
P13-00225	ORKIN EXTERMINATING, INC. ACURID		Annual bi-weekly gopher services c/y	10,500.00
P13-00226	ORKIN EXTERMINATING, INC. ACURID		Annual monthly bee box services	7,200.00
P13-00227	POSTMASTER		Postage for SC Fall 2012 postcard mailing	21,000.00
P13-00228	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		Attorney Services FY 2012-2013	275,000.00
P13-00229	SO. ORANGE CO. COMM. COL. DIST		Reimb account for prop/liab claims paid	100,000.00
P13-00230	SO. ORANGE CO. COMM. COL. DIST WORKERS COMPENSATION		Reimb account for workers' comp claims paid	74,000.00
P13-00231	WORKERS' COMP FIRST AID ACCOUNT		Pay for minor workers' comp treatment	5,000.00
P13-00232	CALIFORNIA POWER PARTNERS, INC.		Energy conservation projects	416,446.00
P13-00233	YABLA, INC.		LoMas TV Subscription (French and Spanish)	598.00
P13-00234	XEROX CORPORATION		Annual Maintenance for Health Center Copier	750.00
P13-00235	XEROX CORPORATION		Annual Maintenance for DSPS Copier	900.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00236	MEDCOM, INC., TRAINEX DIV.		Supplies/Videos for Nursing	3,776.81
P13-00237	KEN'S SPORTING GOODS		Football Team Protective Supplies	847.35
P13-00238	BESAFE TECHNOLOGIES, INC.		Building subscription	8,857.80
P13-00239	WESTWIND SAILING, LLC		Maintenance Activities for Catalina Sailboats	1,000.00
P13-00240	BUDDY'S ALL STARS		Football pads/cleats/decals	2,138.92
P13-00241	RIDDELL AMERICAN SPORTS CORP		Football facemasks/pads	563.61
P13-00243	FEDERAL EXPRESS		Federal Express charges	10,000.00
P13-00244	CAPISTRANO UNIFIED SCHOOL DISTRICT		CUSD allocation for 2012-13	4,825.00
P13-00245	CAPISTRANO-LAGUNA BEACH ROP		CAPO-Laguna ROP Allocation 2012-13	3,825.00
P13-00246	COASTLINE ROP		Coastline Allocation 2012-13	3,825.00
P13-00247	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		SVUSD Allocation 2012-13	4,825.00
P13-00248	LAGUNA BEACH UNIF. SCHOOL DIST		LBUSD Allocation 2012-13	3,825.00
P13-00249	ASICS AMERICA CORPORATION		Women's volleyball uniforms	1,318.00
P13-00250	AYU TECHNOLOGY SOLUTIONS, LLC		AYU Technology Solutions LLC Invoice n/c	1,000.01
P13-00251	EMSI ECON. MODELING SPECIALISTS INC		Subscription renewal - county data & analysis	2,500.00
P13-00252	CROWN FENCE		Replace football field fence	1,335.00
P13-00253	HAITBRINK ASPHALT PAVING, INC.		Asphalt pavement behind track	3,350.00
P13-00254	XEROX CORPORATION	.	Annual Maintenance for Duplicating Copier 4112	8,867.00
P13-00255	XEROX CORPORATION	.	Annual Maintenance for ATEP Copier Xerox 7665	7,800.00
P13-00256	CDW-G COMPUTER CENTERS	.	Annual Maintenance for PE Copier	1,650.00
P13-00257	XEROX CORPORATION	.	Annual Maintenance for A-100 Copier	1,830.00
P13-00258	XEROX CORPORATION	.	Annual Maintenance for A-200 Copier	4,100.00
P13-00259	XEROX CORPORATION	.	Annual Maintenance for B-200 Copier	3,700.00
P13-00260	XEROX CORPORATION	.	Annual Maintenance for BSTIC Copier	3,000.00
P13-00261	PHOENIX GROUP INFORMATION SYS.	.	Citation Processing Fees	20,000.00
P13-00262	XEROX CORPORATION	.	Annual Maintenance for ATEP 7132 Copier	1,700.00
P13-00263	VIATRON SYSTEMS, INC.		Microfilm Conversion Services	45,765.00
P13-00264	FIREBRAND MEDIA, LLC		Purchase ad in the Irvine Visitors Guide	1,600.00
P13-00265	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES		Annual membership to ACCJC	18,328.00
P13-00266	HOME DEPOT MISSION VIEJO STORE #614		Photography supplies - Photo Dept.	500.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00267	NASFAA MEMBERSHIP RENEWALS	SC Science	NASFAA Membership Renewal	2,526.00
P13-00268	CDW-G COMPUTER CENTERS	.	Annual Maintenance for A&R Copier	1,400.00
P13-00269	POCKET NURSE ENTERPRISES, INC.	.	Supplies for Nursing	1,141.66
P13-00270	LASER SOURCE	.	Toner Cartridges	281.87
P13-00271	CDW-G COMPUTER CENTERS	.	Annual Maintenance for A-100 4260 Copier	1,650.00
P13-00272	SIXTEN, INC. dba SIXTEN & ASSOC.	.	State Mandated Cost Claiming Services 2012-2013	24,000.00
P13-00273	EDU BUSINESS SOLUTIONS	.	License Renewal	2,428.20
P13-00274	POCKET NURSE ENTERPRISES, INC.	.	Supplies for Medical Assisting	2,377.51
P13-00275	BARCLAYS LAW PUBLISHERS	.	Subscription Renewal - Calif Comm. College Code	150.00
P13-00276	INNOVATIVE DESIGNS & MFG.	.	Live Oak Terrace Area Benches	4,702.44
P13-00277	WITT COMPANY	.	Maintenance for RISO Printers	1,279.53
P13-00278	ORANGE EMPIRE CONFERENCE C/O T.MARK JOHNSON, COMMIS.	.	Annual Membership Dues 2012/2013	5,000.00
P13-00279	ASSOCIATION OF HIGHER EDUCATION FACILITIES OFFICERS	.	APPA membership	1,315.00
P13-00280	UC REGENTS UCSD	.	MS20 Birch Aqu Summer Session	500.00
P13-00281	BOB PARRETT CONSTRUCTION	.	Upgrade AGB door	4,388.00
P13-00282	PYRO-COMM SYSTEMS	.	Install fire system batteries	374.97
P13-00283	DATAMAX O'NEIL PRINTER SUPPLIES	.	Permit & Citation Printing	3,000.00
P13-00284	XEROX CORPORATION	.	Annual Maintenance & Lease - Duplicating Xerox 550	16,794.00
P13-00285	ESCAPE TECHNOLOGY, INC.	.	Escape Maintenance Renewal y/c	70,000.00
P13-00286	XEROX CORPORATION	.	Xerox machine lease	4,000.00
P13-00287	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	.	Sailboat Leasing for MST Classes	3,500.00
P13-00288	AVENTURA SAILING ASSOC.	.	Sailboat Leases for MST Classes	3,000.00
P13-00289	PHOENIX GROUP INFORMATION SYS.	.	Handheld Support	962.00
P13-00290	ADVANTA ENERGY	.	Energy consultant services	9,600.00
P13-00291	THE RP GROUP	.	Research Membership Renewal 2012-2013 RP GROUP	350.00
P13-00292	NASFAA MEMBERSHIP RENEWALS	.	NASFAA DUES 12/13	1,370.00
P13-00293	PIPS C/O KEENAN & ASSOCIATES	.	Protected Insurance Program for Schools 2012-2013	1,850,980.00
P13-00294	PEARSON CLINICAL ASSESSMENT (PsychCorp)	.	Pearson licensing	95.90
P13-00295	INTELECOM ATTN: MICHELLE KOLPIEN	.	Annual Fee - Intelcom	1,500.00
P13-00296	EASTBAY TEAM SPORTS	.	Volleyball Team Supplies	3,193.89
P13-00297	HEIDELBERG PASTRY/BISTRO SHOP	.	Reception supplies for "Sondheim" performances	942.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00298	FISDAP HEADWATERS SOFTWARE, INC.		Access to Fisdap study tools for PM class	945.00
P13-00299	SCHOOLS EXCESS LIABILITY FUND		Excess Liability Coverage 2012-2013	55,890.00
P13-00300	SCANTRON CORPORATION		Software Maintenance Agreement Renewal	195.00
P13-00301	AERA ENGINE REBUILDERS ASSN.		PRO-SIS Maintenance Renewal	403.00
P13-00302	KEN'S SPORTING GOODS		Football Equipment Reconditioning	3,038.70
P13-00303	A TO Z CIRCUIT BREAKERS		Electrical Supplies	1,000.00
P13-00304	ADI		Electrical Supplies	1,000.00
P13-00305	AIRGAS WEST		CO2 for swimming pool	3,000.00
P13-00306	ALLIED REFRIGERATION, INC.		HVAC supplies	1,000.00
P13-00307	APPLIED INDUSTRIAL TECHNOLOGIES		HVAC supplies	750.00
P13-00308	ARAMARK UNIFORM SERVICES		Shop rags	1,000.00
P13-00309	ARC AMER. REPROGRAPHICS CO.		Blueprint services	1,000.00
P13-00310	AVIS BUDGET GROUP		Van rentals	2,000.00
P13-00311	BERG WHOLESALE		Locksmith supplies	3,000.00
P13-00312	BUTLER CHEMICALS, INC.		SSC Cafeteria chemical program	6,500.00
P13-00313	CLARK SECURITY PRODUCTS		Locksmith supplies	3,000.00
P13-00314	CLUB CAR, INC.		Parts for club car	1,500.00
P13-00315	COMPUTROLS, INC.		HVAC supplies	2,000.00
P13-00316	CONSOLIDATED ELECTRICAL DIST.		Electrical supplies	2,000.00
P13-00317	DUNN-EDWARDS CORPORATION		Paint supplies	2,000.00
P13-00318	PURETEC		General Supplies-DI Water System	5,500.00
P13-00319	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO for Tech Services	1,000.00
P13-00320	SAMY'S CAMERA		Photography supplies	1,000.00
P13-00321	ALBERTSONS ATTN: DEPT. R		Food and Supplies for CDC	700.00
P13-00322	PETCO		Pet supplies for the CDC	500.00
P13-00323	ROCKVIEW FARMS		For milk for the CDC children	4,300.00
P13-00324	SUPERIOR PAPER & PLASTIC INC.		Supplies for the CDC	1,000.00
P13-00325	WELLS FARGO #1598		Online Workshops-SharePoint Experts, Inc.	490.00
P13-00326	CATHERINE BERES		Supplies for Sondheim pre-show receptions	500.00
P13-00327	KEENAN & ASSOCIATES		Claims Management Blanket PO	30,000.00
P13-00328	REGENTS OF UNIV.OF CALIFORNIA ATTN: DONNA M. AMES		MDTP license is for math testing materials	800.00
P13-00329	XEROX CORPORATION		XEROX-Maintenance Agreement	582.12
P13-00330	OLYMPIC POWDER COATING, INC.		Powder Coat Parking Meter Dispenser	390.00
P13-00331	DUNN-EDWARDS CORPORATION		Athletic Field Paint	1,000.00
P13-00332	EAGLE COMMUNICATIONS		Radio Supplies	2,500.00
P13-00333	EBERHARD EQUIPMENT		Grounds/Transportation Parts	2,000.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00334	EBERHARD EQUIPMENT		Equipment Rentals	3,000.00
P13-00335	ENTERPRISE RENT-A-CAR		Van Rental	5,000.00
P13-00336	FERGUSON ENTERPRISES, INC.		Plumbing Supplies	1,000.00
P13-00337	FRAZEE WALLCOVERINGS		Paint & Supplies	1,000.00
P13-00338	FREEWAY AUTO SUPPLY		Transportation Supplies	4,000.00
P13-00339	GOLF VENTURES WEST		Transportation Mower and Cart Parts	4,000.00
P13-00340	W. W. GRAINGER		HVAC Supplies	4,000.00
P13-00341	HD SUPPLY WATERWORKS BRANCH #594		Irrigation and Grounds Supplies	1,000.00
P13-00342	HIRSCH PIPE & SUPPLY		Plumbing and Irrigation Supplies	3,000.00
P13-00343	HORIZON		Grounds Supplies	3,000.00
P13-00344	INDUSTRIAL METAL SUPPLY CO.		Metal Supplies for Facilities	500.00
P13-00345	IRVINE PIPE & SUPPLY		Plumbing Supplies	3,000.00
P13-00346	PACIFIC PARKING SYSTEMS, INC.		Parts for parking dispenser machine	2,354.34
P13-00347	HARVARD BUSINESS REVIEW		Magazine Renewal	109.00
P13-00348	HOME DEPOT MISSION VIEJO STORE #614		Set building supplies for SCLO	1,000.00
P13-00349	APPLE COMPUTER, INC. ATTN: HIED SALES SUPPORT		MacBook Air Purchase	1,915.16
P13-00350	QUICK CAPTION		Captioning services for disabled students	5,000.00
P13-00351	ARROWHEAD/NESTLE ATTN: TERRIS BARRON		Rental of ROHC Water Filtration System	550.00
P13-00352	AACRAO MEMBERSHIP		AACRAO Membership 2012-2013	1,218.00
P13-00353	GOODWILL INDUSTRIES OF ORANGE COUNTY		Interpreting services for hearing impaired	5,000.00
P13-00354	JOHN DEERE LANDSCAPES, INC.		Irrigation Supplies	2,000.00
P13-00355	JOHNSTONE SUPPLY		HVAC Supplies	3,000.00
P13-00356	KELE ASSOCIATES		HVAC Supplies	2,000.00
P13-00357	KNORR SYSTEMS, INC.		Pool Supplies	1,500.00
P13-00358	LAGUNA MUFFLER SERVICE		Transportation Supplies	500.00
P13-00359	LAWNMOWERS ETC., LLC		Blade Sharpening/Grounds Supplies	2,000.00
P13-00360	LESLIE'S SWIMMING POOL SUPPLY		Pool Supplies	500.00
P13-00361	McMASTER CARR SUPPLY COMPANY		Maintenance Supplies	1,500.00
P13-00362	MONTGOMERY HARDWARE		Locksmith Supplies	3,000.00
P13-00363	PRAXAIR		Refill Exchange Gases	500.00
P13-00364	PRESCOTT HARDWARE/SHEET METAL		HVAC Supplies	750.00
P13-00365	REFRIGERATION SUPPLIES DIST.		HVAC Supplies	1,500.00
P13-00366	RUSSELL SIGLER, INC.		HVAC Supplies	1,500.00
P13-00367	SNAP-ON INCORPORATED		Transportation Shop Tools	500.00
P13-00368	SO. COAST FIRE PROTECTION		Fire Extinguisher Refills	1,000.00
P13-00369	STAR MAINTENANCE SUPPLY		Custodial Supplies	1,000.00
P13-00370	UNIVERSAL SPECIALTIES, INC.		Plumbing Supplies	3,000.00
P13-00371	SKS, INC. PETROLEUM DISTRIBUTORS		Oil Supplies	1,000.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00372	AACRAO PUBLICATIONS		Books for Center for Career and Life dev.	276.71
P13-00373	SCANTRON CORPORATION		Scantron forms for MSE Division Use	331.64
P13-00374	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	Films for Summer International Film Class	168.48
P13-00375	BUY PC SUPPLIES, LLC		Photography supplies/ nylon dust cover	85.24
P13-00376	WELLS FARGO #3317 (DISTRICT)		Physics Supplies	220.76
P13-00377	WELLS FARGO #3317		Physics supplies - Multimeters	302.78
P13-00378	B & H PHOTO		Memory Cards for PIO	90.51
P13-00379	MILLENNIUM BUSINESS SERVICES Marty Cohn		Special Oversized A/P Envelopes	1,304.23
P13-00380	SWACC % KEENAN & ASSOCIATES		P&L Memorandum of Coverage 2012-2013	907,902.00
P13-00381	WELLS FARGO #3317 (DISTRICT)		Physics Supplies - C-Clamps	104.11
P13-00382	JIM WRIGHT		Reimbursement - Internet service	900.00
P13-00383	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards for James Wright	49.57
P13-00384	PACIFIC EARTH RESOURCES		Install sod at practice football field	4,920.00
P13-00385	HOME DEPOT		Maintenance Supplies	5,000.00
P13-00386	SADDLEBACK GOLF CARS, INC.		Golf Supplies/Repair	500.00
P13-00387	VILLAGE NURSERIES LANDSCAPE CENTERS		Ground Plant Supplies	2,500.00
P13-00388	VISTA PAINT		Paint Supplies	3,000.00
P13-00389	WALTERS WHOLESALE ELECTRIC		Electrical Supplies	2,000.00
P13-00390	WAXIE SANITARY SUPPLY		Custodial Supplies	500.00
P13-00391	WORLDWIDE RECOVERY SYSTEMS, INC.		Transportation Service Parts	1,000.00
P13-00392	SO. COAST FIRE PROTECTION		Annual fire extinguisher service and maintenance	2,000.00
P13-00393	SO. COAST FIRE PROTECTION		Annual fume hoods testing	650.00
P13-00394	ABC ICE HOUSE		General Supplies-Dry Ice	80.81
P13-00395	AIRGAS WEST		General Supplies-Compressed Gases & Liquids	800.00
P13-00396	DE NAULT'S TRUE VALUE HARDWARE		General Supplies - Rock Salt & Misc.	862.00
P13-00397	WARREN ANSALDO		2012-2013 Instructional Supply Reimbursement	100.00
P13-00398	GALL'S OF LONG BEACH	.	Uniform and Department Supplies	6,000.00
P13-00399	HOME DEPOT EAST IRVINE STORE #8525	.	Department Supplies	1,000.00
P13-00400	JOHNSON FLOORING, INC.		Gym floor maintenance	4,900.00
P13-00401	ROTO-ROOTER SERVICE & PLUMBING COMPANY		Annual storm drain cleaning	4,500.00
P13-00402	VFS FIRE & SECURITY SERVICES		Inspect/test & maint of fire sprinkler system	4,500.00
P13-00403	DA CAPO MUSIC		Sheet music for vocal/choral music classes	500.00
P13-00404	PEPPER MUSIC COMPANY		Sheet music for vocal/choral music classes	500.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00405	PEPPER MUSIC COMPANY		Sheet music for music classes	500.00
P13-00406	DA CAPO MUSIC		Sheet music for music classes	500.00
P13-00407	WELLS FARGO #3317 (DISTRICT)	.	Multimedia Equipment	49.89
P13-00408	AT&T MOBILITY GOVERNMENT SALES		Fax lines for trustees	1,000.00
P13-00409	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business Cards lvc : Amy Grimm	49.57
P13-00410	DUNN-EDWARDS CORPORATION		Ground annual athletic paints	12,585.12
P13-00411	PORT SUPPLY		Instructional Supplies for MST Classes	700.00
P13-00412	TREE OF LIFE NURSERY		Blanket PO for Plants for ES Dept.	400.00
P13-00413	WARD'S NATURAL SCIENCE		Blanket PO for Inst. Supplies for ES Dept	1,000.00
P13-00414	WARD'S NATURAL SCIENCE		Blanket PO for Inst. Supplies for ES Dept	500.00
P13-00415	KELLY PAPER		Regina Hurley -Material Fees/paper	168.66
P13-00416	COMPUTERLAND OF SILICON VALLEY		Adobe Acrobat Professional License	62.00
P13-00417	WELLS FARGO #3317		Book needed for Jazz Studies-Joey Sellers	37.66
P13-00418	SADDEBACK APPLIANCES		Refrigerator Filters	110.21
P13-00419	EBERHARD EQUIPMENT		2012-2013 Repairs-FMO Heavy Equipment	3,000.00
P13-00420	HILLYARD FLOOR CARE SUPPLY		2012-2013 Floor Polishing Equipment Repairs	500.00
P13-00421	CAROLINA BIOLOGICAL SUPPLY		2012-2013 Instructional Supplies for BIO Classes	500.00
P13-00422	DOOLEY ENTERPRISES, INC.	.	2012-2013 Ammunition Purchases	2,000.00
P13-00423	PROFORCE MARKETING INC.	.	2012-2013 Taser Supplies	1,000.00
P13-00424	PROFORCE LAW ENFORCEMENT TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	.	2012-2013 Vehicle Parts Purchases	4,999.00
P13-00425	TRAFFIC MANAGEMENT INC.	.	2012-2013 Traffic and Parking Supplies Purchases	4,500.00
P13-00426	TOTAL AIR ANALYSIS INC.		Boiler testing at CP	4,000.00
P13-00427	MICRO CENTER	.	2012-2013 Tech Services/Computer Supplies	5,000.00
P13-00428	SHRED-IT CAMPO ENTERPRISES, INC.		2012-2013 Document Destruction Service	240.00
P13-00429	WELLS FARGO #2078		Student Registration CC Processing Fees: Shift 4	10,000.00
P13-00430	SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION		SCFA Annual Membership Renewal	1,800.00
P13-00431	ALL TECH SERVICE	.	2012-2013 Blanket PO for AV Equip Repairs	4,000.00
P13-00432	HYATT LEGAL		Hyatt Legal Benefits FY 2012-2013	93,271.25
P13-00433	PRUDENTIAL INSURANCE COMPANY OF AMERICA		Long-Term Disability Benefits for FY 2012-2013	188,895.59
P13-00434	PRUDENTIAL INSURANCE COMPANY OF AMERICA		Life Insurance Benefits FY 2012-2013	339,135.11

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00435	UNUM LIFE INSURANCE COMPANY		UNUM Long-Term Care FY 2012-2013	77,096.00
P13-00436	ACSIG/EDGE		Vision Services FY 2012-2013	553,339.50
P13-00437	ACSIG/EDGE		Vision Services FY 2012-2013	78,781.38
P13-00438	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Card for W. Rice	49.57
P13-00439	DAN SPEISER DBA		2012-2013 Payphone Stations Agreement	3,780.00
P13-00440	PSI-PAYPHONE STAT., INNOV. SMART & FINAL IRIS CO.		2012-2013 Instructional Supplies-BIO Classes Labs	200.00
P13-00441	DE NAULT'S TRUE VALUE HARDWARE		2012-2013 Instructional Supplies-BIO Classes Labs	300.00
P13-00442	GREEN THUMB INTERNATIONAL		2012-2013 Instructional Supplies-BIO Classes Labs	200.00
P13-00443	SAFEWAY, INC. C/O PAVILIONS, STORE #210		2012-2013 Instructional Supplies-BIO Classes Labs	800.00
P13-00444	WARD'S NATURAL SCIENCE		2012-2013 Instructional Supplies-BIO Classes Labs	1,000.00
P13-00445	GREEN THUMB INTERNATIONAL		2012-2013 Instructional Supplies-BIO Classes Labs	200.00
P13-00446	SAFEWAY, INC. C/O PAVILIONS, STORE #210		2012-2013 Instructional Supplies-BIO Classes Labs	400.00
P13-00447	WARD'S NATURAL SCIENCE		2012-2013 Biology Student Project Supplies	200.00
P13-00448	SCHOOLS FIRST FCU ATTN: JO AN POIREL		Premium for 2012-2013 Sabbatical Bonds	17,156.00
P13-00449	GOODWILL INDUSTRIES OF ORANGE COUNTY		DPI Interpreting Services	5,000.00
P13-00450	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE		MCAS sublease agreement for ATEP	6,600.00
P13-00451	PHOENIX BUSINESS MACHINES, INC		RICOH: Maint Renewal IT Copier - Aficio 3235C	1,990.00
P13-00452	SMART & FINAL IRIS CO.		For food and supplies for the CDC	6,000.00
P13-00453	ALLSTAR AWARDS		Name tags for tutors IVC Lib.	55.46
P13-00454	ACCUVANT INC.		LogRhythm Security Appliance Renewal c/y	15,667.00
P13-00455	BANNERSANDSIGN.NET		Door name plate for Dean SME Faculty Offices	42.71
P13-00456	EMPLOYMENT DEVELOPMENT DEPT.		Unemployment Insurance Quarterly P/R Taxes	50,000.00
P13-00457	KEENAN & ASSOCIATES		Loss Control/Risk Mgmt. Agreement	25,000.00
P13-00458	SPRINGSHARE, LLC		LibCal and LibAnswers Subscription	1,498.00
P13-00459	PARADISE BAKERY-MISSION VIEJO		Classified Senate Retreat Breakfast	110.18
P13-00460	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		SISC (PPO)-Benefits FY 2012-2013 Fund 01	15,997,076.50
P13-00461	KEENAN & ASSOCIATES		Media Liability Coverage	5,456.00
P13-00462	WELLS FARGO #3317		Air cleaners for Fiscal Services	560.26
P13-00463	PENN CORPORATE RELOCATION SERVICES, INC.		Storage of tablet chairs	1,500.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00484	TOMARK SPORTS EQUIPMENT		Soccer goals Maintenance/repair	2,288.00
P13-00485	WELLS FARGO #1598		SPOBDC Year-end Retreat-Back Bay Conf Ctr	743.06
P13-00466	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	Replenish stores payroll time cards	506.43
P13-00467	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	Replenish stores overtime cards	274.76
P13-00468	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	Replenish stores substitute time cards	392.75
P13-00469	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	Replenish stores comp. time card	420.23
P13-00470	AAA ACCESS SMOG		SMOG TESTING	1,000.00
P13-00471	W. W. GRAINGER		Biology lab equipment care	521.19
P13-00472	INTERLIGHT INT'L LIGHTING CORP		Biology microscope bulbs	345.47
P13-00473	RINO PRODUCTS		BLANKET PO FOR CUSTODIAL REPAIRS	1,500.00
P13-00474	WHITE CAP INDUSTRIES		MAINTENANCE SUPPLIES	1,000.00
P13-00475	P & R PAPER SUPPLY COMPANY		Disinfectant for labs	164.24
P13-00476	GRAINGER PARTS OPERATIONS		Safety Supplies for Biology	765.23
P13-00477	SARA LEILA SHEYBANI % MSE DIVISION OFFICE		INSTRUCTIONAL SUPPLIES - REIMBURSEMENTS	100.00
P13-00478	BIOMERIEUX, INC		E Test Supplies	240.21
P13-00479	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Instructional Supplies-BIO Classes Labs	200.00
P13-00480	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Instructional Supplies-BIO Classes Labs	200.00
P13-00481	PHOENIX GROUP INFORMATION SYS.		Handheld hardware/software support	1,332.00
P13-00482	DOUGLAS WESTLAKE		Piano tuning & repair services	7,000.00
P13-00483	HIGHER ONE INC.		2012-2013 Debit Card Service Fees	5,000.00
P13-00484	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 SCATC SuppliesMaterials	1,000.00
P13-00485	TELERIK INC. BOSTON OFFICE		RadControls Developer Software Renewal n/c	998.00
P13-00486	NAT'L ASSOC. OF BROADCASTERS		National Assn Broadcasters Membership	360.00
P13-00487	TALLEGA SOFTWARE		Fujitsu Scanner Maint Renewal	4,002.00
P13-00488	LOOMIS		Armored Car Service 2012-2013	7,500.00
P13-00489	RICHARD SNEED		Reimburse Medicare Premiums	2,000.00
P13-00490	SUPERIOR PRESS		Various Bank Supplies 2012-2013	2,000.00
P13-00491	ARTstor		Library e-books per Jenny Langrell	2,525.00
P13-00492	GUEST ARTISTS		Labor for "Jungle Book"	7,000.00
P13-00493	SOURCE GRAPHICS		KIP3000 Plotter Service Agreement *quote attchd	1,458.00
P13-00494	G & K SERVICES		Laundry Service for Shop Apparel	4,000.00
P13-00495	W. W. GRAINGER		Essential Instructional Supplies Automotive	500.00
P13-00496	FREEWAY AUTO SUPPLY		Essential Instructional Supplies Automotive	300.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00497	GOODSON MANUFACTURING COMPANY		Essential Instructional Supplies Automotive	500.00
P13-00498	WBCA MEMBERSHIP DEPT.		WBCA Membership renewal/IVC W. Basketball	130.00
P13-00499	AARDVARK CLAY AND SUPPLIES		Art Supplies-J. Ginnaty	1,000.00
P13-00500	GRANICUS, INC.		Managed software service	12,900.00
P13-00501	FRY'S ELECTRONICS		Blanket PO for Computer Supplies	8,000.00
P13-00502	TECHNIC BUSINESS SOLUTIONS		2012-2013 Technic Printer Service	5,500.00
P13-00503	HERCULES PORTABLE POWER, INC.		Generator maintenance services	8,500.00
P13-00504	SHRED-IT CAMPO ENTERPRISES, INC.		document destruction service	600.00
P13-00505	CERAMICS MONTHLY		Subscription Renewal- Ceramic Dept.-Richard White	34.95
P13-00506	EASTBAY TEAM SPORTS		basketball supplies	2,414.93
P13-00507	CAL PRO SPORTS		Items for knes department	395.12
P13-00508	SMART VEND CORPORATION		Annual License Maintence for Smart Vend	3,864.19
P13-00509	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE		Blue Shield (Retiree) Benefits FY 2012-2013	4,457,677.00
P13-00510	ACSIG/EDGE		Delta Dental FY 2012-2013	1,761,403.07
P13-00511	S & B FOODS		CTE COLLABORATIVE REGIONAL CONSORTIUM	1,000.00
P13-00512	ACSIG/EDGE		Delta Dental FY 2012-2013	296,959.70
P13-00513	ACADEMIC IMPRESSIONS		Live Webcast+ CD Recording FERPA 2012	525.00
P13-00514	FACILITIES PLANNING & PROGRAM SERVICES, INC		mngmt of software implementation consultant	75,000.00
P13-00515	ALPHA FACILITIES SOLUTIONS		facilities assesmt serv.agrmt-Alpha Facilities	208,000.00
P13-00516	CENGAGE LEARNING		Library ebooks per Ana Maria Cobos	2,471.21
P13-00517	OCE-IMAGISTICS		Fax toner & drum units	507.95
P13-00518	MAPPING YOUR FUTURE, INC.		Default Prevention Counseling	1,800.00
P13-00519	SOUTH COAST DIST. CO.		Biology cleaning supplies	505.13
P13-00520	HAWK LABELING SYSTEMS		Biology Lab label Supplies	999.79
P13-00521	BATTERIES PLUS, #440 LAKE FOREST STORE		Biology lab batteries	264.43
P13-00522	CYNMAR CORPORATION		Trays for Biology	101.14
P13-00523	THE LAB DEPOT		Microbiology supplies	744.75
P13-00524	A. DAIGGER & COMPANY		Biology supply-Weighing boat	25.85
P13-00525	DELL MARKETING		Tablet Stylus	64.64
P13-00526	SAMY'S CAMERA		Photography supplies-Ink & Maintenance Tank	10,261.57
P13-00527	IKON OFFICE SOLUTIONS		2012-2013 Service for EX125 Printer	17,500.00
P13-00528	ALERT SERVICES, INC.		Athletic training supplies 12-13 academic year	12,200.33
P13-00529	EASTBAY TEAM SPORTS		Women's basketball practice jerseys	443.17
P13-00530	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 STAS Division Supplies	500.00

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00531	HOME DEPOT MISSION VIEJO STORE #614		2012-2013 Essential Instructional Supplies	1,000.00
P13-00532	STUDENT INSURANCE COMPANY		Accident/Catastrophic/Student/Athlete 2012-2013	139,416.00
P13-00533	SCANTRON CORPORATION		Scantron forms for SBS	130.46
P13-00534	GREKEL ENTERPRISES dba OCBUZZ.COM		OC Buzz ad for "Joseph"	150.00
P13-00535	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Biology Lab kit instructional supplies	3,381.97
P13-00536	QORPAK DIVISION OF ALL-PAK		Biology lab storage supplies	262.80
P13-00537	ORANGE COUNTY REGISTER		2012-2013 OC Register subscription renewal	392.21
P13-00538	UNION BANK OF CALIFORNIA-PARS #13159404, TRUSTEE FOR PARS		PARS 403(b) Supp. Retire. Plan	1,082,543.86
P13-00539	CARY CALLAHAN DBA CALLAHAN AUTO INFO SYS		Emissions application guides TAS auto	231.66
P13-00540	NORA REDJAI		Light Operator Serv. - "Seriously Sondheim"	240.00
P13-00541	MAIN GRAPHICS		SC business cards	267.24
P13-00542	TRICIA TINER		Trainer FKCE Wkshp	300.00
P13-00543	HOME DEPOT		2012-2013 ITC Supplies	1,000.00
P13-00544	HARDY DIAGNOSTICS		Media, test kits, Reagents for Microbiology labs	2,907.88
P13-00545	ACHRO/EEO ATTN: RUTH CORTEZ		2012-2013 ACHRO Membership	200.00
P13-00546	DELL MARKETING		Laptop computer	1,712.08
P13-00547	CODESP (Cooperative Org. for the Development of		2012-13 CODESP Membership	1,850.00
P13-00548	PEOPLE ADMIN, INC.		Premium Support Fees - Renewal	8,680.00
P13-00549	SCANTRON CORPORATION		Annual Maintenance/ scanner in Matriculation	846.00
P13-00550	B & H PHOTO		SC FA Photography photo/paper	13,033.22
P13-00551	SHERATON GRAND SACRAMENTO		Prof. Dev. Activity for Categorical Proj. 263	9,343.72
P13-00552	ORANGE EMPIRE CONFERENCE JOHN KEEVER, COMMISSIONER		Orange Empire Conference Membership 2012-2013	5,000.00
P13-00553	BCH WATERWORKS		2012-2013 Blanket PO for Fish Supplies	1,650.00
P13-00554	DAIRY DEPOT		2012-2013 Blanket PO for Nutritional Supplies	1,400.00
P13-00555	US FOODS		2012-2013 food and supplies for the CDC	10,500.00
P13-00556	WELLS FARGO #1598		Developer License Renewals-Apple	198.00
P13-00557	NUB GAMES, INC.		Library software per Jenny Langrell	360.00
P13-00558	EBSCO SUBSCRIPTION SERVICE		2012-2013 Annual subscription renewal	1,638.80
P13-00559	CDW GOVERNMENT, INC.		Plantronics CS50/HL10 Headset Bundle	456.62
P13-00560	DICK BLICK COMPANY		Anthropology supplies/plastillina	158.39
P13-00561	B & H PHOTO		Film for Photography Dept.	226.28

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
P13-00562	FREESTYLE		Supplies for SC Photo cyanotype	1,517.95
P13-00563	OCE'		Purchasing Office 12-13 fax rental and maintenance	633.57
P13-00564	DOUGLAS WESTLAKE		Piano tuning services for SCLO	400.00
P13-00565	IBM	.	IBM SPSS Statistics Subscription Renewal	3,396.00
P13-00566	AT&T MOBILITY GOVERNMENT SALES	.	AT&T Wireless GSM	750.00
P13-00567	SAN DIEGO BUSINESS JOURNAL		Business Journal Subscription	79.00
P13-00568	WOODBIDGE HIGH SCHOOL		Renewal of Existing Banner at Woodbridge HS	300.00
P13-00569	DEMCO INC.	.	IVC Lib Instructional supplies pen/tape/4gb usb	63.45
P13-00570	CULLIGAN WATER CONDITIONING		Water Softener Rental	624.00
P13-00571	HEALTH SERVICES ASSOCIATION % CUYAMACA COMMUNITY COLLEGE		HSACCC Membership	150.00
P13-00572	AIR SOURCE INDUSTRIES, INC.		2012-2013 Blanket P.O. for Liquid nitrogen/oxygen	400.00
P13-00573	CHRIS HOGSTEDT		2012-2013 Reimbursements for HWC Supplies	1,200.00
P13-00574	SIMS TREE HEALTH SPEC., INC.		Baseball field soil testing	800.00
P13-00575	BARKSHIRE LASER LEVELING, INC.		Laser level north end of east practice field	1,350.00
P13-00576	HAITBRINK ASPHALT PAVING, INC.		Asphalt Repair	350.00
P13-00577	HAITBRINK ASPHALT PAVING, INC.		Roadwork-Patch holes campus wide	4,500.00
P13-00578	SOUTHERN COUNTIES OIL CO. DBA/SC FUELS		2012-2013 Blanket Purchase Order for Diesel Fuel	2,400.00
P13-00579	PAYAM-E-ASHENA		Payam magazine advertising for 2012/2013	3,000.00
			Total	374
				30,282,616.43

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	354	24,903,900.46
12	Child Development Fund	9	26,160.21
40	Capital Outlay Fund	2	283,000.00
68	Self-Insurance Fund	6	234,137.68
71	Retiree Benefit Fund	4	4,835,418.08
Total		374	30,282,616.43

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Includes P13-00205 - P13-00579

PO Number	Vendor Name	Site	Description	Account Amount
<div> <div>PO Changes</div> <div> <div>New PO Amount</div> <div>Change Amount</div> </div> <div>Total PO Changes</div> </div>				

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Includes 06/06/2012 - 07/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-05337	CARMENMARA HERNANDEZ-BRAVO	Reimbursement-DVDs for class	121.65
RQ12-06534	WILL GLEN	Reimburse Chief Will Glen	308.61
RQ12-06768	EMCOR/Mesa Energy Systems	PE 200 and 100 Chilled Water Pump Drive Repair	630.00
RQ12-06820	BRITTANY ADAMS	Conference Reimb-OAH Annual	943.27
RQ12-06824	WELLS FARGO #1606	IVC Marquee Software-Daktronics	161.63
RQ12-06826	WELLS FARGO #3317 (DISTRICT)	BPA Hiring Process Day 1 and 2	1,308.90
RQ12-06827	WELLS FARGO #1598	Classified Staff Training-Red Cross	330.00
RQ12-06829	HEATHER PARK	Reimbursement - LiveScan Fees - Student Trustee	52.00
RQ12-06830	GOODWILL INDUSTRIES OF ORANGE COUNTY	Interpreting Service	150.00
RQ12-06836	PAUL BONKOWSKI	CCLC Conference FOR Paul Bonkowski 6/14 THRU 6/16	1,020.00
RQ12-06840	WELLS FARGO #2078	BPA Budget Dev & Travel Meeting-Corner Bakery	1,020.97
RQ12-06846	LORI PARRA	CCLC Conference FOR Lori Parra 6/14 THRU 6/16	720.00
RQ12-06850	GALE SUPPLY COMPANY	* Custodial Order (End of Fiscal)	3,693.13
RQ12-06894	DON TAYLOR	reimbursement - deposit for stove repair	35.00
RQ12-06911	KIM MC CORD	Reimburse Kim McCord for Supplies for the BPA	68.94
RQ12-06921	YEMMY TAYLOR	Conference Reimb. - WPA Convention	330.00
RQ12-06923	ANNA MINNIECE	Reimbursment-Training-Parking and Mileage	17.10
RQ12-06926	ALANNAH ORRISON ROSENBERG	Conference-UC Berk-Honors Symposium	1,662.73
RQ12-06927	WELLS FARGO #2078	BPA Meetings Facility and Meals-Wind and Sea	4,644.86
RQ12-06929	DONNA FRIEDMAN	Reimbursement-Biology 19 Supplies	45.12
RQ12-06931	EMIKO KIYOCHI	Conference Reimb. - Anime Conji	50.04
RQ12-06932	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	CPR Cards	216.00
RQ12-06933	WELLS FARGO #1598	CPR/AED/First Aid Training-Red Cross	90.00
RQ12-06934	IRVINE VALLEY COLLEGE	Reimburse Project C11.	15.00
RQ12-06935	WILLIAM (BEAU) ARBUTHNOT	Reimbursement - training	4.60
RQ12-06937	WELLS FARGO #1598	Fuser Assembly to Repair Laserjet 5550	475.13
RQ12-06940	WELLS FARGO #3317 (DISTRICT)	Refreshments for barriers workshop	1,249.86
RQ12-06942	BLAKE STEPHENS	Reimbursement-Teaching Materials	278.33
RQ12-06943	LEWIS AKERS	Reimbursement-Bio 12 Supplies	34.91
RQ12-06945	WELLS FARGO #4198	6ft Dual Video Cable	21.10
RQ12-06946	RICHARD WALUSHKA	Cap/gown for TAA funded student	33.94
RQ12-06948	COACH AMERICA	Bus for Emeritus Field Trip	1,517.30
RQ12-06950	EDWARD TACKETT	Reimbursement-Non-Instructional Supplies	119.20
RQ12-06952	COACH AMERICA	Bus for Emeritus Field Trip	1,124.00
RQ12-06954	WELLS FARGO #4198	SurveyMonkey Cancellation Charge	24.00
RQ12-06955	DAVID D. GATEWOOD	Conf. Attend. for David Gatewood	1,504.68
RQ12-06956	DANA POINT AQUATIC FOUNDATION	Advertising for MST Summer and Fall 2012 Classes	150.00
RQ12-06957	JENNIFER GLEIZER	Reimbursement for Capstone Event Supplies	29.72
RQ12-06959	WATER TECH AG SUPPLY	Grounds supplies-TSeed	1,077.50
RQ12-06960	WELLS FARGO #3317 (DISTRICT)	Refreshments for CEC retreat-Paradise Bakery	205.16
RQ12-06962	JOVAN STOJANOVSKI	Conf Reimb-Sports Medicine Meeting	1,400.00
RQ12-06963	JUNE M. MILLOVICH	Reimbursement-Toner for CD	80.26

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Includes 06/06/2012 - 07/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-06965	ELLIOT M. KLINGE	Reimbursement-Promotional Supplies for "Joseph"	53.50
RQ12-06966	RICHARD WALUSHKA	Fall 2011 tuition for TAA funded student	216.00
RQ12-06969	FRANCHISE TAX BOARD	Nonresident Withholding Payment	840.00
RQ12-06971	DAVID D. GATEWOOD	Trav Reimburs-CTE Data Group & V Chanc Red Meeting	561.20
RQ12-06973	MATT BRODET	Reimburse Staff Member for RED Camera Supplies	43.09
RQ12-06975	CALIFORNIA ELECTRIC SERVICE	repair of kitchen aide machines	165.56
RQ12-06977	RANDY W. PEEBLES	Reimbursement-Conference/Event fee	50.00
RQ12-06978	MALIA HILL	Reimbursement to Faculty/Fashion a la Mode Event	198.54
RQ12-06980	MARK SIERAKOWSKI	Reimburse for Open Source Business Conference	419.53
RQ12-06983	JIM GASTON	Reimb for 2012 LAK Conference, Vancouver, BC	1,790.67
RQ12-06984	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	444.00
RQ12-06988	JEANNE HARRIS-CALDWELL	Conference Reimburse-Amer. Coll. Health Annual	2,454.04
RQ12-06989	JEANNE HARRIS-CALDWELL	Mileage reimbursement for HSA-CCC	281.11
RQ12-06993	CHUCK ROGERS	Reimburse-Rental of truck for "Dames" set	186.71
RQ12-06994	CHAMPION CHEMICAL CO.	Emergency custodial supplies for floor project	471.41
RQ12-06995	WELLS FARGO #1598	Xerox Equitrac Embedded Device	254.72
RQ12-06996	MONICA PARKS	Reimbursement-Employee Enrollment Fee-Speech 1	108.00
RQ12-06997	WELLS FARGO #3317 (DISTRICT)	The Audit Committee Book-AGB Press	32.00
RQ12-06999	WELLS FARGO #3317 (DISTRICT)	Vendor:The Chronicle of Higher Education	140.00
RQ12-07000	LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB	Art Supplies for Summer 2012 Art Classes at LWV	1,024.00
RQ12-07001	THOMAS L. SMITH	Reimbursement-Power Adapter	60.04
RQ12-07002	JOYCE BARTLOMAIN	Reimbursement - Tablecloths for barriers workshop	9.41
RQ12-07005	TINA FREELAND, PhD	Reimbursement for HSC remodel accesories	514.66
RQ12-07007	LINDA RENNE	Certified Postage Reimbursement	3.40
RQ12-07011	LASER SOURCE	Printer Repair	273.35
RQ12-07013	MARLYS GRODT	Job Classification Specification-Const. Mgr.	500.00
RQ12-07015	ARUN GOYAL	Candidate Travel Reimbursement - Goyal	1,455.91
RQ12-07021	KATE ALDER	Reimburse-Refreshments-Account Advise Committee	200.00
RQ12-07022	DAVID D. GATEWOOD	Reimbursement-Textbooks for Coop Ed Program	45.56
RQ12-07024	S & B FOODS	Refreshments for 6/22 DAM Mtg	347.66
RQ12-07025	WELLS FARGO #1598	Survey Monkey for certificate development	48.00
RQ12-07026	ROBERT STANLEY	SharePoint Webinar Reimbursement	69.00
RQ12-07028	THE GALE GROUP	Library book per Ana Maria Cobos/standing order	214.44
RQ12-07029	KIM MC CORD	Travel Exp-Fiscal Standards Committee Meeting	277.60
RQ12-07031	ROBERT CHABOYA	Reimbursement - STEM Showcase	13.94
RQ12-07032	LUZ MARIA ORTEGA	Candidate Travel Reimbursement	837.13
RQ12-07036	HORN IMPROVEMENT	Instrument repair	105.51
RQ12-07039	WELLS FARGO #3317 (DISTRICT)	PMP Training-Paradise Bakery & Cafe	673.06
RQ12-07042	TEDDI LORCH	Trav. Reimburse-Hiring Heroes Job Fair	43.03
RQ12-07045	DUKE JUAREZ	Reimbursement for Duke/EMT supplies	115.03
RQ12-07046	BAL SEAL ENGINEERING, INC.	BalSeal - ETP Earnings	175.00

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Listing

Includes 06/06/2012 - 07/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-07047	S & B FOODS	Food for 6/25/12 board meetings	379.71
RQ12-07048	AMBER MARINE	Boston Whaler Repairs	920.91
RQ12-07049	ROCKY CIFONE	Reimbursement for books	533.00
RQ12-07050	MILLER, BARRY	Conference Reimbursement-InfoComm 2012	659.59
RQ12-07051	R & R SOCKS PLUS	Football Team socks	470.15
RQ12-07055	KARAH STREET	Reimburse-Classroom Instruction-Cameras	140.06
RQ12-07057	MARK KRUHMIN	Reimbursement-Storage Shed	645.19
RQ12-07059	LUCAS OCHOA	Reimburse-Speech Class Supplies	140.06
RQ12-07061	AMIRA WEGENEK	Reimbursement for Faculty Learning Communities	86.19
RQ12-07062	JUNIOR CHAMBER MUSIC	Ticket revenue	1,461.44
RQ12-07065	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	CPR Cards	336.00
RQ12-07066	THOMAS L. SMITH	Reimbursement for purchase of bandsaw	127.56
RQ12-07068	CA DEPT OF TOXIC SUBSTANCES CONTROL	2012 manifest fee	310.00
RQ12-07069	DEVON MOHAMED	Reimbursement-BIO 109 Supplies	204.48
RQ12-07070	COMPUTER PROTECTION TECHNOLOGY	Emergency equip maint on UPS	460.00
RQ12-07071	CLARK SECURITY PRODUCTS	Emergency Locksmith Supplies	101.32
RQ12-07072	ANDERSEN'S DOOR SERVICE, INC.	Emergency Door Repair in BSTIC	480.00
RQ12-07073	SANDRA L. HAMBRIC	Reimbursement-Recycling/Zero Waste Program	74.08
RQ12-07074	COMPUTER HEROES LLC	Hunter alignment rack cabling/configuration	274.66
RQ12-07077	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	To pay for postage	17.84
RQ12-07078	PAUL D. FIGUEIRA	Emp. Enrollment Fee Reimburse-Windows O/S	108.00
RQ12-07079	MARK KRUHMIN	Reimbursement-Ink and Mailing supplies	30.16
RQ12-07082	DIANA MC CULLOUGH	Conference Reimburse-Econ Forecast	113.88
RQ12-07083	S & B FOODS	Catering for Employee Orientation	64.65
RQ12-07084	CRAIG HAYWARD	Travel Reimbursement	456.80
RQ12-07086	BUILD. ELECTRONIC CONT., INC.	ATEP REPAIR WORK FOR PRIMARY POWER ON ALARM	1,933.39
RQ12-07091	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS	Charges for Color Copies	380.55
RQ13-00472	GARY BARNAK	hi-tec conference	4,478.92
RQ13-00504	WELLS FARGO #4198	Catalog for Library-UC Berkeley	25.91
RQ13-00506	BRIAN MONACELLI	Conference Attendance for Brian Monacelli	1,017.00
RQ13-00508	SAFIAH MAMOON	CAHIM Accreditation Workshop	500.00
RQ13-00616	RUTH HIGGINS	PowerFAIDS & NASFAA Conferences	2,952.24
RQ13-00641	AMY STEVENS	Conference for Amy Stevens	1,499.03
RQ13-00642	ACCCA	Mentor Program Registration	1,475.00
RQ13-00650	LOIS DI ALTO	Pre-Payment for Conference	1,170.00
RQ13-00655	LIANNA ZHAO	Pre-Payment for Conference	1,170.00
RQ13-00657	DR. CRAIG JUSTICE	Pre-Payment for Conference	1,170.00
RQ13-00666	DIANA HURLBUT	Pre-Payment for Conference	1,205.00
RQ13-00690	DR. ROBERT BRAMUCCI	EDUCAUSE Analytics Summit - October 2012/Bramucci	1,000.00
RQ13-00701	IRVINE VALLEY COLLEGE BOOKSTORE	Textbooks for MastercamX5 class	366.89
RQ13-00702	WELLS FARGO #1598	Annual fee for IVC.edu Vendor: Educause	40.00

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Listing

Includes 06/06/2012 - 07/10/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-00718	DUKE JUAREZ	Reimbursement for Duke/emt supplies	115.03
RQ13-00781	DON BUSCHE	Conference for Don Busché	1,200.00
RQ13-00813	NAKYONG CHAI	Reimburse Self-Pay Benefits	887.00
RQ13-00820	CHARLES MYERS SADDLEBACK COLLEGE	Reimbursement-student filming supplies cleaning	140.00
RQ13-00827	KATE ALDER	Lunch for acctg advisory meeting	200.00
RQ13-00828	DR. ROBERT BRAMUCCI	AASCU Summer Academic Affairs Meeting	1,000.00
RQ13-00830	WELLS FARGO #4198	Student Strengths Finder Codes-Gallup	588.75
RQ13-00841	SUN BADGE COMPANY	Repair	65.03
RQ13-00863	BRANDYE D'LENA	travel to Sac. for ACBO Facilities Task	517.00
RQ13-00865	BRANDYE D'LENA	Travel to Sac. for ACBO Facilities Task	517.00
RQ13-00888	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	ATEP demo plan review fees	14,008.90
RQ13-00911	TIM SWISS	Reimbursement-Video modulators for monitors	121.98
		Total	136 91,020.80

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	129	69,000.97
12	Child Development Fund	1	80.26
40	Capital Outlay Fund	5	21,052.57
71	Retiree Benefit Fund	1	887.00
Total		138	<u>91,020.80</u>

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

ESCAPE **ONLINE**

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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 June 30, 2012, there were 82 budget transfers processed. In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations summarized on EXHIBIT A is presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS

For the period 06/08/12 to 06/30/12

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$44,422	
2000	Classified Salaries	\$141,370	
3000	Fringe Benefits	\$21,945	
4000	Books and Supplies		\$69,869
5000	Other Operating Expenses & Services		\$147,422
6000	Capital Outlay		\$93,160
7000	Other Outgo	\$102,714	
Total Transfers - General Fund		\$310,451	\$310,451

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$200
4000	Books and Supplies		\$2,814
5000	Other Operating Expenses & Services		\$291
6000	Capital Outlay	\$3,305	
Total Transfers - Child Development Fund		\$3,305	\$3,305

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services	\$1,451	
6000	Capital Outlay		\$1,451
Total Transfers - Capital Outlay Fund		\$1,451	\$1,451

Total Transfers		\$315,207	\$315,207
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Payment of Bills
ACTION: Approval

BACKGROUND

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, Sections 85230-36, inclusive, vendor check listings are submitted at each meeting for the approval of the Board of Trustees.

STATUS

Checks No. 159684 through 160889 processed through the Orange County Department of Education, totaling \$9,436,373.68; and Checks No. 010401 through 010442, processed through Saddleback College Community Education, totaling \$512,550.68; and Checks No. 009003 through 009013, processed through Irvine Valley College Community Education, totaling \$9,740.71 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 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159684	06/06/2012	AIRGAS WEST	103.14
159685	06/06/2012	ATHENA COLLEGE OF BEAUTY	18,127.38
159686	06/06/2012	BESAFE TECHNOLOGIES, INC.	1,476.30
159687	06/06/2012	CA POWER PARTNERS, INC	2,340.79
159688	06/06/2012	CAL PRO SPORTS	1,058.42
159689	06/06/2012	COACH AMERICA	3,563.95
159690	06/06/2012	COAST FITNESS REPAIR SHOP	1,403.42
159691	06/06/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	84,177.30
159692	06/06/2012	FRY'S ELECTRONICS	259.02
159693	06/06/2012	EMERGENCY PLANNING CONSULTING GROUP	1,350.00
159694	06/06/2012	A GOOD SIGN AND GRAPHIC CO.	6,574.60
159695	06/06/2012	ORANGE CO. BUSINESS JOURNAL	4,000.00
159696	06/07/2012	WELLS FARGO #1598	4,008.96
Unpaid Sales Tax			116.09
Expensed Amount			4,125.05
159697	06/07/2012	WELLS FARGO #4198	3,488.48
159698	06/07/2012	AT&T	11.55
159699	06/07/2012	OFFICEMAX CONTRACT INC.	8,983.66
159700	06/07/2012	RICOH AMERICAS CORPORATION	65.56
159701	06/07/2012	SAN DIEGO GAS & ELECTRIC	1,026.57
159702	06/07/2012	SOUTHERN CALIFORNIA EDISON CO.	2,063.16
159703	06/07/2012	SOUTHERN CALIFORNIA EDISON CO.	167.65
159704	06/07/2012	XEROX CORP.	3,160.22
159705	06/07/2012	XEROX CORPORATION	2,971.23
159706	06/08/2012	EMERSON ABBOTT	47.79
159707	06/08/2012	DAVID E. ANDERSON, JR.	91.41
159708	06/08/2012	MARY ANSTADT	28.29
159709	06/08/2012	KHRISTINA AVALOS	14.99
159710	06/08/2012	KAREN BRONSON	28.14
159711	06/08/2012	LUCY BROWN	23.48
159712	06/08/2012	JENNIFER GLEIZER	58.66
159713	06/08/2012	ESTER GRAHAM	46.65
159714	06/08/2012	GEORGINA GUY	109.92
159715	06/08/2012	RUBY HAZZARD	107.90
159716	06/08/2012	BICHTUYEN JENSEN	119.88
159717	06/08/2012	DAVIT S. KHACHATRYAN,	51.95
159718	06/08/2012	TONI LAKOW	44.96
159719	06/08/2012	GLENDAL LINDAHL	28.17
159720	06/08/2012	NICOLE LOFTUS	223.75
159721	06/08/2012	TEDDI LORCH	54.76
159722	06/08/2012	LORI MANGELS	74.93
159723	06/08/2012	ANITA MC DONALD	44.96
159724	06/08/2012	JAKE MUNNS	29.97
159725	06/08/2012	JOHN OZUROVICH	29.97
159726	06/08/2012	PETERSON, LILIA	50.62
159727	06/08/2012	TAMERA RICE	16.66
159728	06/08/2012	JOYCE SEMANIK	29.97
159729	06/08/2012	SOKHA SONG	119.88
159730	06/08/2012	TRUONG, MY	7.49

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159731	06/08/2012	PATRICK WEBSTER	119.41
159732	06/08/2012	A-1 AWARDS	936.95
159733	06/08/2012	A1 INTERNATIONAL TV, INC.	557.86
159734	06/08/2012	ACCUVANT INC.	4,821.58
159735	06/08/2012	AIR SOURCE INDUSTRIES, INC.	25.20
159736	06/08/2012	ALLIED REFRIGERATION, INC.	405.78
159737	06/08/2012	ARROWHEAD DRINKING WATER	38.78
159738	06/08/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	33,122.61
159739	06/08/2012	AVALON TENT & PARTY	2,769.86
159740	06/08/2012	B & H PHOTO	1,279.00
Unpaid Sales Tax			99.12
Expensed Amount			1,378.12
159741	06/08/2012	BAKER & TAYLOR	91.36
159742	06/08/2012	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	150.00
159743	06/08/2012	JEANISE BARTIROMO	108.00
159744	06/08/2012	JOYCE BARTLOMAIN	46.00
159745	06/08/2012	MARGUERITE BEAL	105.00
159746	06/08/2012	BigSigns.com	7,717.00
Unpaid Sales Tax			266.37
Expensed Amount			7,983.37
159747	06/08/2012	BLICK ART MATERIALS	817.36
159748	06/08/2012	MARK BORDELON	140.95
159749	06/08/2012	BRIZZ PRODUCTIONS	3,000.00
159750	06/08/2012	BUTLER CHEMICALS, INC.	555.26
159751	06/08/2012	THE BANK OF NEW YORK TRUST COMPANY, N.A.	98,637.44
159752	06/08/2012	CAROLINA BIOLOGICAL SUPPLY	829.08
159753	06/08/2012	CDW GOVERNMENT, INC.	6,352.49
159754	06/08/2012	CHRONICLE OF HIGHER EDUCATION	280.00
159755	06/08/2012	JANINE C. CIRrito	4,600.00
159756	06/08/2012	CLARK SECURITY PRODUCTS INC.	658.85
159757	06/08/2012	JACK APPLEMAN	139.53
159758	06/08/2012	ABIGAIL ASTLEY	293.51
159759	06/08/2012	MARK BORDELON	352.03
159760	06/08/2012	CLAIRE CESAREO-SILVA	303.00
159761	06/08/2012	ELIZABETH CIPRES	20.00
159762	06/08/2012	CHERYL DOBBIE	43.19
159763	06/08/2012	ROBIN ROGERS CLOUD	500.00
159764	06/08/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	670.00
159765	06/08/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	670.00
159766	06/08/2012	BEN DOLAN	231.50
159767	06/08/2012	FARIMAH FAZELI	138.86
159768	06/08/2012	DEBRA L. FITZSIMONS	187.00
159769	06/08/2012	DAVID D. GATEWOOD	65.00
159770	06/08/2012	JUDY HENMI	20.00
159771	06/08/2012	HI-TEC	2,700.00
159772	06/08/2012	COLLEEN HILDEBRAND	481.60
159773	06/08/2012	MARIA LOPEZ	414.84
159774	06/08/2012	MARRIOTT DENVER TECH CENTER	478.92
159775	06/08/2012	MARRIOTT DENVER TECH CENTER	478.92

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159776	06/08/2012	RALPH MEZA	202.75
159777	06/08/2012	JEDREK MULARSKI	956.18
159778	06/08/2012	NCMPR	150.00
159779	06/08/2012	PROJECT MANAGEMENT TRAINING INSTITUTE	5,400.00
159780	06/08/2012	GLENN ROQUEMORE	56.61
159781	06/08/2012	JOYCE SEMANIK	71.84
159782	06/08/2012	BLAKE STEPHENS	470.45
159783	06/08/2012	HEATHER STERN	651.60
159784	06/08/2012	EDWARD TACKETT	973.21
159785	06/11/2012	RESERVE ACCOUNT PITNEY BOWES	30,000.00
159786	06/11/2012	BRIAN D. BOYCE	825.00
159787	06/11/2012	SIMON CARROLL	1,155.00
159788	06/11/2012	HAYAN CHARLSTON	1,505.00
159789	06/11/2012	GALE SUPPLY COMPANY	8,620.00
159790	06/11/2012	GOENGINEER, INC.	517.30
159791	06/11/2012	MARIA E. HUTCHINSON CERVANTES	480.00
159792	06/11/2012	IPSWITCH, INC.	1,662.48
159793	06/11/2012	IRVINE UNIFIED SCHOOL DIST.	2,839.07
159794	06/11/2012	KRATOS HBE	668.21
159795	06/11/2012	ADELA KWAN	1,505.00
159796	06/11/2012	LABCENTER ELECTRONICS N.A.	153.90
Unpaid Sales Tax			9.92
Expensed Amount			163.82
159797	06/11/2012	RYAN ALEXANDER C. NAVALES	1,505.00
159798	06/11/2012	OC Treasurer-Tax Collector	8,937.50
159799	06/11/2012	ORANGE COUNTY HIGH SCHOOL OF THE ARTS	356.95
159800	06/11/2012	OC REGISTER COMMERCIAL BILLING	614.00
159801	06/11/2012	OCE-IMAGISTICS	52.80
159802	06/11/2012	JAMES A. PYLE	10.00
159803	06/11/2012	RICOH USA INC.	1,277.20
159804	06/11/2012	CARLOS RIVERA, JR.	1,505.00
159805	06/11/2012	ABRAHAM LUCAS RODRIGUEZ	1,500.00
159806	06/11/2012	THE GREAT COURSES	184.90
Unpaid Sales Tax			12.01
Expensed Amount			196.91
159807	06/11/2012	JONATHAN VALVERDE	800.00
159808	06/11/2012	FERNANDO VASQUEZ	1,500.00
159809	06/11/2012	TODD WHEELER	120.00
159810	06/11/2012	C & H DISTRIBUTORS, INC.	1,881.65
Unpaid Sales Tax			119.93
Expensed Amount			2,001.58
159811	06/11/2012	JANE L. COLLIER	180.00
159812	06/11/2012	MIKE COLLINS	135.33
159813	06/11/2012	CONSOLIDATED ELECTRICAL DIST.	620.92
159814	06/11/2012	CUTRATEBATTERIES.COM	421.55
159815	06/11/2012	JOHN DEERE LANDSCAPES, INC.	560.59
159816	06/11/2012	DELL MARKETING L.P. C/O DELL USA L.P.	3,439.88
159817	06/11/2012	DirecTV	107.99
159818	06/11/2012	DIVERSIFIED BUSINESS SERVICES	637.63

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159819	06/11/2012	MICHELE DUGAN	180.00
159820	06/11/2012	DUNN-EDWARDS CORPORATION	58.23
159821	06/11/2012	DYNAMIC AIR TECHNOLOGY, INC.	380.36
159822	06/11/2012	ENVIRONMENTAL NATURE CENTER	50.00
159823	06/11/2012	EUROPRINT, INC.	387.90
159824	06/11/2012	EVERGREEN CARPET AND FLOORING	632.00
159825	06/11/2012	AMERICAN GEOTECHNICAL, INC.	3,178.38
159826	06/11/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	12,200.50
159827	06/11/2012	CATALYST CONSULTING	6,075.00
159828	06/11/2012	COMPUTER CABLE STORE	237.74
Unpaid Sales Tax			16.43
Expensed Amount			254.17
159829	06/11/2012	DIGITAL NETWORKS GROUP, INC.	69,256.68
159830	06/11/2012	EAGLE COMMUNICATIONS	2,435.59
159831	06/11/2012	FAST TRAX BOBCAT SERVICES	615.00
159832	06/11/2012	GRIFFITH CO.	10,450.83
159833	06/11/2012	BOB PARRETT CONSTRUCTION	5,768.55
159834	06/11/2012	PUBLIC ECONOMICS, INC.	2,794.50
159835	06/11/2012	RR SYSTEMS, INC.	962.00
159836	06/11/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	732.16
159837	06/11/2012	XELLERATION	580.00
159838	06/12/2012	DENISE BLAIR	35.00
159839	06/12/2012	THE BLIND FACTORY	485.00
159840	06/12/2012	CALIFORNIA STAGE/LIGHTING, INC	1,371.55
159841	06/12/2012	CDW GOVERNMENT, INC.	9,265.00
159842	06/12/2012	CLAIRE CESAREO-SILVA	121.67
159843	06/12/2012	MW DANNER	280.00
159844	06/12/2012	FISHER SCIENTIFIC	3,739.49
159845	06/12/2012	FOSTER CARE AUXILIARY OF OC	120.00
159846	06/12/2012	FRANCHISE TAX BOARD	840.00
159847	06/12/2012	FREEWAY AUTO SUPPLY	479.28
159848	06/12/2012	DAVID FRETZ	210.02
159849	06/12/2012	FRY'S ELECTRONICS	835.78
159850	06/12/2012	FUSE COMPANY	74.35
159851	06/12/2012	FUSIONSTORM	5,760.00
159852	06/12/2012	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
159853	06/12/2012	FHEG IVC BOOKSTORE NO. 895 MA 66	51.61
159854	06/12/2012	PACIFIC NATIONAL GROUP	7,604.00
159855	06/12/2012	THE PATON GROUP	27,809.13
159856	06/12/2012	HARTE-HANKS SHOPPERS, INC. SOUTHERN CALIFORNIA DIVISION	517.98
159857	06/12/2012	PETCO ANIMAL SUPPLIES	40.05
159858	06/12/2012	PETE'S ROAD SERVICE	824.07
159859	06/12/2012	PHOENIX BUSINESS MACHINES, INC	500.00
159860	06/12/2012	POCKET NURSE ENTERPRISES, INC.	221.50
Unpaid Sales Tax			13.29
Expensed Amount			234.79
159861	06/12/2012	PRIME INSTALLATION SERVICES	2,640.00

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159862	06/12/2012	PYRO-COMM SYSTEMS	240.00
159863	06/12/2012	NORA REDJAI	560.00
159864	06/12/2012	REFRIGERATION SUPPLIES DIST.	54.05 *
Cancelled on 06/12/2012, Cancel Register # AP06132012			
159865	06/12/2012	REFRIGERATION SUPPLIES DIST.	240.43 *
Cancelled on 06/12/2012, Cancel Register # AP06132012			
159866	06/12/2012	LINDA RENNE	54.00 *
Cancelled on 06/12/2012, Cancel Register # AP06132012			
159867	06/12/2012	MARIA RENTERIA	70.00
159868	06/12/2012	RINO PRODUCTS	220.00
159869	06/12/2012	JAVIER RODRIGUEZ AGUILERA	995.21
159870	06/12/2012	CHUCK ROGERS	67.65
159871	06/12/2012	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	1,501.60
159872	06/12/2012	SARS SOFTWARE PRODUCTS, INC.	5,940.00
159873	06/12/2012	SECURITAS SECURITY SVCS, USA	2,443.54
159874	06/12/2012	SEHI PROCOMP COMPUTER PRODUCTS	460.72
159875	06/12/2012	SharepointEduTech	1,175.12
159876	06/12/2012	SIEMENS INDUSTRY INC.	95.61
159877	06/12/2012	PENNY SKAFF	104.03
159878	06/12/2012	SMART LEVELS MEDIA	5,753.93
159879	06/12/2012	SOUTH COAST A.Q.M.D. California Air Toxics	208.84
159880	06/12/2012	SPECTRUM CHEMICAL MFG. CORP.	428.11
159881	06/12/2012	BLAKE STEPHENS	731.18
159882	06/12/2012	SUPERIOR PRESS	314.87
159883	06/12/2012	TIM SWISS	219.90
159884	06/12/2012	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	660.00
159885	06/12/2012	TFP GROUP	562.00
159886	06/12/2012	DIEMMY TRAN	240.00
159887	06/12/2012	TRANE U.S. INC.	682.01
159888	06/12/2012	TUSTIN LOCK & SAFE	15.18
159889	06/12/2012	TUTTLE-CLICK FORD	15.47
159890	06/12/2012	UNIVERSITY OF CALIFORNIA, IRVINE	5,000.00
159891	06/12/2012	POSTMASTER	190.00
159892	06/12/2012	UTRECHT	3.61
159893	06/12/2012	VISTA PAINT CORPORATE OFFICE	41.20
159894	06/12/2012	KENNETH GRAY WOODWARD	90.80
159895	06/12/2012	CADENCE A. WYNTER	1,411.94
159896	06/12/2012	ROCKVIEW FARMS	335.50
159897	06/12/2012	SO. ORANGE CO. COMM. COL. DIST	2,199.68
159898	06/12/2012	RICHARD SNEED	299.70
159899	06/13/2012	CONSOLIDATED ELECTRICAL DIST.	27.93
159900	06/13/2012	EXPERIAN	77.00
159901	06/13/2012	FEDERAL EXPRESS	274.07
159902	06/13/2012	FISHER SCIENTIFIC	463.51
159903	06/13/2012	FULLERTON CIVIC LIGHT OPERA CO	7,072.43
159904	06/13/2012	M & N INTERNATIONAL, INC.	53.72
Unpaid Sales Tax			3.16
Expensed Amount			56.88
159905	06/13/2012	FHEG IVC BOOKSTORE NO. 895 MA 62	33.94 *

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Check Number	Check Date	Pay to the Order of	Check Amount
	Reissued on 06/13/2012, Cancel Register # AP06132012B		
159906	06/13/2012	LILIANN PEREZ-STROUD	240.00 *
	Reissued on 06/13/2012, Cancel Register # AP06132012B		
159907	06/13/2012	REFRIGERATION SUPPLIES DIST.	226.71 *
	Reissued on 06/13/2012, Cancel Register # AP06132012B		
159908	06/13/2012	LINDA RENNE	54.00 *
	Reissued on 06/13/2012, Cancel Register # AP06132012B		
159909	06/13/2012	SIMS TREE HEALTH SPEC., INC.	517.20 *
	Reissued on 06/13/2012, Cancel Register # AP06132012B		
159910	06/13/2012	FHEG IVC BOOKSTORE NO. 895 MA 62	33.94
159911	06/13/2012	LILIANN PEREZ-STROUD	240.00
159912	06/13/2012	REFRIGERATION SUPPLIES DIST.	226.71
159913	06/13/2012	LINDA RENNE	54.00
159914	06/13/2012	SIMS TREE HEALTH SPEC., INC.	517.20
159915	06/13/2012	ADVANTA ENERGY	800.00
159916	06/13/2012	ESSENCE ENTERTAINMENT	1,100.00
159917	06/13/2012	FIBERGLASS SUPPLY	830.24
159918	06/13/2012	FREEWAY AUTO SUPPLY	204.70
159919	06/13/2012	AT&T	1.86
159920	06/13/2012	AT & T	224.53
159921	06/13/2012	AT & T	70.49
159922	06/13/2012	AT & T	35.36
159923	06/13/2012	AT&T	5,727.61
159924	06/13/2012	SAN DIEGO GAS & ELECTRIC	52,238.57
159925	06/13/2012	SOUTHERN CALIFORNIA GAS CO.	1,623.97
159926	06/13/2012	SOUTHERN CALIFORNIA GAS CO.	21.40
159927	06/13/2012	SOUTHERN CALIFORNIA GAS CO.	9,702.18
159928	06/13/2012	SOUTHERN CALIFORNIA GAS CO.	1,322.29
159929	06/13/2012	SOUTHERN CALIFORNIA GAS CO.	48.06
159930	06/13/2012	XEROX CORP.	672.08
159931	06/13/2012	CAHIM	300.00
159932	06/13/2012	MARY SUSAN HOMMA	156.28
159933	06/13/2012	DENICE INCIONG	1,694.48
159934	06/13/2012	EMIKO KIYOCHI	50.04
159935	06/13/2012	ANNE LAWSON	500.00
159936	06/13/2012	ANNA MINNIECE	17.10
159937	06/13/2012	KEVIN O'CONNOR	44.00
159938	06/13/2012	PATRICK QUIGLEY	500.00
159939	06/13/2012	GLENN ROQUEMORE	168.13
159940	06/13/2012	SHERATON DALLAS HOTEL	471.20
159941	06/13/2012	YEMMY TAYLOR	330.00
159942	06/13/2012	TIFFANY TRAN	54.41
159943	06/14/2012	ACUSHNET COMPANY	726.29
		Unpaid Sales Tax	4.87
		Expensed Amount	731.16
159944	06/14/2012	AMER. RED CROSS	216.00
159945	06/14/2012	RAY C. RUGGLES CAL CONE ZONE	700.00
		INSTRUCTORS	
159946	06/14/2012	COACH AMERICA	3,460.00
159947	06/14/2012	DANA POINT AQUATIC FOUNDATION	150.00

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
159948	06/14/2012	FREEWAY AUTO SUPPLY	67.84
159949	06/14/2012	JOLENE FUENTES	261.95
159950	06/14/2012	ACSIG/EDGE	42,312.76
159951	06/14/2012	ACSIG/EDGE	127,726.44
159952	06/14/2012	HYATT LEGAL	7,121.40
159953	06/14/2012	PACIFICARE BEHAVIORAL HEALTH	3,066.63
159954	06/14/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,768.92
159955	06/14/2012	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,381.00
159956	06/14/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,174,780.00
159957	06/14/2012	UNUM LIFE INSURANCE COMPANY	3,227.30
159958	06/14/2012	UNUM LIFE INSURANCE COMPANY	1,392.72
159959	06/14/2012	ACSIG/EDGE	19,651.34
159960	06/14/2012	ACSIG/EDGE	5,288.92
159961	06/14/2012	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	321,062.00
159962	06/15/2012	CITY OF MISSION VIEJO	1,680.00
159963	06/15/2012	CRESCENT STAFFING, INC.	14,560.00
159964	06/15/2012	DEPT OF FISH AND GAME ACCOUNTING SERVICES BRANCH	2,969.00 *
Cancelled on 07/10/2012, Cancel Register # AP07102012F			
159965	06/15/2012	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	400.00
159966	06/15/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	35,832.56
159967	06/15/2012	ENVIRON INTERNATIONAL CORP.	20,458.06
159968	06/15/2012	MONTGOMERY HARDWARE	1,352.68
159969	06/15/2012	NEUDESIC, LLC	47,572.00
159970	06/15/2012	OFFICEMAX CONTRACT INC.	694.27
159971	06/15/2012	PERCEPTIVE SOFTWARE	906.25
159972	06/15/2012	PUBLIC ECONOMICS, INC.	18,035.05
159973	06/15/2012	STRATA INFORMATION GROUP	5,760.00
159974	06/15/2012	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	10,520.50
159975	06/15/2012	TRACE3	35,699.08
159976	06/15/2012	AT&T	11.50
159977	06/15/2012	OFFICEMAX CONTRACT INC.	7,937.96
159978	06/15/2012	SOUTHERN CALIFORNIA EDISON CO.	73.92
159979	06/15/2012	XEROX CORP.	505.72
159980	06/15/2012	YOLANDA AGUIRRE C/O FULLERTON COLLEGE	305.82
159981	06/15/2012	AIRGAS WEST	150.00
159982	06/15/2012	ART SUPPLY WAREHOUSE	848.14
159983	06/15/2012	BLICK ART MATERIALS	64.57
159984	06/15/2012	BROTHER INTERNATIONAL CORP.	93.70
159985	06/15/2012	CALIBER SIGNS & IMAGING, INC.	1,323.88
159986	06/15/2012	CALIFORNIA ELECTRIC SERVICE	165.56
159987	06/15/2012	CAPISTRANO SEWING MACHINE CO.	481.71
159988	06/15/2012	CAROLINA BIOLOGICAL SUPPLY	173.41
159989	06/15/2012	CDW GOVERNMENT, INC.	2,087.04
159990	06/15/2012	COMMERCIAL ROOFING SYSTEMS, INC.	1,910.00
159991	06/15/2012	DIVERSIFIED BUSINESS SERVICES	4,107.83
159992	06/15/2012	MARIE T. ELGUIRA	286.54
159993	06/15/2012	FISHER SCIENTIFIC	734.44
159994	06/15/2012	ALBERTSONS PURCHASE ADVANTAGE CARD	203.70

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Check Number	Check Date	Pay to the Order of	Check Amount
159995	06/15/2012	ANNE AKERS	402.40
159996	06/15/2012	HOANG-QUYEN DANG	188.18
159997	06/15/2012	DEBRA L. FITZSIMONS	25.00
159998	06/15/2012	DR. CRAIG JUSTICE	850.04
159999	06/15/2012	DAVIT S. KHACHATRYAN,	188.08
160000	06/15/2012	ANDREA MC GINLEY	131.17
160001	06/15/2012	SARA NIEVES-LUCAS	100.00
160002	06/15/2012	KEN PATTON	1,155.80
160003	06/15/2012	ALANNAH ORRISON ROSENBERG	1,662.73
160004	06/15/2012	KATHERINE SCHMEIDLER	366.78
160005	06/15/2012	GINA SHAFFER	213.69
160006	06/15/2012	PHEOLIN TRUONG	191.29
160007	06/15/2012	PHUONG T. VU	189.52
160008	06/15/2012	JAVIER WILLIAMS	79.11
160009	06/15/2012	COMPUTROLS, INC.	689,306.11
160010	06/18/2012	G & K SERVICES	247.49
160011	06/18/2012	G/M BUSINESS INTERIORS	881.60
160012	06/18/2012	GAUMARD SCIENTIFIC COMPANY	35,013.42
160013	06/18/2012	GKKWORKS	3,509.40
160014	06/18/2012	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES	725.32
160015	06/18/2012	GLOW ZONE, INC.	3,500.00
160016	06/18/2012	JACQUELINE GOODE	240.00
160017	06/18/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	5,944.50
160018	06/18/2012	GRACE TRAINING SUPPLY	1,264.25
Unpaid Sales Tax			87.85
Expensed Amount			1,352.10
160019	06/18/2012	GREENLEIGH & WONG TECHNICAL SERVICE LLC	2,830.00
160020	06/18/2012	AMY V. GRIMM	65.47
160021	06/18/2012	MARLYS GRODT	4,500.00
160022	06/18/2012	GUNTHER'S ATHLETIC SERVICE	258.60
160023	06/18/2012	HAIR CALIFORNIA BEAUTY ACADEMY	8,351.00
160024	06/18/2012	HALO BRANDED SOLUTIONS	3,404.41
160025	06/18/2012	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	701.87
160026	06/18/2012	HIGHER ONE INC.	144.00
160027	06/18/2012	HIRSCH PIPE & SUPPLY	868.49
160028	06/18/2012	i3 SOLUTIONS	3,900.00
160029	06/18/2012	BAY VIEW FUNDING FOR INDUSTRIAL TECH. SVC.	270.00
160030	06/18/2012	INGARDIA BROTHERS PRODUCE, INC.	503.47
160031	06/18/2012	INTERACT COMMUNICATIONS, INC.	15,000.00
160032	06/18/2012	INVITROGEN CORPORATION c/o BANK OF AMERICA	208.88
160033	06/18/2012	IRVINE CHAMBER OF COMMERCE	600.00
160034	06/18/2012	IRVINE PIPE & SUPPLY	1,667.27
160035	06/18/2012	FHEG IVC BOOKSTORE NO. 895 MA 725	828.87
160036	06/18/2012	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	1,995.00
160037	06/18/2012	JOHNSTONE SUPPLY	251.84
160038	06/18/2012	JAYNE JONES	6,666.66
160039	06/18/2012	LISA KALUSTIAN	2,000.00
160040	06/18/2012	ERIN KIM	50.00

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Check Number	Check Date	Pay to the Order of	Check Amount
160041	06/18/2012	AMANDA KLEIN	75.00
160042	06/18/2012	KNORR SYSTEMS, INC.	15,587.33
160043	06/18/2012	LAGUNA BEACH UNIF. SCHOOL DIST	3,825.00
160044	06/18/2012	DAVID B. LANG	261.95
160045	06/18/2012	LANGUAGE LINE SERVICES	25.35
160046	06/18/2012	LAWNMOWERS ETC., LLC	671.66
160047	06/18/2012	A. M. LEONARD, INC.	133.73
			Unpaid Sales Tax 9.43
			Expensed Amount 143.16
160048	06/18/2012	DIANE LEWIS	399.16
160049	06/18/2012	LEXIPOL LLC	2,450.00
160050	06/18/2012	LOOMIS, FARGO & COMPANY	648.18
160051	06/18/2012	JOAN LUNDBOHM	75.00
160052	06/18/2012	LYNDA.COM, INC.	3,250.00
160053	06/18/2012	JAS PRODUCTIONS	250.00
160054	06/18/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	38,800.00
160055	06/18/2012	LEWIS AKERS	34.91
160056	06/18/2012	ALLIED REFRIGERATION INC	149.26
160057	06/18/2012	ATHENA COLLEGE OF BEAUTY	17,264.63
160058	06/18/2012	AYU TECHNOLOGY SOLUTIONS, LLC	1,000.01
160059	06/18/2012	JOYCE BARTLOMAIN	9.41
160060	06/18/2012	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	66,475.93
160061	06/18/2012	MATT BRODET	43.09
160062	06/18/2012	C & L REFRIGERATION CORP.	482.60
160063	06/18/2012	CINTAS DOCUMENT MANAGEMENT	23.50
160064	06/18/2012	CINTAS DOCUMENT MANAGEMENT	23.50
160065	06/18/2012	CINTAS DOCUMENT MANAGEMENT	23.50
160066	06/18/2012	CINTAS DOCUMENT MANAGEMENT	174.95
160067	06/18/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	2,378.00
160068	06/18/2012	DM COLOR EXPRESS, INC.	173.48
160069	06/18/2012	EMCOR/Mesa Energy Systems	2,900.00
160070	06/18/2012	EMS - ECON. MODELING SPEC.	2,500.00
160071	06/18/2012	EWING IRRIGATION PRODUCTS	167.23
160072	06/18/2012	FOSTER CARE AUXILIARY OF OC	120.00
160073	06/18/2012	DONNA FRIEDMAN	45.12
160074	06/18/2012	BCH WATERWORKS	135.00
160075	06/18/2012	IRVINE VALLEY COLLEGE	216.00
160076	06/18/2012	PACIFIC COLLEGE TESTING	1,200.00
160077	06/18/2012	PACIFIC PARKING SYSTEMS, INC.	3,600.00
160078	06/18/2012	PT AND C INC.	79.50
160079	06/18/2012	NANCY PADBERG	561.89
160080	06/18/2012	PARKWAY LAWNMOWER SHOP	224.72
160081	06/18/2012	POWER FORD TUSTIN	669.60
160082	06/18/2012	RJL SYSTEMS	2,500.00
			Unpaid Sales Tax 192.98
			Expensed Amount 2,692.98
160083	06/18/2012	SADDLEBACK GOLF CARS, INC.	96.98

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Check Number	Check Date	Pay to the Order of	Check Amount
160084	06/18/2012	SAFEWAY INC/PAVILIONS	387.71
160085	06/18/2012	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	233.21
160086	06/18/2012	FHEG SADDLEBACK BOOKSTORE STORE 296 MA 296E113	6,222.28
160087	06/18/2012	FHEG SADDLEBACK BOOKSTORE STORE 296 MA 2964312	487.03
160088	06/18/2012	SIGMA ALDRICH CHEMICAL CO.	406.20
160089	06/18/2012	SMART & FINAL IRIS CO.	1,392.82
160090	06/18/2012	SO. COAST FIRE PROTECTION	150.00
160091	06/18/2012	SO. ORANGE CO. COMM. COL.DIST	782.00
160092	06/18/2012	SPECTRUM CHEMICAL MFG. CORP.	1,171.21
160093	06/18/2012	SUNNY SLOPE TREES	872.78
160094	06/18/2012	TIM SWISS	40.71
160095	06/18/2012	DON TAYLOR	35.00
160096	06/18/2012	TFP GROUP	373.23
160097	06/18/2012	TRANE U.S. INC.	4,967.12
160098	06/18/2012	TUSTIN UNIFIED SCHOOL DISTRICT	381.45
160099	06/18/2012	TUTTLE-CLICK FORD	4,410.17
160100	06/18/2012	UNITED INTERIORS	2,261.22
160101	06/18/2012	USA MOBILITY WIRELESS, INC.	65.21
160102	06/18/2012	POSTMASTER	21,000.00
160103	06/18/2012	UTRECHT	72.19
160104	06/18/2012	LUIS MAURICIO VASQUEZ	875.00
160105	06/18/2012	WALTERS WHOLESALE ELECTRIC	389.03
160106	06/18/2012	WATER TECH AG SUPPLY	1,077.50
160107	06/18/2012	XEROX CORP.	312.90
160108	06/18/2012	YABLA, INC.	598.00
160109	06/18/2012	SMART & FINAL IRIS CO.	102.16
160110	06/18/2012	NETZEL GRIGSBY ASSOC., INC.	17,311.08
160111	06/18/2012	MAIN GRAPHICS	864.32
160112	06/18/2012	MIROSLAVA MANCHIK	202.95
160113	06/18/2012	RACHEL MANDERS	53.82
160114	06/18/2012	MAQUINSAL SEWING MACHINE CO.	499.16
160115	06/18/2012	MARCIVE, INC.	127.93
160116	06/18/2012	MARK IV COMMUNICATIONS, INC.	3,978.24
160117	06/18/2012	MARTECH SYSTEMS, INC.	975.00
160118	06/18/2012	ANDREA MATHEWS	50.00
160119	06/18/2012	MICHAEL LOWELL MC CORMICK	301.17
160120	06/18/2012	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	118.32
160121	06/18/2012	MC KESSON MEDICAL SURGICAL	342.55
160122	06/18/2012	McMASTER CARR SUPPLY CO.	265.82
160123	06/18/2012	METAVIS TECHNOLOGIES, INC.	999.00
160124	06/18/2012	MICRO CENTER A/R	49.51
160125	06/18/2012	MARCIA MILCHIKER	144.27
160126	06/18/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	484.04
160127	06/18/2012	SALLIE MILLER	35.00
160128	06/18/2012	LESLIE MINOR	688.52
160129	06/18/2012	MIRAMAR WHOLESALE NURSERIES	1,249.28

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Check Number	Check Date	Pay to the Order of	Check Amount
160130	06/18/2012	MISSION HOSPITAL REG.MED.CTR. SOCFRC	781.16
160131	06/18/2012	MISSION VIEJO COUNTRY CLUB	2,359.81
160132	06/18/2012	MONOPRICE, INC.	7.42
160133	06/18/2012	MONTGOMERY HARDWARE	4,875.25
160134	06/18/2012	MOULTON-NIGUEL WATER DIST.	8,813.00
160135	06/18/2012	MOUSER ELECTRONICS	41.29
160136	06/18/2012	JACQUELINE NAGATSUKA	1,462.21
160137	06/18/2012	NEMETSCHEK VECTORWORKS	660.00
		Unpaid Sales Tax	49.99
		Expensed Amount	709.99
160138	06/18/2012	NEUDESIC, LLC	43,206.50
160139	06/18/2012	OC Treasurer-Tax Collector	210.00
160140	06/18/2012	OC REGISTER COMMERCIAL BILLING	248.76
160141	06/18/2012	OCLC, INC. DEPT #34299	520.39
160142	06/18/2012	ORKIN PEST CONTROL 711	4,121.50
160143	06/18/2012	JUNE M. MILLOVICH	80.26
160144	06/18/2012	ORKIN PEST CONTROL 711	93.60
160145	06/19/2012	ALTERNATIVE DELIVERY SOLUTIONS	6,650.00
160146	06/19/2012	CITY OF IRVINE	6,212.00
160147	06/19/2012	DIVERSIFIED LANDSCAPE MGT. INC.	120,301.04
160148	06/19/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	15,136.23
160149	06/19/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	5,810.00
160150	06/19/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	10,300.00
160151	06/19/2012	HAITBRINK ASPHALT PAVING, INC.	2,150.00
160152	06/19/2012	JOYCE INSPECTION & TESTING	13,440.00
160153	06/19/2012	PARSONS BRINCKERHOFF, INC.	6,862.28
160154	06/19/2012	R2A ARCHITECTURE	1,293.75
160155	06/19/2012	RAIN BIRD SERVICES CORPORATION	2,681.25
160156	06/19/2012	SOUTHERN CALIFORNIA EDISON CO.	5,000.00
160157	06/19/2012	AT & T	63.08
160158	06/19/2012	AT & T	27.19
160159	06/19/2012	SOUTHERN CALIFORNIA EDISON CO.	2,059.82
160160	06/19/2012	SOUTHERN CALIFORNIA EDISON CO.	8,153.56
160161	06/19/2012	SOUTHERN CALIFORNIA EDISON CO.	15,380.20
160162	06/19/2012	VERIZON	140.71
160163	06/19/2012	ALLSTEEL INC.	182,663.44
160164	06/19/2012	TEKNION LLC	176,622.45
160165	06/19/2012	WHITNEY ACKERMAN	200.00
160166	06/19/2012	K.C. ARCHER	200.00
160167	06/19/2012	ADAM M. BOHAC	200.00
160168	06/19/2012	ABIGAIL CARLSON	200.00
160169	06/19/2012	JEFFREY R. BONSER,	200.00
160170	06/19/2012	MADISON EMILY COYLE	200.00
160171	06/19/2012	CHASE DEL REY	200.00
160172	06/19/2012	CHELSEA FELLER	200.00
160173	06/19/2012	TIMOTHY S. FITZSIMONS	200.00
160174	06/19/2012	MELISSA GLASGOW	200.00
160175	06/19/2012	MICHAEL GROOVER	200.00
160176	06/19/2012	SAMANTHA ELYSE HERTZ	200.00

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160177	06/19/2012	SARA HONE	200.00
160178	06/19/2012	HEATHER JACKSON	200.00
160179	06/19/2012	HOUSTON LOMAX	200.00
160180	06/19/2012	RYAN MASSEY	200.00
160181	06/19/2012	KOREY MITCHELL	200.00
160182	06/19/2012	TRAVIS MORSE	200.00
160183	06/19/2012	NEWBEGINNINGS, INC.	4,312.01 *
Cancelled on 06/20/2012, Cancel Register # AP06202012A			
160184	06/19/2012	PATRICK QUINN	200.00
160185	06/19/2012	JACK R. RIORDAN	200.00
160186	06/19/2012	MOLLY SAMSON	200.00
160187	06/19/2012	CHELSEA SCOTT	200.00
160188	06/19/2012	JULIE ANN WICKSTROM	200.00
160189	06/20/2012	PHOENIX GROUP	2,422.97
160190	06/20/2012	PHOENIX PHILANTHROPY GROUP	487.74
160191	06/20/2012	PURETEC	251.70
160192	06/20/2012	QUEST DIAGNOSTICS	864.77
160193	06/20/2012	QUEZADA PRO LANDSCAPE, INC.	4,800.00
160194	06/20/2012	RINO PRODUCTS	548.00
160195	06/20/2012	CHUCK ROGERS	104.95
160196	06/20/2012	SO. ORANGE CO. COMM. COL.DIST	444.00
160197	06/20/2012	SPECTRUM CHEMICAL MFG. CORP.	196.08
160198	06/20/2012	STAR MAINTENANCE SUPPLY	1,863.64
160199	06/20/2012	VENTEK INTERNATIONAL	2,912.50
160200	06/20/2012	VWR INTERNATIONAL, INC.	105.78
160201	06/20/2012	YALE CHASE MATERIALS HANDLING	258.71
160202	06/20/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	725.00
160203	06/20/2012	ACCCA	1,475.00
160204	06/20/2012	CHRISTIAN ALVARADO	22.22
160205	06/20/2012	WILLIAM (BEAU) ARBUTHNOT	4.60
160206	06/20/2012	JUAN AVALOS	135.00
160207	06/20/2012	DAVID BUGAY	60.00
160208	06/20/2012	TOD A. BURNETT	52.17
160209	06/20/2012	CHERYL DELSON	275.00
160210	06/20/2012	JAMES K. FAGAN	30.00
160211	06/20/2012	FRANK GONZALEZ	479.25
160212	06/20/2012	JEANNE HARRIS-CALDWELL	281.11
160213	06/20/2012	CONNIE JACKSON	375.00
160214	06/20/2012	DEBRA KERR	140.00
160215	06/20/2012	TEDDI LORCH	12.00
160216	06/20/2012	MARCIA MILCHIKER	35.00
160217	06/20/2012	JAMEE MORALES	500.00
160218	06/20/2012	NASFAA	550.00
160219	06/20/2012	ANGELA OROZCO-MAHANEY	735.00
160220	06/20/2012	PROJECT MANAGEMENT TRAINING INSTITUTE	1,895.00
160221	06/20/2012	CHRISTOPHER TARMAN	218.28
160222	06/20/2012	THE WESTIN MICHIGAN AVENUE CHICAGO	1,466.64
160223	06/20/2012	HOME DEPOT	7,931.51

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Check Number	Check Date	Pay to the Order of	Check Amount
160224	06/20/2012	HOME DEPOT	290.87
160225	06/20/2012	CATALYST CONSULTING	9,720.00
160226	06/20/2012	CRESCENT SOLUTIONS	6,783.00
160227	06/20/2012	DATA CLEAN CORPORATION	880.00
160228	06/20/2012	EDGE DEVELOPMENT, INC.	535,065.00
160229	06/20/2012	GKKWORKS	16,476.57
160230	06/20/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
160231	06/20/2012	HUMANSIZE	15,813.91
160232	06/20/2012	INTERIOR DEMOLITION	23,726.25
160233	06/20/2012	NIMBLE CONSULTING	5,500.00
160234	06/20/2012	OFFICEMAX CONTRACT INC.	759.15
160235	06/20/2012	PERCEPTIVE SOFTWARE	2,844.49
160236	06/20/2012	QUEST ENERGY GROUP, LLC	2,250.00
160237	06/20/2012	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	60,667.00
160238	06/20/2012	TORREY PINES BANK ATTN: ROSE RAMSDEN	59,454.00
160239	06/20/2012	XELLERATION	870.00
160240	06/21/2012	LAURA ABRAMS	49.29
160241	06/21/2012	KATE ALDER	151.40
160242	06/21/2012	BARBARA BANGS	9.99
160243	06/21/2012	NANCY BRACKEN	371.41
160244	06/21/2012	DAVID D. GATEWOOD	31.14
160245	06/21/2012	BRUCE HAGAN	122.70
160246	06/21/2012	HITT MARKING DEVICES, INC.	30.42
160247	06/21/2012	NANCY HULSE	5.77
160248	06/21/2012	KRIS LEPPEN-CHRISTENSEN	41.51
160249	06/21/2012	DONALD T. LINDBOE	71.95
160250	06/21/2012	LINKS SIGN LANGUAGE INTERPRETING SERVICES	1,440.00
160251	06/21/2012	NICOLE LOFTUS	61.48
160252	06/21/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	144.39
160253	06/21/2012	ANNA MINNIECE	10.09
160254	06/21/2012	MSC INDUSTRIAL SUPPLY CO.	7,959.70
160255	06/21/2012	MUCHIRAHONDO, DORIS	31.91
160256	06/21/2012	NEWBEGINNINGS, INC.	553.57
160257	06/21/2012	GLENN ROQUEMORE	96.02
160258	06/21/2012	CALIBER SIGNS & IMAGING, INC.	65.98
160259	06/21/2012	CAREFUSION CORP.	3,496.49
160260	06/21/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,928.50
160261	06/21/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	775.00
160262	06/21/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	725.00
160263	06/21/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	725.00
160264	06/21/2012	CHRIS BROWN	500.00
160265	06/21/2012	ELIZABETH CIPRES	503.68
160266	06/21/2012	JIM GASTON	1,790.67
160267	06/21/2012	SANDRA L. HAMBRIC	225.00
160268	06/21/2012	CAROL HILTON	698.07

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Check Number	Check Date	Pay to the Order of	Check Amount
160269	06/21/2012	MICHAEL HOGGATT	500.00
160270	06/21/2012	TONY LIPOLD	1,146.92
160271	06/21/2012	ROCIO NAVARRO	304.69
160272	06/21/2012	HEDY RENFRO	128.21
160273	06/21/2012	ALVAREZ & MARSAL ATTN: LIZ CARRINGTON	7,326.04
160274	06/21/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	39,995.67
160275	06/21/2012	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	3,193.00
160276	06/21/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	732.16
160277	06/21/2012	XELLERATION	2,610.00
160278	06/21/2012	OFFICEMAX CONTRACT INC.	11,262.52
160279	06/21/2012	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	102.36
160280	06/21/2012	J.W. PEPPER & SON, INC.	320.56
160281	06/21/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
160282	06/21/2012	THOMAS JOHN PRENDERGAST	54.99
160283	06/21/2012	PROFESSIONAL DIVERSIFIED FLOORING	5,490.00
160284	06/21/2012	PSI-PAYPHONE STATIONS INNOVAT.	5,265.00
160285	06/21/2012	SAFEWAY INC/PAVILIONS	21.21
160286	06/21/2012	SECURITAS SECURITY SVCS, USA	735.36
160287	06/21/2012	SEPULVEDA BUILDING MATERIALS	1,183.57
160288	06/21/2012	SIXTEN, INC. dba SIXTEN & ASSOC.	632.00
160289	06/21/2012	THEATRE COMPANY	272.07
160290	06/21/2012	TRANE U.S. INC.	117.57
160291	06/21/2012	VEOLIA ES TECHNICAL SOLUTIONS, LLC	7,987.00
160292	06/21/2012	VERIZON	333.39
160293	06/21/2012	WARE DISPOSAL CO., INC.	2,922.75
160294	06/21/2012	YALE CHASE MATERIALS HANDLING	809.26
160295	06/21/2012	OFFICEMAX CONTRACT INC.	147.11
160296	06/21/2012	EGAN VISUAL/WEST, INC.	4,124.67
160297	06/21/2012	HIGHMARK SMART RELIABLE SEATING, INC.	41,606.48
160298	06/21/2012	KIMBALL OFFICE KIMBALL INT'L.	493,690.41 *
Cancelled on 06/28/2012, Cancel Register # AP06282012			
160299	06/21/2012	NATIONAL OFFICE FURNITURE	10,500.02
160300	06/21/2012	HEATHER PARK	52.00
160301	06/21/2012	MONICA PARKS	108.00
160302	06/21/2012	QUEST DIAGNOSTICS	2,903.37
160303	06/21/2012	CHUCK ROGERS	36.33
160304	06/21/2012	SAFEWAY INC/PAVILIONS	51.17
160305	06/21/2012	CRYSTAL SHOMPH	680.00
160306	06/21/2012	SMART & FINAL IRIS CO.	149.63
160307	06/21/2012	G & K SERVICES	62.28
160308	06/21/2012	THE GALE GROUP	214.44
160309	06/21/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	17.19
160310	06/21/2012	JENNIFER GLEIZER	29.72
160311	06/21/2012	WILL GLEN	308.61
160312	06/21/2012	GOENGINEER, INC.	3,358.69
160313	06/21/2012	GOLF VENTURES WEST	1,748.49
160314	06/21/2012	ARUN GOYAL	1,455.91
160315	06/21/2012	W. W. GRAINGER	581.75
160316	06/21/2012	GREEN THUMB INTERNATIONAL	242.30

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160317	06/21/2012	KELLY GRIMES	360.00
160318	06/21/2012	HAITBRINK ASPHALT PAVING, INC.	12,310.00
160319	06/21/2012	CARMENMARA HERNANDEZ-BRAVO	121.65
160320	06/21/2012	HIGHER ONE INC.	382.15
160321	06/21/2012	MALIA HILL	198.54
160322	06/21/2012	HOME DEPOT	630.83
160323	06/21/2012	LANGUAGE LINE SERVICES	19.50
160324	06/21/2012	ROBERT CHABOYA	13.94
160325	06/21/2012	FAIRMONT CHICAGO MILLENIUM PARK	393.43
160326	06/21/2012	DAVID D. GATEWOOD	561.20
160327	06/21/2012	JEANNE HARRIS-CALDWELL	2,454.04
160328	06/21/2012	NCMPR	395.00
160329	06/21/2012	RANDY W. PEEBLES	50.00
160330	06/21/2012	JOVAN STOJANOVSKI	1,400.00
160331	06/21/2012	HALL & FOREMAN, INC.	3,368.07
160332	06/28/2012	KIMBALL INTERNATIONAL MARKETING, INC.	492,908.23
160333	07/02/2012	AT&T	32.04
160334	07/02/2012	AT & T	26.91
160335	07/02/2012	AT&T	545.91
160336	07/02/2012	AT&T	363.93
160337	07/02/2012	AT&T	1,643.75
160338	07/02/2012	OFFICEMAX CONTRACT INC.	41,055.08
160339	07/02/2012	SOUTHERN CALIFORNIA EDISON CO.	39,460.28
160340	07/02/2012	OFFICEMAX CONTRACT INC.	399.05
160341	07/02/2012	AA EQUIPMENT RENTALS	7,811.86
160342	07/02/2012	ADCLUB ADVERTISING SERVICE	3,451.00
160343	07/02/2012	AFFILIATED COMPUTER SERVICES	125.55 *
Cancelled on 07/02/2012, Cancel Register # AP07022012C			
160344	07/02/2012	AMTECH ELEVATOR SERVICES	750.74
160345	07/02/2012	AUCA LOS ANGELES	77.99
160346	07/02/2012	ART SUPPLY WAREHOUSE	104.59
160347	07/02/2012	ASICS AMERICA CORPORATION	4,364.49
160348	07/02/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	21,798.77
160349	07/02/2012	AVALON TENT & PARTY	3,903.89
160350	07/02/2012	BAKER & TAYLOR	180.62
160351	07/02/2012	MARGUERITE BEAL	105.00
160352	07/02/2012	BEST BUY BUSINESS ADVANTAGE	115.48
160353	07/02/2012	BJB ENTERPRISES, INC.	426.91
160354	07/02/2012	BLICK ART MATERIALS	39.35
160355	07/02/2012	MARK BORDELON	8.58
160356	07/02/2012	NANCY BRACKEN	980.74
160357	07/02/2012	BRAND ATHLETICS LIDS TEAM SPORTS	3,482.56
160358	07/02/2012	BUTTON BOY INC.	415.00
			Unpaid Sales Tax 29.84
			Expensed Amount 444.84
160359	07/02/2012	XEROX CORPORATION	50.00
160360	07/02/2012	BCH WATERWORKS	265.00
160361	07/02/2012	THE PATON GROUP	156.24
160362	07/02/2012	PAYAM-E-ASHENA	250.00

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Check Number	Check Date	Pay to the Order of	Check Amount
160363	07/02/2012	PENN CORPORATE RELOCATION SERVICES, INC.	765.00
160364	07/02/2012	LILIANN PEREZ-STROUD	360.00
160365	07/02/2012	MARK PETERSEN	61.29
160366	07/02/2012	JIM PHANEUF	161.97
160367	07/02/2012	POWER FORD TUSTIN	155.29
160368	07/02/2012	PRAXAIR	122.25
160369	07/02/2012	PROMODEALER PROMODEALER.COM	2,198.00
		Unpaid Sales Tax	150.31
		Expensed Amount	2,348.31
160370	07/02/2012	REFRIGERATION SUPPLIES DIST.	178.34
160371	07/02/2012	HENRY SAMUELI SCHOOL OF ENG. TEC BUSINESS CTR.	1,335.59
160372	07/02/2012	LINDA RENNE	3.40
160373	07/02/2012	RICHARD THE THREAD EMPIRE TAPE COMPANY	57.12
160374	07/02/2012	ROCKET DESIGN JOHN T. DAVIDSON	475.00
160375	07/02/2012	CHUCK ROGERS	229.54
160376	07/02/2012	RYDIN DECAL	3,202.43
		Unpaid Sales Tax	244.05
		Expensed Amount	3,446.48
160377	07/02/2012	S & B FOODS CATERING DIVISION	727.37
160378	07/02/2012	SADDLEBACK GOLF CARS, INC.	7,510.33
160379	07/02/2012	JARED SCOTT	1,400.00
160380	07/02/2012	SECURITAS SECURITY SVCS, USA	367.68
160381	07/02/2012	SEPULVEDA BUILDING MATERIALS	249.16
160382	07/02/2012	SHRED-IT USA-SAN DIEGO	384.00
160383	07/02/2012	SIEMENS INDUSTRY INC.	94.05
160384	07/02/2012	SIMS-ORANGE WELDING SUPPLY	490.13
160385	07/02/2012	SMART & FINAL IRIS CO.	44.96
160386	07/02/2012	JENNIFER SNIDER	315.00
160387	07/02/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,534.80
160388	07/02/2012	STAR MAINTENANCE SUPPLY	1,551.60
160389	07/02/2012	KARAH STREET	140.06
160390	07/02/2012	PATRIC TAYLOR	109.62
160391	07/02/2012	ERIC STOELTING DBA THE TOOL MAN	999.95
160392	07/02/2012	TREE OF LIFE NURSERY	191.94
160393	07/02/2012	TRIARCH INC.	135.08
160394	07/02/2012	ARACELI TRUJILLO	50.00
160395	07/02/2012	TUTTLE-CLICK FORD	65.30
160396	07/02/2012	UNITED INTERIORS	3,546.04
160397	07/02/2012	UNITED RENTALS	124.58
160398	07/02/2012	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	5,250.00
160399	07/02/2012	WALTERS WHOLESALE ELECTRIC	404.05
160400	07/02/2012	WESTERN GRAPHICS PLUS, INC.	5,124.25
160401	07/02/2012	WESTWIND SAILING, LLC	1,000.00
160402	07/02/2012	LISA WORKMAN	100.00
160403	07/02/2012	XEROX CORP.	3,783.66
160404	07/02/2012	XEROX CORPORATION	5,702.50
160405	07/02/2012	YALE CHASE MATERIALS HANDLING	1,653.48

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160406	07/02/2012	SMART & FINAL IRIS CO.	1,942.37
160407	07/02/2012	US FOODS	1,081.52
160408	07/02/2012	RPM CONSULTANT GROUP	2,968.24
160409	07/02/2012	HENCELYN CHU	110.94
160410	07/02/2012	TERESA FLUEGEMAN	382.78
160411	07/02/2012	JENNIFER GLEIZER	40.71
160412	07/02/2012	DENNIS GORDON	74.93
160413	07/02/2012	GEORGINA GUY	23.29
160414	07/02/2012	NANCY HULSE	20.55
160415	07/02/2012	LESLIE HUMPHREY	60.01
160416	07/02/2012	IRWIN, DELORES	10.27
160417	07/02/2012	BILL JAY	52.55
160418	07/02/2012	DAVID B. LANG	113.68
160419	07/02/2012	BETTY A. MC CLELLAND	20.55
160420	07/02/2012	FRANK M. MELDAU	53.74
160421	07/02/2012	MARCIA MILCHIKER	249.25
160422	07/02/2012	JOHN OZUROVICH	47.20
160423	07/02/2012	NANCY PADBERG	242.24
160424	07/02/2012	HEATHER PARK	36.43
160425	07/02/2012	THOMAS JOHN PRENDERGAST	201.04
160426	07/02/2012	CYNDI STAGGS	14.99
160427	07/02/2012	PATRIC TAYLOR	155.29
160428	07/02/2012	PATRICK WEBSTER	66.63
160429	07/02/2012	BROOKE DAHER	20.42
160430	07/02/2012	C & H DISTRIBUTORS, INC.	223.49
160431	07/02/2012	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	500.00
160432	07/02/2012	CHAMPION CHEMICAL CO.	471.41
160433	07/02/2012	HENCELYN CHU	20.00
160434	07/02/2012	CLARK SECURITY PRODUCTS INC.	782.69
160435	07/02/2012	COACH AMERICA	1,517.30
160436	07/02/2012	COAST FITNESS REPAIR SHOP	500.00
160437	07/02/2012	COLLIER, JANE L. C/O FKCE	180.00
160438	07/02/2012	MIKE COLLINS	386.46
160439	07/02/2012	COMPUTERLAND	400.52
160440	07/02/2012	CONSOLIDATED ELECTRICAL DIST.	2,703.37
160441	07/02/2012	SYLVIA CORDOVA	240.00
160442	07/02/2012	CARIE CRUZ	105.00
160443	07/02/2012	DANA POINT YACHT MAINTENANCE	63.80
160444	07/02/2012	DATAMAX O'NEIL	4,525.31
160445	07/02/2012	DirecTV	102.99
160446	07/02/2012	DIVERSIFIED BUSINESS SERVICES	7,741.84
160447	07/02/2012	DMG CORPORATION	700.82
160448	07/02/2012	JEFF DORSZ	615.88
160449	07/02/2012	SPARKLETTS	110.29
160450	07/02/2012	SPARKLETTS	1,546.96
160451	07/02/2012	DUNN-EDWARDS CORPORATION	6,695.47
160452	07/02/2012	XEROX CORPORATION	125.55
160453	07/02/2012	DAIRY DEPOT	159.96

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
160454	07/02/2012	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	755.00
160455	07/02/2012	BRITTANY ADAMS	943.27
160456	07/02/2012	ANA MARIA COBOS	1,000.00
160457	07/02/2012	STEVE CRAPO	920.73
160458	07/02/2012	KIM D'ARCY	134.58
160459	07/02/2012	LISA MONTAGNE GALLOWAY	500.00
160460	07/02/2012	RUBEN GUZMAN	433.00
160461	07/02/2012	RUSSELL HAMILTON	184.71
160462	07/02/2012	COLLEEN HILDEBRAND	226.60
160463	07/02/2012	MICHAEL HOGGATT	475.00
160464	07/02/2012	ROOPA MATHUR	65.00
160465	07/02/2012	KIM MC CORD	277.60
160466	07/02/2012	CHRISTINA NIGRELLI	261.75
160467	07/02/2012	KEVIN O'CONNOR	428.18
160468	07/02/2012	STEPHEN ROCHFORD	65.60
160469	07/02/2012	GLENN ROQUEMORE	374.77
160470	07/02/2012	BARI RUDMANN	700.00
160471	07/02/2012	MARK SIERAKOWSKI	419.53
160472	07/02/2012	KIMBERLY STANKOVICH	106.78
160473	07/02/2012	ROBERT STANLEY	69.00
160474	07/02/2012	LEEANN STONE	500.00
160475	07/02/2012	WELLS FARGO #1606	341.61
		Unpaid Sales Tax	8.83
		Expensed Amount	350.44
160476	07/02/2012	WELLS FARGO #2078	1,828.32
160477	07/02/2012	WELLS FARGO #4198	384.03
		Unpaid Sales Tax	33.82
		Expensed Amount	417.85
160478	07/02/2012	JENNIFER WINSTON	150.43
160479	07/02/2012	WELLS FARGO #2078	6,974.73
160480	07/03/2012	AT & T	345.10
160481	07/03/2012	AT & T	58.14
160482	07/03/2012	AT & T	58.14
160483	07/03/2012	AT & T	54.87
160484	07/03/2012	AT & T	58.14
160485	07/03/2012	XEROX CORP.	15.75
160486	07/03/2012	XEROX CORPORATION	7,434.87
160487	07/03/2012	XEROX CORPORATION	121.23
160488	07/03/2012	EBERHARD EQUIPMENT	282.88
160489	07/03/2012	EDMONDS COMMUNITY COLLEGE	2,371.01
160490	07/03/2012	EDWARD EIEN	540.00
160491	07/03/2012	DONALD L. EISENTRAUT	236.25
160492	07/03/2012	YVETTE ESTRADA	50.00
160493	07/03/2012	EWING IRRIGATION PRODUCTS	203.31
160494	07/03/2012	FACILITIES PLANNING & PROGRAM SERVICES, INC	10,260.00
160495	07/03/2012	CORAL FELICIANO MORA	1,450.00
160496	07/03/2012	FISHER SCIENTIFIC	443.84
160497	07/03/2012	SHEILA FORSBERG	2,784.24

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Check Number	Check Date	Pay to the Order of	Check Amount
160498	07/03/2012	FRANCHISE TAX BOARD	78.75
160499	07/03/2012	FREEWAY AUTO SUPPLY	39.40
160500	07/03/2012	FRY'S ELECTRONICS	755.98
160501	07/03/2012	FULL COMPASS SYSTEMS	1,026.58
		Unpaid Sales Tax	67.49
		Expensed Amount	1,094.07
160502	07/03/2012	FHEG IVC BOOKSTORE STORE NO 895 M.A 12063	460.09
160503	07/03/2012	OC REGISTER COMMERCIAL BILLING	298.44
160504	07/03/2012	PHILLIP BARANSKI	1,500.00
160505	07/03/2012	G/M BUSINESS INTERIORS	3,967.00
160506	07/03/2012	GALLS INC. %GALLS RETAIL CA LOCK BOX	110.96
160507	07/03/2012	JIM GASTON	59.25
160508	07/03/2012	DAVID D. GATEWOOD	45.56
160509	07/03/2012	GKKWORKS	2,685.00
160510	07/03/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	150.00
160511	07/03/2012	GROWTH SECTOR CO.	1,000.00
160512	07/03/2012	K.C. GUSSLER, II	4,500.00
160513	07/03/2012	HALO	2,581.38
160514	07/03/2012	HORIZON	2,526.51
160515	07/03/2012	BERTRAND'S MUSIC	105.51
160516	07/03/2012	i3 SOLUTIONS	8,800.00
160517	07/03/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42
160518	07/03/2012	INT'L SECURITY PRODUCTS	4,390.96
160519	07/03/2012	IRVINE PIPE & SUPPLY	1,145.07
160520	07/03/2012	IRVINE RANCH WATER DIST.	289.73
160521	07/03/2012	PIPS C/O KEENAN & ASSOCIATES	154,247.83
160522	07/03/2012	KELE INC.	27.00
		Unpaid Sales Tax	2.09
		Expensed Amount	29.09
160523	07/03/2012	NEUDESIC, LLC	7,017.50
160524	07/03/2012	AT & T MOBILITY	12.96
160525	07/03/2012	PEARSON CLINICAL ASSESSMENT (PsychCorp)	95.90
160526	07/03/2012	PHOENIX GROUP	962.00
160527	07/03/2012	P.J. OF SOUTHERN CALIFORNIA IRVINE	1,435.23
160528	07/03/2012	THE RP GROUP	350.00
160529	07/03/2012	SCANTRON CORPORATION	195.00
160530	07/03/2012	SWACC C/O KEENAN & ASSOCIATES	907,902.00
160531	07/03/2012	WESTMINSTER PRESS, INC.	1,492.00
160532	07/03/2012	XEROX CORP.	6,027.79
160533	07/03/2012	XEROX CORPORATION	3,574.20
160534	07/03/2012	B & H PHOTO	2,149.95
		Unpaid Sales Tax	154.53
		Expensed Amount	2,304.48
160535	07/03/2012	CATALYST CONSULTING	9,585.00
160536	07/03/2012	JUDGE NETTING, INC.	19,300.00
160537	07/03/2012	KR WOLFE INC.	38,967.79
160538	07/03/2012	MC QUAY INTERNATIONAL	731.91
160539	07/03/2012	NEUDESIC, LLC	103,416.00
160540	07/03/2012	NIMBLE CONSULTING	10,500.00

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Check Number	Check Date	Pay to the Order of	Check Amount
160541	07/03/2012	PUBLIC ECONOMICS, INC.	3,237.25
160542	07/03/2012	XELLERATION	1,015.00
160543	07/05/2012	IRVINE RANCH WATER DIST.	4,277.32
160544	07/05/2012	JACKSON-HIRSCH, INC.	94.94
		Unpaid Sales Tax	6.36
		Expensed Amount	101.30
160545	07/05/2012	JIM'S MUSIC CENTER, INC.	2,500.00
160546	07/05/2012	JOHNSTONE SUPPLY	43.00
160547	07/05/2012	JOSTEN'S	681.09
160548	07/05/2012	DUKE JUAREZ	115.03
160549	07/05/2012	JUNIOR CHAMBER MUSIC	1,461.44
160550	07/05/2012	ERIN KIM	50.00
160551	07/05/2012	KINA, MORITAKA	1,260.00
160552	07/05/2012	ELLIOT M. KLINGE	53.50
160553	07/05/2012	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	160.00
160554	07/05/2012	KRATOS HBE	668.21
160555	07/05/2012	LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB	1,024.00
160556	07/05/2012	WILL LAKOW	44.98
160557	07/05/2012	SHARON LANDIS	480.00
160558	07/05/2012	LASER SOURCE	273.35
160559	07/05/2012	LAURA'S INT PLANTSCAPE SERV	358.39
160560	07/05/2012	CHIEF, LOC CDS	525.00
160561	07/05/2012	LIGHT BULBS ETC.	4,200.00
160562	07/05/2012	LOGMEIN, INC.	4,995.00
160563	07/05/2012	MACIAS, GINI & O'CONNELL, LLP	5,037.50
160564	07/05/2012	MAIN GRAPHICS	17,192.83
160565	07/05/2012	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	375.36
		Unpaid Sales Tax	28.05
		Expensed Amount	403.41
160566	07/05/2012	KARLA VIVIANA MARTINEZ	50.00
160567	07/05/2012	MICHAEL LOWELL MC CORMICK	23.98
160568	07/05/2012	JENNIFER MC CUE	43.71
160569	07/05/2012	McMAHAN BUSINESS INTERIORS	2,488.01
160570	07/05/2012	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
160571	07/05/2012	MEDCOM, INC.	3,776.81
160572	07/05/2012	SALLIE MILLER	155.00
160573	07/05/2012	NATIONAL COALITION OF ADVANCEDTECHNOLOGY CENTERS (NCATC)	15,000.00
160574	07/05/2012	NEW ALTERNATIVES, INC.	360.00
160575	07/05/2012	RJ COACHING AND CONSULTING RITA M. JONES	10,000.00
160576	07/05/2012	FERNANDO VASQUEZ	1,500.00
160577	07/05/2012	ERIK JENSEN WIRED PLANET	150.00
160578	07/05/2012	JUST 4 BANNERS	310.69
160579	07/05/2012	THE PATON GROUP	790.91
160580	07/05/2012	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
160581	07/05/2012	QUEST DIAGNOSTICS	166.33
160582	07/05/2012	QUEZADA PRO LANDSCAPE, INC.	9,000.00
160583	07/05/2012	R & R SOCKS PLUS	440.93

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	29.22
		Expensed Amount	470.15
160584	07/05/2012	SAFEWAY INC/PAVILIONS	435.81
160585	07/05/2012	GUISELLE SCOTT	630.00
160586	07/05/2012	THOMAS L. SMITH	127.56
160587	07/05/2012	SPECTRUM CHEMICAL MFG. CORP.	407.35
160588	07/05/2012	STAR MAINTENANCE SUPPLY	606.45
160589	07/05/2012	SUPPORT PRODUCT SERVICES	1,246.12
160590	07/05/2012	TIM SWISS	61.61
160591	07/05/2012	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	4,730.00
160592	07/05/2012	TRUSTWAVE	1,650.00
160593	07/05/2012	WARE DISPOSAL CO., INC.	10,414.79
160594	07/05/2012	AMIRA WEGENEK	86.19
160595	07/05/2012	MICHAEL E. WILSON	13,328.00
160596	07/05/2012	SMART & FINAL IRIS CO.	1,067.70
160597	07/05/2012	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	18,326.00
160598	07/05/2012	AERA ENGINE REBUILDERS ASSN.	403.00
160599	07/05/2012	APPA	1,315.00
160600	07/05/2012	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	150.00
160601	07/05/2012	DISH NETWORK	64.77
160602	07/05/2012	SPARKLETTS	934.89
160603	07/05/2012	SPARKLETTS	761.37
160604	07/05/2012	SPARKLETTS	780.83
160605	07/05/2012	EDU BUSINESS SOLUTIONS	2,428.20
160606	07/05/2012	ESCAPE TECHNOLOGY, INC.	70,000.00
160607	07/05/2012	FEDERAL EXPRESS	432.50
160608	07/05/2012	FISDAP HEADWATERS SOFTWARE, INC.	945.00
160609	07/05/2012	NAKYONG CHAI	887.00
160610	07/05/2012	GEE DICKSON	83.05
160611	07/05/2012	TEDDI LORCH	43.03
160612	07/05/2012	DIANA MC CULLOUGH	113.88
160613	07/05/2012	BARRY MILLER	659.59
160614	07/05/2012	PARADISE BAKERY-MISSION VIEJO	110.18
160615	07/05/2012	WELLS FARGO #1598	2,028.96
		Unpaid Sales Tax	11.94
		Expensed Amount	2,040.90
160616	07/05/2012	WELLS FARGO #3317	3,914.94
		Unpaid Sales Tax	77.72
		Expensed Amount	3,992.66
160617	07/06/2012	AT&T DATACOM, INC.	2,966.47
160618	07/06/2012	AT & T MOBILITY	59.35
160619	07/06/2012	DANIEL J. POTEN	1,000.00
160620	07/06/2012	REACTOR INSTITUTE	2,400.00
160621	07/06/2012	S & B FOODS CATERING DIVISION	64.65
160622	07/06/2012	THOMAS L. SMITH	60.04
160623	07/06/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	17.84
160624	07/06/2012	STUDIO TWO BLACK DIAMOND PRINTING	13,301.74

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Check Number	Check Date	Pay to the Order of	Check Amount
160625	07/06/2012	EDWARD TACKETT	119.20
160626	07/06/2012	WHITE CAP INDUSTRIES	188.53
160627	07/06/2012	NINA M. YAMASAKI	630.00
160628	07/09/2012	AT&T	11.57
160629	07/09/2012	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
160630	07/09/2012	PURETEC	261.85
160631	07/09/2012	SCHOOLS EXCESS LIABILITY FUND	55,890.00
160632	07/09/2012	SCHOOLS FIRST FEDERAL CREDIT UNION	17,156.00
160633	07/09/2012	SMART VEND CORPORATION	3,864.19
160634	07/09/2012	SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION	1,800.00
160635	07/09/2012	SOURCE GRAPHICS	1,458.00
160636	07/09/2012	SPRINGSHARE, LLC	1,498.00
160637	07/09/2012	TALLEGA SOFTWARE	4,002.00
160638	07/09/2012	TELERIK INC. BOSTON OFFICE	998.00
160639	07/09/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	354.46
160640	07/09/2012	AMERICAN EXPRESS TRAVEL RELATED	1,731.60
		SERVICES CO INC	
160641	07/09/2012	LAURA DILL	500.00
160642	07/09/2012	DAVID D. GATEWOOD	1,033.48
160643	07/09/2012	LORI PARRA	50.00
160644	07/09/2012	EDWARD TACKETT	495.45
160645	07/09/2012	A-S MEDICATION SOLUTIONS, LLC	114.38
160646	07/09/2012	AAA ELECTRIC MOTOR SALES	182.17
160647	07/09/2012	AACRAO MEMBERSHIP	258.50
		Unpaid Sales Tax	18.21
		Expensed Amount	276.71
160648	07/09/2012	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	24,741.00
160649	07/09/2012	ACCUVANT INC.	15,667.00
160650	07/09/2012	ADCLUB ADVERTISING SERVICE	3,605.00
160651	07/09/2012	ADI	279.30
160652	07/09/2012	TRANSPORTATION ALLIANCE BANK	10,559.50
160653	07/09/2012	AIR SOURCE INDUSTRIES, INC.	170.22
160654	07/09/2012	ALL TECH SERVICE	959.00
160655	07/09/2012	ALLSTAR AWARDS	55.46
160656	07/09/2012	ALSA CORPORATION	1,288.41
160657	07/09/2012	AMBER MARINE	184.31
160658	07/09/2012	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	336.00
160659	07/09/2012	ANDERSEN'S DOOR SERVICE, INC.	480.00
160660	07/09/2012	APPLE COMPUTER INC.	1,209.00
160661	07/09/2012	APPLIED INDUSTRIAL TECH.	377.04
160662	07/09/2012	AUCA LOS ANGELES	77.99
160663	07/09/2012	ARC AMER. REPROGRAPHICS CO.	280.49
160664	07/09/2012	LEE ARMSTRONG CO., INC.	3,450.00
160665	07/09/2012	ARROWHEAD DRINKING WATER	33.37
160666	07/09/2012	ARROWHEAD DRINKING WATER	38.78
160667	07/09/2012	B & H PHOTO	92.00
		Unpaid Sales Tax	7.13
		Expensed Amount	99.13

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Check Number	Check Date	Pay to the Order of	Check Amount
160668	07/09/2012	BAL SEAL ENGINEERING, INC.	175.00
160669	07/09/2012	MARGUERITE BEAL	35.00
160670	07/09/2012	BUILD. ELECTRONIC CONT., INC.	1,933.39
160671	07/09/2012	BESAFE TECHNOLOGIES, INC.	738.15
160672	07/09/2012	BJB ENTERPRISES, INC.	98.96
160673	07/09/2012	KRISTEN BUSH	1,540.00
160674	07/09/2012	BEN MEADOWS COMPANY ACCOUNT # 5252156	155.16
160675	07/09/2012	ALBERTSONS PURCHASE ADVANTAGE CARD	149.30
160676	07/10/2012	G & K SERVICES	62.28
160677	07/10/2012	GALE SUPPLY COMPANY	3,693.13
160678	07/10/2012	JIM GASTON	563.88
160679	07/10/2012	W. W. GRAINGER	1,274.14
160680	07/10/2012	GREEN THUMB INTERNATIONAL	180.16
160681	07/10/2012	MARLYS GRODT	500.00
160682	07/10/2012	HALO	3,479.22
160683	07/10/2012	SANDRA L. HAMBRIC	74.08
160684	07/10/2012	HARBOR FREIGHT TOOLS	52.19
160685	07/10/2012	HD SUPPLY WATERWORKS	394.70
160686	07/10/2012	HERCULES PORTABLE POWER, INC.	4,506.68
160687	07/10/2012	HERTZ EQUIPMENT RENTAL	1,073.19
160688	07/10/2012	HIGHER ONE INC.	100.28
160689	07/10/2012	HIRSCH PIPE & SUPPLY	1,519.18
160690	07/10/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42
160691	07/10/2012	INGARDIA BROTHERS PRODUCE, INC.	198.25
160692	07/10/2012	IRVINE PIPE & SUPPLY	413.89
160693	07/10/2012	IRVINE RANCH WATER DIST.	12,714.34
160694	07/10/2012	JIM'S MUSIC CENTER, INC.	73.26
160695	07/10/2012	JOHNSTONE SUPPLY	301.50
160696	07/10/2012	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,456.00
160697	07/10/2012	KELLY PAPER	168.66
160698	07/10/2012	TAMARA KING	129.00
160699	07/10/2012	KNORR SYSTEMS, INC.	16,726.49
160700	07/10/2012	KRATOS HBE	668.21
160701	07/10/2012	MARK KRUHMIN	30.16
160702	07/10/2012	LAGUNA GRAPHIC ARTS, INC.	312.48
160703	07/10/2012	LIEBERT CASSIDY WHITMORE	9,885.83
160704	07/10/2012	MEDCO SUPPLY COMPANY	375.76
160705	07/10/2012	IKON OFFICE SOLUTIONS	1,277.20
160706	07/10/2012	ERIK JENSEN WIRED PLANET	900.00
160707	07/10/2012	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	29,995.28
160708	07/10/2012	ENAMIX, INC.	5,040.00
160709	07/10/2012	ENVIRON INTERNATIONAL CORP.	3,914.58
160710	07/10/2012	ESCAPE TECHNOLOGY, INC.	900.00
160711	07/10/2012	GKKWORKS	10,799.61
160712	07/10/2012	JOYCE INSPECTION & TESTING	24,928.00
160713	07/10/2012	MC CARTHY BUILDING COMPANIES	203,549.00
160714	07/10/2012	KIM MC CORD	68.94
160715	07/10/2012	NEUDESIC, LLC	28,436.50
160716	07/10/2012	RGP PLANNING & DEVELOPMENT SERVICES	17,880.73

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 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
160717	07/10/2012	TMCx SOLUTIONS, LLC	877.85
160718	07/10/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	732.16
160719	07/10/2012	XELLERATION	1,450.00
160720	07/10/2012	ABEEDA KHAN	69.03
160721	07/10/2012	ALEJANDRA TOVAR	92.04
160722	07/10/2012	ALEXANDRIA PRZYBYLOWSKI	69.03
160723	07/10/2012	ALEXIS STANFORD	276.12
160724	07/10/2012	ALEXIS STANFORD	138.06
160725	07/10/2012	AMPARO VALLEJO	69.03
160726	07/10/2012	ANNE AVILA	138.06
160727	07/10/2012	APRIL PORTERFIEL	69.03
160728	07/10/2012	ASHLEIGH FUNCHES	207.09
160729	07/10/2012	ASHLEIGH WESOLOWSK	126.56
160730	07/10/2012	BERTHA HART	138.06
160731	07/10/2012	CECILIA KAASPRZAK	69.03
160732	07/10/2012	CHERRY CAMONAYAN	103.55
160733	07/10/2012	DANICA CASTRO	207.09
160734	07/10/2012	DIANA RODRIGUEZ	69.03
160735	07/10/2012	DILANI WIJAYAWEEERA	92.04
160736	07/10/2012	DIPTI DEY	138.06
160737	07/10/2012	ELIA RIVAS	69.03
160738	07/10/2012	EWA POREBSKA	69.03
160739	07/10/2012	GABRIELA AVALOS DE GILES	69.03
160740	07/10/2012	GABRIELA AVALOS DE GILES	69.03
160741	07/10/2012	GABRIELA SANDOVAL	69.03
160742	07/10/2012	HOMAIRA ASHRAFIA	69.03
160743	07/10/2012	ISABEL GARCIA	69.03
160744	07/10/2012	JENNIFER MCGUIRE	115.05
160745	07/10/2012	JILL ALLEN	69.03
160746	07/10/2012	JILLIAN WARMACK	138.06
160747	07/10/2012	JOYCE CORBETT	69.03
160748	07/10/2012	KANDELLYNE BOAG	46.02
160749	07/10/2012	KARI RICKETTS	276.12
160750	07/10/2012	KIMBERLY TEO	69.03
160751	07/10/2012	KIMBERLY TEO	115.05
160752	07/10/2012	LAYLA SADIGHI	138.06
160753	07/10/2012	LINETTE PEREZ	46.02
160754	07/10/2012	LYNN KRUEGER	69.03
160755	07/10/2012	MARCELLA CAMARILLO	69.03
160756	07/10/2012	MARGARET BREAKFIELD	46.02
160757	07/10/2012	MARIA OYARZABAL	69.03
160758	07/10/2012	MARY ANNE GALINDO	69.03
160759	07/10/2012	MARY DARDIS	69.03
160760	07/10/2012	MAUREEN GUYOT	69.03
160761	07/10/2012	MAYRA GUERRA	69.03
160762	07/10/2012	MELISSA CARRIZALES	69.03
160763	07/10/2012	MELISSA KRIEGER	69.03
160764	07/10/2012	MELISSA KRIEGER	69.03
160765	07/10/2012	MICKELLE GUNN	69.03

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
160766	07/10/2012	MIRI LAZARESCU	207.09
160767	07/10/2012	MISCHA DIAZ	69.03
160768	07/10/2012	MISCHA DIAZ	69.03
160769	07/10/2012	MOUNA OSMAN	69.03
160770	07/10/2012	MOUNA OSMAN	115.05
160771	07/10/2012	NANCY VASQUEZ	69.03
160772	07/10/2012	NARGIS MORSHIDA	69.03
160773	07/10/2012	NARGIS MORSHIDA	138.06
160774	07/10/2012	NATALIA EITENEER	138.06
160775	07/10/2012	NELI LOTZOVA	46.02
160776	07/10/2012	ORNA FADIDA	69.03
160777	07/10/2012	ORNA FADIDA	69.03
160778	07/10/2012	PATRICIA YAGHNAM	69.03
160779	07/10/2012	PAULA KAGAN	69.03
160780	07/10/2012	RACHEL MORALEZ	69.03
160781	07/10/2012	RACHEL REYNOLDS	69.03
160782	07/10/2012	SAMIA AHMED	230.10
160783	07/10/2012	SANDRA BECERRA	69.03
160784	07/10/2012	SHANNON GARRETT	207.09
160785	07/10/2012	SHARMA MAMTA	69.03
160786	07/10/2012	SHKULA ANGAR	69.03
160787	07/10/2012	SHKULA ANGAR	69.03
160788	07/10/2012	SUMBLA YAZDANIE	207.09
160789	07/10/2012	TOMOKO HARMISCH	69.03
160790	07/10/2012	VALERIE MARTINEZ	138.06
160791	07/10/2012	VALERIE MARTINEZ	276.12
160792	07/10/2012	VIVIANA TORRES	69.03
160793	07/10/2012	YOUNGEUN LEE	184.08
160794	07/10/2012	DAVID E. ANDERSON, JR.	26.75
160795	07/10/2012	DAINA BOWLER	200.00
160796	07/10/2012	ANN BUCKLEY	37.46
160797	07/10/2012	SCOTT A. COKELY	975.00
160798	07/10/2012	CAROL DANNA	24.98
160799	07/10/2012	JOSHUA R. FEHRMANN	1,250.00
160800	07/10/2012	TIMOTHY S. FITZSIMONS	200.00
160801	07/10/2012	ESTER GRAHAM	61.64
160802	07/10/2012	BRUCE HAGAN	135.66
160803	07/10/2012	SAMANTHA ELYSE HERTZ	200.00
160804	07/10/2012	SARA HONE	200.00
160805	07/10/2012	WILLIAM HOSHIDA	200.00
160806	07/10/2012	TONI LAKOW	14.99
160807	07/10/2012	TEDDI LORCH	64.11
160808	07/10/2012	MAIN, DAUNE	29.97
160809	07/10/2012	LORI MANGELS	105.45
160810	07/10/2012	BONNIE JOY MASSEY	12.00
160811	07/10/2012	ANITA MC DONALD	14.99
160812	07/10/2012	CHARLES MYERS	SADDLEBACK COLLEGE 140.00
160813	07/10/2012	KATHRYN NUNEZ	20.51
160814	07/10/2012	BRYAN OVERMYER	200.00

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
160815	07/10/2012	SANDRA POPE	14.99
160816	07/10/2012	DONNA PRIBYL	27.89
160817	07/10/2012	SOKHA SONG	50.85
160818	07/10/2012	FLORIDEL SOTELO	9.44
160819	07/10/2012	JIMMY VANN	3,000.00
160820	07/10/2012	JIMMY VANN	1,175.00
160821	07/10/2012	FERNANDO VASQUEZ	1,500.00
160822	07/10/2012	EARL PAGAL	25.20
160823	07/10/2012	CITY OF TUSTIN COMMUNITY DEVELOPMENT	14,008.90
160824	07/10/2012	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,798.79
160825	07/10/2012	SAN DIEGO GAS & ELECTRIC	1,077.08
160826	07/10/2012	SOUTHERN CALIFORNIA GAS CO.	9,166.86
160827	07/10/2012	3D SYSTEMS, INC.	2,675.00
160828	07/10/2012	CA DEPT OF TOXIC SUBSTANCES CONTROL	310.00
160829	07/10/2012	CALIFORNIA STAGE/LIGHTING, INC	2,286.76
160830	07/10/2012	CAROLINA BIOLOGICAL SUPPLY	35.92
160831	07/10/2012	CDW GOVERNMENT, INC.	210.75
160832	07/10/2012	ROCKY CIFONE	533.00
160833	07/10/2012	CINTAS CORPORATION	23.50
160834	07/10/2012	CINTAS DOCUMENT MANAGEMENT	174.95
160835	07/10/2012	CINTAS DOCUMENT MANAGEMENT	159.50
160836	07/10/2012	CLARK SECURITY PRODUCTS INC.	463.02
160837	07/10/2012	COACH AMERICA	1,124.00
160838	07/10/2012	EDUCATION 4 WORK SUSAN M. COLEMAN	12,500.00
160839	07/10/2012	COMPUTER HEROES LLC	274.66
160840	07/10/2012	COMPUTERLAND	1,739.00
160841	07/10/2012	COX COMMUNICATIONS	40.84
160842	07/10/2012	CULLIGAN WATER CONDITIONING	103.50
160843	07/10/2012	DAZIAN LLC.	635.92
160844	07/10/2012	DELL MARKETING L.P. C/O DELL USA L.P.	105.57
160845	07/10/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	576.00
160846	07/10/2012	MICHELE DUGAN	180.00
160847	07/10/2012	DUNN-EDWARDS CORPORATION	518.23
160848	07/10/2012	EAGLE COMMUNICATIONS	398.68
160849	07/10/2012	EDWARDS, ARNETTE C/O FKCE	180.00
160850	07/10/2012	DONALD L. EISENTRAUT	236.25
160851	07/10/2012	DARREN D. ENGLAND	276.97
160852	07/10/2012	FERGUSON ENTERPRISES INC #1350	682.63
160853	07/10/2012	PAUL D. FIGUEIRA	108.00
160854	07/10/2012	SHEILA FORSBERG	2,832.50
160855	07/10/2012	FRANCHISE TAX BOARD	78.75
160856	07/10/2012	FREEWAY AUTO SUPPLY	172.54
160857	07/10/2012	SAMUEL FRENCH	400.00
160858	07/10/2012	FULLERTON CIVIC LIGHT OPERA CO	3,582.50
160859	07/10/2012	DAIRY DEPOT	40.24
160860	07/10/2012	UNION BANK FIDUCIARY ACCTG & CLIENT SRVCS	1,082,543.86
160861	07/10/2012	ALISON KWON	216.00
160862	07/10/2012	ASHLEY SWANGO	216.00

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
160863	07/10/2012	CAMILLE TACASTACAS	216.00
160864	07/10/2012	CYNTHIA REILLY	216.00
160865	07/10/2012	DEBRA WOOD	108.00
160866	07/10/2012	EMILLY BONTHIUS	180.00
160867	07/10/2012	EMILY FROST	108.00
160868	07/10/2012	FARIBA SADAT MOJABI	180.00
160869	07/10/2012	HEIDI WILLIAMS	324.00
160870	07/10/2012	JANE KINDIG	216.00
160871	07/10/2012	JENNIFER NIELSEN	216.00
160872	07/10/2012	KELLY SCOTT	216.00
160873	07/10/2012	KERRI GONZALEZ	324.00
160874	07/10/2012	LISA SALGADO	108.00
160875	07/10/2012	MARCIE CALLOWAY	108.00
160876	07/10/2012	MARGARET EDWARDS	108.00
160877	07/10/2012	MARIA ARMSTRONG	108.00
160878	07/10/2012	MARIA VIVANCO	180.00
160879	07/10/2012	MELANIE BISHOP	324.00
160880	07/10/2012	MELINA ALFARO	108.00
160881	07/10/2012	MELISSA KREITZ	324.00
160882	07/10/2012	NATASHA SMITH	216.00
160883	07/10/2012	NICOLE TAGUE	144.00
160884	07/10/2012	RACHEL WARD	108.00
160885	07/10/2012	ROFYAH LE	216.00
160886	07/10/2012	SARA EVANS	324.00
160887	07/10/2012	SONIA GILL	216.00
160888	07/10/2012	STEPHANIE MECHEM	108.00
160889	07/10/2012	VALERIE MARTINEZ	216.00
Total Number of Checks			1,206
			9,938,890.98

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	7	501,445.45
Reissue	5	1,071.85
Net Issue		9,436,373.68

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	973	5,565,223.90
12	Child Development Fund	120	19,931.42
40	Capital Outlay Fund	90	3,461,739.78
68	Self-Insurance Fund	4	2,392.41
71	Retiree Benefit Fund	7	388,957.20
Total Number of Checks		1,194	9,438,244.71
Less Unpaid Sales Tax Liability			1,871.03
Net (Check Amount)			9,436,373.68

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010401	06/08/2012	PETER COSMAKOS, LLC	2,926.00
010402	06/08/2012	EDUCATION TO GO	1,145.50
010403	06/08/2012	RITZ-CARLTON, LAGUNA NIGUEL	600.00
010404	06/15/2012	BILLY TEES	41.54
010405	06/15/2012	COHEN-NAGLESTAD ENTERPRISES LLC	117.50
010406	06/15/2012	CONSOLIDATED ELECTRICAL DIST.	4,002.35
010407	06/15/2012	PETER COSMAKOS, LLC	1,586.00
010408	06/15/2012	GOOD TIMES TRAVEL, INC.	9,654.00
010409	06/15/2012	OFFICEMAX CONTRACT INC.	142.70
010410	06/15/2012	CHARLES C. STILL SECURE LIVE SCAN	285.00
010411	06/15/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	68.56
010412	06/15/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	32.00
010413	06/15/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	258,117.82
010414	06/15/2012	XEROX CORP.	468.45
010415	06/25/2012	BOSTON REED COLLEGE	18,145.00
010416	06/25/2012	PETER COSMAKOS, LLC	33.57
010417	06/25/2012	HALO BRANDED SOLUTIONS	1,314.55
010418	06/25/2012	HOME DEPOT CREDIT SERVICES	242.55
010419	06/25/2012	S & S WORLDWIDE ACCOUNTS RECEIVABLE	31.94
010420	06/25/2012	ALOHA REPUBLIC, LLC dba SHIRTS OF HAWAII	139.95
010421	06/25/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	88,089.29
010422	06/25/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	91,906.27
010423	06/25/2012	COHEN-NAGLESTAD ENTERPRISES LLC	50.00
010424	06/25/2012	KAYLAA FOX	450.80
010425	06/25/2012	GOOD TIMES TRAVEL, INC.	4,264.00
010426	06/29/2012	PETER COSMAKOS, LLC	6,760.60
010427	06/29/2012	EDUCATION TO GO	1,992.00
010428	06/29/2012	ESTELLA GARRISON	21.54
010429	06/29/2012	GOOD TIMES TRAVEL, INC.	3,068.00
010430	06/29/2012	NANCY Y. LARRAGOITI	154.00
010431	06/29/2012	OFFICEMAX CONTRACT INC.	164.83
010432	06/29/2012	SADDLEBACK GOLF DRIVING RANGE	9,448.00
010433	06/29/2012	SADDLEBACK COLLEGE	4,000.00
010434	06/29/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	576.00
010435	06/29/2012	WARD'S NATURAL SCIENCE	474.63
010436	06/29/2012	LINDA WOOD	40.54
010437	06/29/2012	STEVEN DILLEY	495.54
010438	06/29/2012	SADDLEBACK COLLEGE	240.00
010439	07/06/2012	GREGORY J. ATWOOD THE GLASS SPECTRUM	600.00
010440	07/06/2012	XEROX CORPORATION	510.66
010441	07/06/2012	SUSAN MARTIN	126.00
010442	07/09/2012	MICHELLE SHEEHAN	23.00

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
Total Number of Checks			42
			512,550.68

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	42	512,550.68
Total Number of Checks		42	512,550.68
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			512,550.68

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Checks Dated 06/06/2012 through 07/10/2012

Check Number	Check Date	Pay to the Order of	Check Amount
009003	06/07/2012	CALIFORNIA CORPORATE COLLEGE C/O BUTTE COMM. COL. DIST	3,440.00 *
Cancelled on 07/03/2012			
009004	06/07/2012	UNITED DIRECT MARKETING	6,573.65
009005	06/07/2012	POSTMASTER	3.95
009006	06/15/2012	EDUCATION TO GO GATLIN EDUCATION SERVICES	1,195.00
009007	06/15/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	49.57
009008	06/15/2012	OFFICEMAX CONTRACT INC.	143.29
009009	06/15/2012	MARK SEVI	337.50
009010	06/22/2012	ALEX ABBASS AGAHI INFINITE WEALTH FIN.&INS. SRVS	203.50
009011	06/29/2012	A.G. WEALTH MANAGEMENT ADVISORS, INC.	261.00
009012	06/29/2012	EDUCATION TO GO	765.25
009013	07/09/2012	JASMIN LIO	208.00
Total Number of Checks			11
			13,180.71

Includes checks for only Bank Account IVC-CMED

	Count	Amount
Cancel	1	3,440.00
Net Issue		9,740.71

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	10	9,740.71
Total Number of Checks		10	9,740.71
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			9,740.71

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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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
July 30, 2012

SADDLEBACK COLLEGE

Gift	Donated By:
Wood Carving Knives, Chisels, Gauges, etc.	William & Ruth Ward 26581 Otay Circle Mission Viejo, California 92691
3 Cameras	Antonino Pira 28066 tioga Court Laguna Niguel, California 92677

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: June/July 2012 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During June/July 2012, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Tecta America Agreement – To replace the roof at Village 3. Saddleback College	\$63,860.00
I3 Solutions Consultant Agreement – To perform analysis, design and project management of the EOPS, Degree Audit Integration and Awards Management projects. SOCCCD	\$50,400.00
Goodwill Industries of O.C. Consultant Agreement – To provide American Sign Language interpreting for the deaf and hard of hearing. Saddleback College	\$50,000.00
Cox Communications ICB Service Agreement – To provide Metro Ethernet services for the colleges. SOCCCD	\$48,000.00
Education 4 Work Consultant Agreement – To manage the implementation of goals and activities of the Career Development Work-Based Learning Linkages to Professional Organizations grant. Irvine Valley College	\$45,000.00

Richard D. Roth Consultant Agreement – To provide investigation services for the Human Resources department. SOCCCD	\$40,000.00
Graphic Edge Consultant Agreement – To provide graphic direction for the CACareer Café.com website. Irvine Valley College	\$40,000.00
Making Connections Consultant Agreement – Work with grant team to implement objectives and activities for the Career Development Work-Based Learning Linkages to Professional Organizations grant. Irvine Valley College	\$35,000.00
RJ Coaching and Consulting Consultant Agreement – To plan and implement workshops and activities relating to the Career Development Work-Based Learning Linkages to Professional Organizations grant. Irvine Valley College	\$35,000.00
CSA Holdings, Inc. Agreement – To re-grade and re-sod east practice field. Saddleback College	\$32,807.00
Keenan & Associates Agreement Amendment No. 2- To extend the Property and Casual Claims Administration Agreement to June 30, 2013. SOCCCD	\$30,000.00
Laguna Ballet Performance Agreement – For “The Nutcracker” performance at McKinney Theatre on December 13, 2012 through December 16, 2012. Saddleback College	\$26,000.00
Sheila Forsberg Consultant Agreement – To provide professional services related to human resources issues. SOCCCD	\$25,000.00
Kristen Bush Consultant Agreement – To create, design, edit and update the SOCCCD web services and SharePoint site. SOCCCD	\$24,000.00

Supinger Strategies Consultant Agreement – To provide information regarding state level legislative and budgetary matters. SOCCCD	\$22,700.00
Jackstin Consultant Agreement – Revise homepage to include dynamic features, slider with motion, stronger navigation for the Career Development Work-Based Learning Linkages to Professional Organizations website. Irvine Valley College	\$21,900.00
Amtech Reliable Elevator Company Consultant Agreement – To provide elevator and lift maintenance services. Saddleback College	\$19,294.37
Phoenix Group Service Agreement – To provide citation processing for parking citations on campus. Irvine Valley College	\$15,500.00 (estimate)
Phoenix Group Service Agreement – To provide citation processing for parking citations on campus. Saddleback College	\$15,500.00 (estimate)
Orkin Exterminating, Inc. Consultant Agreement – To provide pest control throughout the campus. Saddleback College	\$15,408.00
KE Design Consultant Agreement – Conduct research regarding professional associations related to California Industry Sectors and Pathways. Irvine Valley College	\$15,000.00
XAP Agreement Amendment No. 1 – To extend the term of the agreement for participation in the online electronic admission application system for the California Community College System. Irvine Valley College	\$13,989.00
XAP Agreement Amendment No. 1 - To extend the term of the agreement for participation in the online electronic admission application system for the California Community	\$13,989.00

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

College System. Saddleback College	
Xerox Maintenance Service – To provide maintenance plan for copier equipment. Irvine Valley College	\$13,218.34
Vital Link Consultant Agreement – To facilitate payments to 12 regional lead California Community College counselors taking part in activities in the CDWBLLPO grant. Irvine Valley College	\$12,620.00
Market Based Solutions Agreement to Purchase – For the purchase of South Coast Air Quality Management District emission credits. Saddleback College	\$11,849.60
Orkin Exterminating, Inc. Consultant Agreement – To provide gopher traps throughout the campus. Saddleback College	\$10,500.00
Windwood Theatricals Contract – To provide production of The Shangri-La Chinese Acrobats at the McKinney Theatre. Saddleback College	\$10,000.00
Marlys Grodt Consultant Agreement – To provide professional services related to human resources issues. SOCCCD	\$10,000.00
Advanta Energy Company Consultant Agreement – To assist and advise the college in securing delivery of energy commodities and in the day-to-day management of energy service provide for the college natural gas needs. Saddleback College	\$9,600.00
Sheraton Grand Hotel Agreement – To provide room, banquet and meeting accommodations on October 25, 2012 to October 26, 2012 for Professional Development Activity for Irvine Valley College relating to the Career Development Work-Based Learning project. Irvine Valley College	\$9,343.72

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

BeSafe Technologies, Inc. Consultant Agreement – To provide a 12 month subscription to the Be Safe Safety Portal. Saddleback College	\$8,857.80
Careerbuilder Consultant Agreement – To provide 101 job advertisements. SOCCCD	\$8,888.00
Hall and Foreman, Inc. Consultant Agreement – To provide storm drain survey services for the Life Sciences building at Irvine valley College. SOCCCD	\$8,550.00
Hercules Portable Power, Inc. Consultant Agreement – To provide engine generator sets, annual and quarterly services and service reports on gensets. Saddleback College	\$8,500.00
JRS Presentations, Inc. Personal Appearance Contract – For the performance of “An Evening of MASH” at McKinney Theatre on September 14, 2012. Saddleback College	\$8,000.00
RGP Planning and Development Services Agreement Amendment No. 2 – To provide addition scope of work for planning and development services relating to the Avery project. SOCCCD	\$7,850.00
Xerox Maintenance Service – To provide maintenance plan for copier equipment. Irvine Valley College	\$7,673.62
Xerox Maintenance Service – To provide maintenance plan for copier equipment. Irvine Valley College	\$7,656.00
Orkin Exterminating, Inc. Consultant Agreement – To provide bee traps throughout the campus. Saddleback College	\$7,200.00

Sheraton Cerritos Hotel Group Sales Agreement – To provide accommodations for conference/workshop on Student Success to be held on October 22, 2012. Irvine Valley College	\$7,100.97
Gresham Savage Nolan & Tilden, PC Consultant Agreement – To provide investigation services for Human Resources for the period of July 1, 2012 to June 30, 2013. SOCCCD	\$7,000.00
ViaTron Systems, Inc. Agreement – To provide data extraction services for the Enterprise Content Management Expansion project at Irvine Valley College. SOCCCD	\$6,073.00
Lincoln Equipment, Inc. Agreement – To replace CO2 tank at pool. Saddleback College	\$5,555.98
Axis Insurance Company Multimedia Liability Policy Agreement – To provide liability coverage for KSBR-FM, CATV Channel 39, IVC-TV, K206AA-FM; K208A-FM. SOCCCD	\$5,156.00
Bob Parrett Construction, Inc. Agreement Amendment No. 1 – To augment the original contract amount, for additional plumbing and electrical work, increasing the cost by \$5,124.18 for the Health Center project. The total revised contract amount is \$74,337.18. Saddleback College	\$5,124.18
Irvine Unified School District Educational Service & Facility Use Agreement – To provide use of room to IUSD at college for classes held on July 1, 2012 through June 30, 2013. Irvine Valley College	\$5,000.00
Goodwill Industries Consultant Agreement – To provide American Sign Language interpreting for the deaf and hard of hearing. Irvine Valley College	\$5,000.00

Quick Caption Consultant Agreement – To provide real time captioning services for students. Irvine Valley College	\$5,000.00
South Coast Sailing Charter Agreement – For rental of sailboats and equipment for Marine Science Technology classes. Saddleback College	\$4,400.00
Minneapolis Guitar Quartet Consultant Agreement – For the performance of “The Minneapolis Guitar Quartet” at McKinney Theatre on January 26, 2013. Saddleback College	\$4,000.00
Keenan & Associates Run-Off Claims Administration Agreement – To provide insurance coverage for the Workers’ Compensation Claims Administration Program. SOCCCD	\$3,500.00
Samuel French Performance Agreement – For the production of “Grease” at McKinney Theatre. Saddleback College	\$3,800.00
Kirkland Productions Performance Contract – Personal engagement to discuss healthy choices, body image, the internet and the unhealthy influences of alcohol on April 3, 2013. Saddleback College	\$3,710.00
Aventura Sailing Association Agreement – For rental of sailboats and equipment for Marine Science Technology classes. Saddleback College	\$2,800.00
Liebert Cassidy Whitmore Agreement for Special Services – To provide training and consulting services to assist the District in its relations and negotiations with its employee organizations. SOCCCD	\$2,500.00
CSA Holdings, Inc. Agreement Amendment – To augment contract amount for additional work to be completed on the re-grade and re-sod of the East Practice Field. Saddleback College	\$2,400.00

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

Gary I. Kusunoki Contract for Services – To provide on-site administrative hearings for individuals wishing to contest parking citations issued by the college. Saddleback College	\$2,000.00
Gresham Savage Nolan & Tilden, PC Consultant Agreement - To provide investigation services for Human Resources for the period of June 1, 2013 to June 30, 2012. SOCCCD	\$1,770.00
CDW Direct, LLC Agreement Amendment No. 1 – To add an additional copier to the current maintenance agreement. Irvine Valley College	\$1,650.00
Firebrand Media LLC Agreement – To provide advertisement in the Irvine Visitors Guide. Irvine Valley College	\$1,600.00
Pacific Coachways Charter Agreement – To provide ground transportation to NASA Palmdale AERO Institute relating to the Bridge 2 Engineering grant project, on August 14, 2012. Saddleback College	\$2,306.88
Merit Property Management, Inc. Rental Agreement - For use of the facilities on July 31, 2012 for Dean's and Manager's Retreat meeting. Irvine Valley College	\$460.00
Six Flags Magic Mountain On-Line Ticket Agreement – To provide web page access for employees to purchase tickets online at a discounted pricing. Saddleback College	\$0.00
City of Mission Viejo Rental Contract/Permit Facilities – For use of facility on June 18, 2012 for a meeting by District Services. SOCCCD	\$0.00
Career Link Non-Displacement Agreement - To provide assurances that certain safeguards will be implemented and maintained for participants of the Workforce Investment Act program while on the college campus.	\$0.00

Irvine Valley College	
North Orange County Community College District Subgrantee Agreement Amendment No. 2 – To update statement of work relating to Responsive Training Fund Grand-Advanced Manufacturing CACT Collaborative and extend the agreement period to 12/31/12. Irvine Valley College	\$0.00

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the contracts as shown above.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Neudesic LLC for Software Development

ACTION: Approval

BACKGROUND

The Student Information System (SIS) is a core mission critical system, providing direct services to students and faculty as well as administrators, managers, and staff at the colleges.

As a large and complex system with evolving needs, many changes and enhancements are requested by college users. District IT maintains a college-prioritized list of these changes and enhancements.

On May 12th the Basic Aid Allocation Recommendation Committee (BAARC) recommended an allocation to fund user-requested enhancements to SIS; this amount was approved in the Tentative Budget FY 2012-2013.

STATUS

The development of these SIS changes and enhancements will require contracted software development services.

The attached contract, Exhibit A, with Neudesic LLC, identifies one project, Student Information System (SIS) User-requested Enhancements, changes and maintenance, in an amount not to exceed \$1,300,000, to be funded from the approved basic aid project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for the term of July 24, 2012 to June 30, 2013, and the rate schedule (Exhibit A), with Neudesic, LLC in an amount not to exceed \$1,300,000.

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

CONSULTANT AGREEMENT

SPECIAL SOFTWARE ENGINEERING SERVICES

This AGREEMENT is hereby entered into between the South Orange County Community College District, a public community college district of the state of California, hereinafter referred to as ("DISTRICT"), and Neudesic LLC, a California limited liability company located at 8105 Irvine Center Drive, Suite 1200, Irvine, California, 92618, telephone 800-805-1805, hereinafter referred to as ("CONSULTANT").

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

I. Scope Of Work.

A. Overview. CONSULTANT shall provide the professional services specified herein for purposes of maintaining and enhancing the District's Student Information System (SIS).

B. Services To Be Provided By CONSULTANT. Staff resource services, including software engineering, project management, software architecture, business and database analysis, and expert computer programming for the following software development projects:

1. SIS maintenance, changes, and enhancements

C. CONSULTANT's Staff. CONSULTANT shall submit for DISTRICT approval a resume of each of individual CONSULTANT assigned to work on this Agreement for prior written approval by the DISTRICT's Directors of Administrative/Academic Systems. CONSULTANT agrees to provide the DISTRICT with the resumes (qualifications, experience and education) at least two weeks prior to assigning the individual to work on this Agreement. The DISTRICT may choose to interview individual CONSULTANTS prior to approving them to work on this Agreement. CONSULTANTS' Senior Project Manager(s), Project Manager(s), Business Systems Analyst Lead(s), Senior Microsoft .NET Architect(s) and other lead positions need written approval from the Directors of Administrative/Academic Systems prior to beginning work on this Agreement. The DISTRICT shall not be responsible for payment to CONSULTANT for the services of any individual who works on this Agreement without the DISTRICT's prior written consent.

D. Documentation. Functional and technical specification documentation shall be developed by CONSULTANT and delivered to DISTRICT for acceptance by the DISTRICT's Directors of Administrative/Academic Systems. "Documentation" means the documents, manual and written materials (including end-user and technical manuals) developed pursuant to this Agreement. Formal review and acceptance of all written user and technical documentation is required. The documentation may be reviewed by the Directors of Administrative/Academic Systems and designated DISTRICT IT staff and DISTRICT and College end users.

E. Methodology. All work must be completed following documented industry standard agile methodology, protocol and best practices and be previously approved by the Directors of Administrative/Academic Systems. Methodology documentation should include the following sections:

1. Methodology overview.
2. Scope and resource management.
3. Process for defining functional and technical specifications.
4. Functional (product backlog) and technical specification documentation.
5. Functional and technical specification review and sign-off by DISTRICT stakeholders. These artifacts are to be consistent with an agile software development methodology. Stakeholders are identified DISTRICT business experts, Education and Support Services and IT technical staff.
6. Code review by DISTRICT IT staff.
7. Unit testing of source code modifications.
8. Module and functionality specific business testing scenarios.
9. Formal user acceptance and sign-off.

F. Quality Assurance And Testing.

During software development, CONSULTANT shall include a phase for quality assurance and testing of all Software. Quality assurance and testing must follow documented industry standard methodology, protocol and best practices and be previously approved by an appropriate District Director Administrative/Academic Systems. Quality assurance and testing documentation should include the following:

1. Quality assurance and testing overview.
2. Module and functionality testing.

3. Modifications based upon quality control and quality assurance testing results. The CONSULTANT, DISTRICT IT and designated DISTRICT and college end users will conduct quality assurance testing.

4. Release Management:

Develop standards and practices for identifying and resolving billings for software defects, including regression bugs (both pre-release and post-release) and develop definitions of “mission critical” and “non-mission critical” bugs and timelines required for consultant to fix each. These will be developed by CONSULTANT and DISTRICT and included as Exhibit “A” to this Agreement, which is hereby incorporated by reference as if fully set out herein.

G. Deliverables And Modules.

Software Deliverables and Software Modules shall be as specified in writing by CONSULTANT and approved in writing by one of the DISTRICT’s Directors of Administrative/Academic Systems, as needed, based on decisions made during the design process and in consultation with the DISTRICT. “Software Deliverables” are defined as products, including, but not limited to, program source code, model/entity definitions, and build/migration instructions. “Software Modules” are defined as the functioning products of a software development project (a list of such projects is included in Section 1.B of this Agreement) as well as any and all functionality described in the As-Built Documentation delivered by CONSULTANT prior to “Go-live Software release.”

Software documentation must be delivered and accepted by the DISTRICT prior to acceptance of software source code. Below is a general description of each Software Module. Additional functionality will be defined during the software development process, where such functionality fits within the allocated budget and schedule, as agreed upon and formally approved by one of the Directors of Administrative/Academic Systems and designated college end users.

<u>ITEM NO.</u>	<u>GENERAL DESCRIPTION</u>
I. <u>SIS Enhancements</u>	<p>The CONSULTANT will develop SIS changes and enhancements as identified and prioritized by appropriate college staff and facilitated by the Directors of Administrative/Academic Systems. These enhancements include:</p> <ul style="list-style-type: none"> • A staff augmentation effort where the deliverable will be all the enhancements the CONSULTANT can build within the project funding constraints.

H. Progress Reports.

1. Project Management Review. Formal review and approval of overall project management resources and project management structure by DISTRICT is required. CONSULTANT shall provide written progress reports to the Directors of Administrative/Academic Systems on a minimum of a quarterly basis, or more frequently if changes occur. One of the Directors of Administrative/Academic Systems has authority to approve such progress reports for the DISTRICT.

2. Quality Assurance & Testing Plan Review. Formal review and approval of overall quality assurance and testing plans, approach and schedule by DISTRICT is required. CONSULTANT shall provide written reports for each module. The reports will be reviewed by the Directors of Administrative/Academic Systems. One of the Directors of Administrative/Academic Systems has authority to approve such reports for the DISTRICT.

3. Monthly Progress Reports. CONSULTANT shall submit to the Directors of Administrative/Academic Systems a detailed written monthly progress report describing the work performed during the reporting period.

I. Formal Progress Meetings.

CONSULTANT and DISTRICT shall conduct formal quarterly schedule of scope management and risk assessment meetings with senior CONSULTANT management. These meetings will involve CONSULTANT project manager(s) on site, other key CONSULTANT staff on site, DISTRICT Directors of Administrative/Academic Systems. CONSULTANT shall provide in writing the following minimum information at the progress meetings:

- Complete and detailed account of the work completed (e.g., modules worked on, functionality developed, documentation written and reviewed, testing and quality assurance completed, involvement of DISTRICT IT staff, etc.) from the last quarterly meeting, as appropriate.

- Cumulative CONSULTANT personnel hours expended by position and dollar amount from the last quarterly meeting, as appropriate.
- Review of any issues and concerns that have arisen and approach to dealing with them or assistance needed from the DISTRICT from the last quarterly meeting, as appropriate.
- Written documentation for each module consistent with agile development methodology management reporting (e.g., Product Backlog, Sprint Backlog and Burndown Chart).
- Planning for the next quarter (e.g., project plan for next quarter software development, any changes in CONSULTANT personnel).

Additional information may be required and will be agreed upon between CONSULTANT and DISTRICT IT. These meetings shall occur at the Information Technology Department of the DISTRICT.

II.

Term.

CONSULTANT shall commence providing services under this AGREEMENT on July 24, 2012, and will diligently perform as required and complete performance including all acceptance testing by June 30, 2013.

III.

Compensation.

DISTRICT agrees to pay the CONSULTANT on an hourly basis according to the Rate Schedule for services as defined above in I. Scope Of Work, section B, item 1 satisfactorily rendered pursuant to this AGREEMENT, a fee not to exceed a total of One Million Three Hundred Thousand Dollars and no/100 (\$1,300,000.00). CONSULTANT shall perform services based on the hourly rates listed in the Rate Schedule. CONSULTANT shall invoice the DISTRICT bi-weekly, for efforts expended in the prior two-week period and include with each invoice a detailed description of services performed by each of CONSULTANT's personnel and subcontractors, if any. The DISTRICT shall have a fifteen (15) day period from the DISTRICT's receipt of each invoice in which to review, accept or dispute each invoice ("Invoice Review Period"). The DISTRICT shall notify the CONSULTANT within the Invoice Review Period of any concerns regarding the invoice in which case the Parties shall attempt to resolve the dispute in accordance with Article XXVI Disputes. In case of a dispute, if the dispute relates to only specific item(s) within an invoice, that portion of the invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes; the rest of the invoice will be processed for payment at the end of the respective Invoice Review Period. If the dispute is about the invoice in its entirety, then payment on the entire invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes.

CONSULTANT shall submit an itemized invoice in duplicate indicating the Contract Number and charges in accordance with the Deliverables. Invoices are to be rendered only if the items or services have been furnished to and accepted by the DISTRICT. No payment will be made in advance of work performed. The burden of proof regarding disputes as to the accuracy of CONSULTANT invoices shall fall upon CONSULTANT.

The contract Rate Schedule is shown below.

Neudesic Audit Rate Schedule:

ROLE / REQUIRED EXPERIENCE	HOURLY RATE
<u>MC - Senior Project Manager</u>	\$169
<p>Experienced and proven senior project manager with at least 10 years experience managing Information Technology projects. Plans, directs and controls projects of 2,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Senior Project Manager role requires a hands-on approach to managing, directing and controlling successful Information Technology solutions.</p>	
<u>EM - Project Manager</u>	\$159
<p>Experienced and proven project manager with at least 7 years experience managing Information Technology projects. Plans, directs and controls projects of 1,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Project Manager role requires a hands-on approach to managing, directing and controlling successful software development projects.</p>	
<u>PCBSA - Business Systems Analyst – Lead</u>	\$159
<p>Responsible for maintaining the overall direction and coordination of the requirements gathering efforts for the development process. Develops the templates, approaches and methods used in the analysis and requirements gathering process. Participates in hands-on sessions with end users and organizational stakeholders. Responsible for the work products and quality control of the Business Systems Analysts working beneath them. Familiar with a variety of software development and requirements methodologies such as RUP, MSF, Scrum and Agile. Minimum experience of 7 years in the software requirements gathering space with at least the last 2 in an oversight role.</p>	

SCBSA - Business Systems Analyst

\$143

Responsible for interviewing users and stakeholders to gather functional requirements of the software system. Records these interview sessions into documents that are executed by the development team. Should have a solid understanding of the organizational goals of the client as well as an understanding of the high level capabilities of the chosen technology palette. Strong communication skills and an ability to work within several development methodologies. Minimum of 3 years analysis and requirements gathering in the Microsoft technology space.

ACDEV - Senior Microsoft .NET Architect /Technical Lead

\$169

Experienced and proven solutions architect and software engineer with at least 15 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for enterprise-level software solutions, developing enterprise architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Architect/Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PRDEV - Senior Microsoft .NET Principal Lead

\$163

Experienced and proven solutions architect and software engineer with at least 12 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PCDEV - Senior Microsoft .NET Technical Lead

\$159

Experienced and proven solutions architect and software engineer with at least 10 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

SCDEV - Senior Microsoft .NET Developer

\$143

Experienced and proven software engineer, with 6-10 years experience designing and developing software and 3-5 years experience developing Microsoft .NET applications for both Client/Server and web-based solutions. Capable of working independently or in a team to develop strong technology solutions using ASP.NET, WinForms, C#, VB.NET, and Transact-SQL, with a strong understanding of .NET Framework internals.

CCDEV - Microsoft .NET Developer

\$104

Software engineer with 1-3 years experience in developing web based and thick client applications within the Microsoft development stack. Knowledge of ASP .NET, c# .NET, and their interactions with HTML and SQL Server for business applications.

CDWEB - Creative Director of Web Solutions

\$159

A proven and consistent creative force behind web solutions and rich media projects. A Creative Director of Web Solutions provides the creative direction for a project, according to the requirements of the users. The critical role of this person on a web project is to create the design concept (sample comps and/or animations) to define and refine the design of the overall user experience.

SDWEB - Senior Web Designer

\$114

Experienced designer of user experience through web media. Skilled and proven in producing rich graphics, animation, and interactive media, consistently following and extending concept designs developed by a Creative Director. Experienced in working with web developers to integrate rich media with program code.

PCDBA - Senior Database Architect

\$159

A database architect and business intelligence specialist with at least 10 years experience developing IT solutions. Capable of modeling enterprise databases, architecting database access and security practices, designing high-availability database and data warehouse solutions for the enterprise.

SCDBA - Database Architect & Developer

\$143

Creates application level functionality for the database elements of the application suite such as stored procedures, views, indexes and triggers. Ensures that the data elements are high performing and can accommodate the needs of the business logic and user interface modules. 5+ years of developing technologies on Microsoft SQL Server.

PCQA - QA Director

\$159

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member, with the last 2 in a managerial role.

PCQA – Senior QA Engineer Technical Lead

\$134

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member.

SCQA - Senior QA Engineer

\$126

Self-directed in planning, documenting and executing test cases based on direct interaction with software developers, analysts and end-users. Able to create automated tests (load and functionality) as necessary. Able to manually test a software application according to project test plans and test scenarios. Able to perform rigorous exploratory testing (heuristics-based attacks) with little or no direction. Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 5+ years in a QA role.

CCQA - QA Engineer

\$104

Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 3+ years in a QA role.

IV.

Unapproved Expenses.

DISTRICT shall not be liable to CONSULTANT for any unapproved costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT.

V.

Independent Contractor/Subcontractor Status.

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

CONSULTANT has prime contractor responsibility; subcontractors may be used, but the CONSULTANT shall accept full responsibility for subcontractors' performance. The CONSULTANT shall identify all subcontractors, and describe the type of contractual arrangement with all subcontractors. The CONSULTANT shall be responsible for meeting all terms and conditions of this AGREEMENT. The DISTRICT reserves the right to approve/disapprove all subcontractors. In the event the DISTRICT determines that an employee of CONSULTANT or a subcontractor hired by CONSULTANT is unqualified, unruly, or in any way endangering the project, CONSULTANT shall remove the employee/subcontractor at the request of the DISTRICT. This provision shall apply to all CONSULTANT's personnel including the Senior Project Manager.

VI.

Expenses.

DISTRICT shall furnish, or reimburse CONSULTANT for DISTRICT approved expenses incurred for materials, equipment, supplies, travel and other items necessary to

complete the services to be provided pursuant to this AGREEMENT. Reimbursement of expenses, including travel, will be subject to the DISTRICT's rules and procedures. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

Project complexity may require team members to travel to and from India. In addition, offshore India resources may need to travel to the DISTRICT offices. The DISTRICT agrees to pay Travel Expenses. Travel expenses shall include airfare, hotel, meals, Visa application and shipping fees, and ground transportation costs for the team of SOCCCD and Neudesic employees. CONSULTANT will provide an estimate of schedule of charges prior to travel. If schedule of charges is approved by DISTRICT, the DISTRICT will be obligated to pay not to exceed approved schedule of charges.

VII.

Originality Of Services.

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services, or otherwise licensed or publicly released materials suitable for purposes of reasonable use in connection with services provided to DISTRICT by CONSULTANT pursuant to this AGREEMENT.

VIII.

Copyright/Trademark/Patent.

All originals and copies of the Work Product, as well as intermediate versions and working papers and all copyrights, trade secrets, know-how, patents, trademarks, and all other intellectual property rights in the Work Product and all inventions embodied therein (collectively, the "Proprietary Rights") will be the exclusive property of DISTRICT and shall constitute trade secrets owned exclusively by DISTRICT. CONSULTANT hereby assigns and agrees to assign all Proprietary Rights to the DISTRICT, for no further consideration, and agrees to require all its employees, agents, and independent contractors to assign all Proprietary Rights to DISTRICT in a manner consistent with this AGREEMENT. CONSULTANT agrees to assist DISTRICT to register, enforce, and maintain any and all Proprietary Rights in any and all countries considered relevant by DISTRICT in its discretion. CONSULTANT agrees to execute and deliver all documents requested by DISTRICT in connection with such registration and enforcement, and to perfect any such rights in DISTRICT, its licensees, successors, and assigns. At no time, without the prior written consent of DISTRICT, will CONSULTANT use, copy, disclose to any third party, license, transfer, or otherwise exploit the Proprietary Rights. Further CONSULTANT will maintain the confidentiality of the fact that DISTRICT is pursuing development of the Work Product. CONSULTANT will use and maintain appropriate security measures to honor all of such obligations. CONSULTANT consents to the use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the

matters produced under this AGREEMENT, for any purpose and in any medium.

IX.

Warranty Of Conformity To Specifications.

CONSULTANT warrants that all Software Deliverables and Software Modules developed by CONSULTANT hereunder shall conform to the specifications provided in this Agreement ("Specifications"). During a period of six (6) months after final acceptance of each of the Software Deliverables and Software Modules by DISTRICT, CONSULTANT shall, at its own expense, provide programming services to correct defects that caused the Software Deliverables and/or Software Modules to fail to conform to the Specifications and that significantly affect performance (as defined in Exhibit "A") in accordance with those Specifications, provided that DISTRICT has notified CONSULTANT thereof and, upon inspection, CONSULTANT has found the Software Deliverables and/or Software Modules to be nonconforming.

X.

Mutual Termination.

DISTRICT may, at any time, with or without reason, terminate this AGREEMENT. If DISTRICT terminates DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the either party or no later than three days after the day of mailing, whichever is sooner.

DISTRICT or CONSULTANT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by either party; or (b) any act by either party exposing the other party to liability to others for personal injury or property damage; or (c) Either party is adjudged a bankrupt, if either party makes a general assignment for the benefit of creditors or a receiver is appointed on account of either party's insolvency. Written notice by either party shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by either party shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

The rights and remedies provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

XI.

Hold Harmless.

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or

demand made and every liability, loss, damage or expense (including attorneys' fees), of any nature whatsoever, which may be incurred by reason of:

a. Any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

b. Any judgment or proceeding in which it is determined, or any settlement Contract arising out of the allegations, that CONSULTANT's furnishing or supplying DISTRICT with goods, components, programs, practices, or methods supplied by CONSULTANT under this AGREEMENT constitutes an infringement of any patent, copyright, trademark, trade name, trade secret or other proprietary or contractual right of any third party. The foregoing shall not apply unless DISTRICT has informed CONSULTANT as soon as practicable of the suit or action alleging such infringement. CONSULTANT shall not settle such suit or action without the consent of the DISTRICT. DISTRICT retains the right to participate in the defense against any such suit or action. The DISTRICT agrees to provide CONSULTANT with prompt notice of any such claims and to permit CONSULTANT to defend any claim or suit, and that it will cooperate fully in such defense.

XII.

Insurance.

CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than July 30, 2007 CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insured under said policy. Consultant agrees to maintain workers' compensation insurance as required under the laws of the state of California.

XIII.

Assignment.

This AGREEMENT and/or the obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned or otherwise transferred by the CONSULTANT, without the prior written consent of DISTRICT. Any attempt to make such an assignment without DISTRICT's prior written consent shall be void.

XIV.
Compliance With Applicable Laws.

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

XV.
Permits/Licenses.

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

XVI.
Employment With Public Agency.

CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

XVII.
Entire Agreement/Amendment.

This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

XVIII.
Equal Opportunity Employment.

CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

XIX.
Non Waiver.

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

XX.
Notice.

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

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Robert Bramucci

CONSULTANT:

Neudesic, LLC
8105 Irvine Center Dr., Suite 1200
Irvine, CA 92618
Attn: Jodi Schlessel

XXI.
Severability.

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

XXII.
Governing Law.

The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

XXIII.
Force Majeure.

Notwithstanding any other terms and conditions hereof, in the event that a Party is materially unable to perform any of its obligations hereunder because of severe weather, natural disasters, riots, wars, acts of terrorism, governmental action or other event of force majeure beyond such Party's control, then such Party shall, upon written notice to the other Party thereof, be relieved from its performance of such obligations to the extent, and for the duration, that such performance is prevented by such events; provided that such Party shall at all times use its best efforts to resume such performance.

XXIV.
Taxes.

CONSULTANT shall pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of

work under this AGREEMENT, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to furnish the work performance hereunder and shall save DISTRICT harmless from liability for any such contributions, premiums, and taxes for CONSULTANT employees and sub-contractors, if applicable.

XXV.

Personnel Qualifications And Performance.

CONSULTANT shall furnish all personnel which may be required to perform the work outlined within this AGREEMENT. CONSULTANT is required to provide qualified personnel and maintain the skill and experience levels of personnel through the AGREEMENT term. All personnel assigned to this AGREEMENT shall be approved by the DISTRICT as specified in Section 1 herein.

XXVI.

Disputes.

In the event of any disputes or disagreement between the DISTRICT and CONSULTANT with respect to the interpretation of any provision of this AGREEMENT, or to the performance of the parties under this AGREEMENT, each party shall appoint a designated representative to meet, in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this AGREEMENT within two weeks from the date of the communicated dispute. The representatives shall meet as often as the parties deem necessary in order to gather and exchange all applicable information with respect to the matter in issue which the parties believe appropriate to its resolution. No formal proceeding for the judicial resolution of any dispute or disagreement may be commenced until the representatives conclude in good faith that an amicable resolution of the matter in issue through continued negotiation does not appear likely.

XXVII.

Attorneys' Fees And Interest

In any dispute between the Parties, whether or not resulting in litigation, the party substantially prevailing shall be entitled to recover from the other party all reasonable costs, including, without limitation, reasonable attorneys' fees. In addition, such prevailing party shall be entitled to interest at ten percent (10%) per year from the date any amount should have been paid until the date such amount is paid.

XXVIII.

Records And Audit.

This AGREEMENT shall be subject to examination and audit for a period of one (1) year after final payment under this AGREEMENT. The examination and audit shall be confined to those matters connected with the performance of the AGREEMENT, including, but not limited to, the costs of administering the AGREEMENT. CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be included in the performance of this AGREEMENT. CONSULTANT shall preserve and make

available records to the DISTRICT and/or other representative agencies having a pecuniary or other bona fide interest in the AGREEMENT including designees of the interested parties for a period of one (1) year from the date of expiration on this AGREEMENT or until released in writing from this obligation by the DISTRICT.

XXIX.
Conflicts Of Interest.

CONSULTANT shall not hire any officer or employee of DISTRICT to perform any service covered by this AGREEMENT. CONSULTANT affirms to the best of their knowledge that there exists no actual or potential conflict between CONSULTANT's family, business, or financial interest and the services provided under this AGREEMENT. In the event of change in either private interests or service under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change shall be raised with the DISTRICT.

Security Of Existing District Information.

To preserve the security of campus automated information systems and confidentiality of data pertaining to students, faculty and staff, CONSULTANT and any subcontractors must exercise appropriate and adequate security precautions for such data and systems design information that is made available for the performance of this Agreement.

XXXI.
Compliance With Statutes And Regulations.

CONSULTANT warrants and certifies that in the performance of this AGREEMENT, it shall comply with all applicable statutes, rules and regulations and orders, including laws and regulations pertaining to labor, wages, hours and other conditions of employment, and applicable price ceilings, if any. Failure of the DISTRICT to insist on the strict performance of the terms, conditions, and agreements herein contained or any of them shall not constitute or be construed as a waiver or relinquishment of the DISTRICT's right thereafter to enforce strict compliance with any such terms, agreements or conditions, but the same shall continue in full force and effect.

XXXII.
Limitation of Liability.

Under no circumstances will NEUDESIC have any liability for any claim arising from or relating to this Agreement in excess of the amount paid to NEUDESIC by Client pursuant to this Agreement or received by NEUDESIC under any insurance policy required to be maintained herein. Neither Party shall have any liability for consequential, incidental, special or indirect damages (including loss of profit and business opportunities) regardless of whether the Party has been advised of, or is aware of, the possibility of such damages.

THIS AGREEMENT IS ENTERED INTO THIS ____ DAY OF _____, 2010.

South Orange County Community College District Neudesic, LLC

By: _____
Signature

Debra Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Parsa Rohani, CEO

42-1528382
Social Security or Taxpayer
Identification Number

EXHIBIT A

Standards and practices for identifying and resolving billing rate schedules for Software Deliverables and Module defects including regression bugs (both pre-release and post-release) and definitions of “mission critical” and “non-mission critical” bugs and timelines required for CONSULTANT to fix each.

The major intents of EXHIBIT A are:

1. To provide definitions, criteria and processes for reviewing and resolving two types of post-production issues with software developed by CONSULTANT:
 - a. mission critical issues
 - b. non-mission critical, but important issues

2. Establish acceptable levels of responsiveness by CONSULTANT to repair post-production, mission critical software issues
3. To define a process and set of criteria for resolving claims for financial remuneration in consideration of mission-critical defects in work product found within a limited time after the work product is in full production release.

EXHIBIT A applies only when all of the following criteria are true:

- Software components and systems were designed, programmed and implemented by CONSULTANT pursuant to this AGREEMENT.
- Defect in software identified by DISTRICT was caused by an agent of CONSULTANT.
- Both DISTRICT and CONSULTANT agree that the identified defect in software meets the criteria stated herein for a “mission critical defect”.
- Defect in software was identified by DISTRICT more than 10 calendar days and less than 60 calendar days after the software was released to full production release.
- Defect in software is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

Definitions and Examples

“Mission Critical Defect” shall mean any flaw in the software work product produced by CONSULTANT pursuant to this AGREEMENT that vitally impairs ability for DISTRICT to meet its operational mission as it relates to the intended purpose of said software, and whereupon such flaw is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

“Full Production Release” shall mean the single event or moment in time when the software system is made permanently available (and not in a pilot test) to all intended system users for real use in real operation procedures and transactions.

Examples of mission critical defects might include:

- SIS Student Accounts module failing to properly calculate account balance, leading to inaccurate financial records for many students.
- SIS Student Records module that corrupts or loses student grades, names, address, residency status or other similarly critical data elements that are key to records management and State or MIS Reporting requirements.

Examples of issues that are **not** mission critical defects might include:

- SIS Student Grades module displaying typographical errors in the descriptive text shown on the faculty grade submission web page.
- SIS Student Accounts module failing to properly calculate account balance for one student transaction during an academic term (e.g. 1 in 35,000).
- A mismatched data value on a small percentage (< 1%) of the records between the new SIS database and the clean records in the legacy ALPHA database, where that data value does not affect State or MIS Reporting requirements, financial calculations, student transcripts or student enrollment rules.
- A web page that “does not look the way I would prefer”.

- A set of web pages that do not flow the way some users would prefer, but is capable of performing the intended function, given the proper manual process and user willingness to operate the software.
- Any feature that functions as specified by the appropriately designated design group, but does not function according to inconsistent, changed or improved thinking.

Defect Escalation Process

DISTRICT will notify CONSULTANT in writing, and within two (2) business days of discovery, of any post-release defects that DISTRICT considers to meet the criteria for remuneration as set forth in EXHIBIT A. DISTRICT will present the necessary information to CONSULTANT to assist in evaluating the defect for EXHIBIT A consideration. For the purposes of repairing any identified post-release mission critical defect, CONSULTANT and DISTRICT will proceed with the escalated defect repair processes without waiting for billing resolution decisions and CONSULTANT will respond to reported mission critical defects reported within the first 60 days after full production release with CONSULTANT to begin investigation and repair within 12 hours during the normal business week and within 24 hours on holidays and weekends. For the purposes of determining any alterations in CONSULTANT billing, within 30 days of written escalation, DISTRICT and CONSULTANT will review and mutually decide upon the disposition of any defect identified by DISTRICT to be a post-release mission critical defect.

Timely Resolution

Once notified by DISTRICT of a post-release mission critical defect, CONSULTANT shall either resolve the affected defect within five (5) business days from formal notification, or (in the

event that said defect cannot be repaired in that time) provide a written justification for the delay and advise DISTRICT of alternative measures that CONSULTANT and/or DISTRICT can take in a more timely manner. If CONSULTANT fails to provide a resolution or an alternative measure within this time window, CONSULTANT will discount contracted bill rate to 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect.

Billing Effects

For any defects that are escalated as described herein and are mutually disposed by DISTRICT and CONSULTANT to meet the criteria described herein, and only if CONSULTANT fails to provide a timely response, the following billing ramifications will take effect:

- CONSULTANT will discount the contracted hourly billing rate by 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect, commencing from the date that CONSULTANT received notification from DISTRICT of the Defect Escalation.
- CONSULTANT will provide to DISTRICT a report of time spent by CONSULTANT in connection with resolving the affected defect.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contracts with the Foundation for California Community Colleges and 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), **Blackboard Mobile** (provides mobile access to the Blackboard LMS and the college-branded mobile apps – Saddleback Mobile and IVC Mobile), 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. Most of the services are being renewed for a contract period of over one year to obtain a discount or lock down the price for the subsequent year. The district-wide cost for each service is as follows:

Service	Exhibit	Contract Term	Annual Cost
Blackboard LMS	A	1 year	\$ 176,027.00
LMS Infrastructure and Hosting Support	B	2 years	\$ 500,888.00
LMS Additional Disk Storage	C	1 year 9 mos	\$ 150,893.00
Blackboard Connect	D	1 year	\$ 70,500.00
Blackboard Mobile	E	2 years	\$ 129,709.65
Blackboard Student Services	F	1 year	\$ 95,777.50
TOTAL (A through F)			\$1,123,795.15

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 and F with the Foundation for California Community Colleges and Exhibits B, C, D and E with Blackboard, for a total amount not to exceed \$1,123,795.15.

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



FOUNDATION *for* CALIFORNIA COMMUNITY COLLEGES

1102 Q Street, Suite 3500
Sacramento, California 95811-6549
Toll-Free Telephone: 866.325.3222
Facsimile: 916.325.0844

Invoice	1007391
Date	6/5/2012
Page	1

Exhibit A

Bill To:

South Orange County CCD
28000 Marguerite Parkway
c/o Accounts Payable
Mission Viejo CA 92692

Ship To:

South Orange County CCD
28000 Marguerite Parkway
c/o Accounts Payable
Mission Viejo CA 92692

Purchase Order No.	Customer ID	Payment Terms	Amount On Account		Payment Received	
	438CCD	Net 30	\$176,027.00		\$0.00	
Item Number	Description	Quantity	Discount	Unit Price	Ext. Price	
BLACKBOARD	BlackBoard License Renewal Course Deliver Hena 15-25K License period from 07/01/2012 to 06/30/2013	1	\$0.00	\$69,045.00	\$69,045.00	
BLACKBOARD ICM	BlackBoard ICM Maintenance Custom Authent ICM - MH	1	\$0.00	\$2,500.00	\$2,500.00	
BLACKBOARD ICM	BlackBoard ICM Maintenance Data Integration ICM - MH	1	\$0.00	\$4,500.00	\$4,500.00	
BLACKBOARD	Hosting CD Hena < 8k	1	\$0.00	\$52,560.00	\$52,560.00	
BLACKBOARD	HST Staging Server	1	\$0.00	\$34,691.00	\$34,691.00	
BLACKBOARD	Hosting RMAN Backup	1	\$0.00	\$12,731.00	\$12,731.00	
				Subtotal	\$176,027.00	
				Misc	\$0.00	
				Tax	\$0.00	
				Freight	\$0.00	
				Trade Discount	\$0.00	
				Total	\$176,027.00	



Blackboard

**RENEWAL AMENDMENT
TO THE LICENSE AND SERVICE AGREEMENT SOFTWARE SCHEDULE(S)
BETWEEN BLACKBOARD INC. AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Renewal Amendment between Blackboard Inc. ("Blackboard") and South Orange County Community College District ("Customer") pursuant to the License and Services Agreement Software Schedule(s), which are addenda to Customer's Master Terms dated September 30, 2003 (collectively the "Agreement") is entered into as of the last signature date below ("Amendment").

The purpose of this Amendment is to extend the Term of the Agreement for an additional two (2) years.

The parties hereby agree to the following terms regarding the use of the Blackboard Software by Customer:

1. Blackboard and Customer wish to lock in Software pricing for a period of up to two (2) years at annual fees as indicated in the table below and made effective for Renewal Terms beginning July 1, 2012 through June 30, 2014.

PRODUCT ID	LICENSED PRODUCT(S)	Renewal Term 7/1/2012-6/30/2013	Renewal Term 7/1/2013-6/30/2014
AS-CM-HENA05	CMTY ENGAGE HENA 15-25K	\$43,523	\$43,523
AS-ICMDATAMGR	DATA MANAGER TOOL ICM	\$3,200	\$3,200
AS-ASPADST-09	HST ADDL STORAGE 1TB	\$10,023	\$10,023
AS-ASPSTG	HST STAGING SERVER	\$13,398	\$13,398
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADBW	HST ADDL BANDWIDTH 1MBPS	\$0	\$0
AS-ASPADST-08	HST ADDL STORAGE 500GB	\$28,600	\$28,600
AS-ASPADSU-HENA	HST ADDL SVC HENA	\$35,500	\$35,500
AS-ASPADSU-HENA	HST ADDL SVC HENA	\$38,700	\$38,700
AS-ASPTST	HOSTING TEST	\$13,800	\$13,800
AS-ASPCH	HOSTING COMPLEX HOSTING MGR	\$63,700	\$63,700
	Renewal Totals:	\$250,444	\$250,444

*Unless otherwise indicated in Customer's Software Schedule(s), payment of annual license fees shall be due and payable net 30 from the start of each term.

2. It is understood and agreed to by the parties that the two (2) year pricing visibility is contingent upon Customer's user band tier and commitment to the two (2) Renewal Terms outlined above.
3. Thereafter, Customer's pricing shall be pursuant to Blackboard's then current annual pricing.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date hereof.

BLACKBOARD

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

Signature

Signature

Tess Frazier, Vice President
Print Name and Title

Print Name and Title

Date:

Date:



**RENEWAL AND REALIGNMENT AMENDMENT
TO THE LICENSE AND SERVICE AGREEMENT SOFTWARE SCHEDULE(S)
BETWEEN BLACKBOARD INC. AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Renewal and Realignment Amendment between Blackboard Inc. ("Blackboard") and South Orange County Community College District ("Customer") pursuant to the License and Services Agreement Software Schedule(s), which are addenda to Customer's Master Terms dated September 30, 2003 (collectively the "Agreement") is entered into as of the last signature date below ("Amendment").

The purpose of this Amendment is to extend and realign the Term of the Agreement for an additional two (2) years.

The parties hereby agree to the following terms regarding the use of the Blackboard Software by Customer:

1. Blackboard and Customer wish to lock in Software pricing for a period of up to two (2) years at annual fees as indicated in the table below and made effective for Renewal Terms beginning September 15, 2012 through June 30, 2014.

PRODUCT ID	LICENSED PRODUCT(S)	Renewal Term 9/15/2012-9/14/2013	Renewal Term 9/15/2013-6/30/2014
AS-ASPADST-08	HST ADDL STORAGE 500GB	\$9,548	\$7,560
AS-ASPADSU-HENA	HST ADDL SVC HENA	\$37,333	\$29,560
AS-ASPADSU-HENA	HST ADDL SVC HENA	\$37,333	\$29,560
	Renewal Totals:	\$84,214	\$66,679

*Unless otherwise indicated in Customer's Software Schedule(s), payment of annual license fees shall be due and payable net 30 from the start of each term.

2. It is understood and agreed to by the parties that the two (2) year pricing visibility is contingent upon Customer's user band tier and commitment to the two (2) Renewal Terms outlined above.
3. Thereafter, Customer's pricing shall be pursuant to Blackboard's then current annual pricing.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date hereof.

BLACKBOARD

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

Signature

Signature

Tess Frazier, Vice President
Print Name and Title

Print Name and Title

Date:

Date:

HIGHER-ED SERVICES AGREEMENT

EIN #20-05-97724

Services Agreement for Public Institutions

This Higher-ED Services Agreement, consisting of, in the hierarchy of precedence: (a) this Services Agreement for Public Institutions, (b) the Acceptable Use Policy and (c) Privacy Policy (collectively with the Acceptable Use Policy, the "Policies") posted on www.blackboardconnect.com (the "Website") and incorporated herein by reference (collectively, this "Agreement"), is made and entered into as of the Effective Date below, by and between South Orange County Community College District, California ("Customer") and Blackboard Connect Inc. (a wholly-owned subsidiary of Blackboard Inc. and f/k/a The NTI Group, Inc., "Blackboard" or "Company") (collectively, with the Customer, the "Parties" and individually, the "Party"), whereby Customer wishes to utilize the Company's service called **Connect-ED**® for Higher Education (the "Service"), subject to and in accordance with the following terms and conditions. This Agreement is valid and binding the date in which both Parties sign this Agreement (the "Effective Date"). The purchase of the Service is made pursuant to the Administrative Agreement by and between the Foundation for California Community Colleges ("FCCC") and Blackboard.

ALL TERMS AND CONDITIONS IN THIS AGREEMENT ARE APPLICABLE ONLY TO THE EXTENT PERMITTED UNDER THE GOVERNING LAW.

- Service.** Customer will only utilize the Service to deliver any-time messages to a total of 40,000 enrolled students, faculty, staff, and administration counts (individually, a "Recipient" and collectively, "Recipients") and will not include any other recipient, including admission prospects or alumni. Telephone messages may only be sent to telephone numbers from the North American Numbering Plan from the 48 contiguous United States, Alaska and Hawaii. Additional charges incurred by the Recipient for messages, including but not limited to text message fees or data fees shall be payable by the Customer or Recipient. Blackboard periodically updates the Service and reserves the right to make changes, provided, however, that Blackboard shall not change any feature without providing for similar or enhanced functionality.
- Web Portal.** If Customer elects to link to and use the web interface provided by Blackboard (the "Web Portal"), the provisions in this Section 2 shall apply. Customer agrees that the Web Portal is for the sole purpose of enabling Customer's Recipients to update and add their contact information. If elected, Blackboard grants to Customer the right to link to Blackboard's Web Portal through Customer's website provided however that Customer shall: (a) use any data supplied through such Web Portal solely in connection with use of the Service, (b) not download or make copies of such data for any other purpose, (c) not be used in any manner to provide a user with access to the Web Portal via any framing, layering or other techniques now known or hereafter developed that permit display of the Web Portal with any materials posted by Customer or any party other than Blackboard. Customer may not allow the link to be linked to any other web site. Blackboard is not responsible to Customer, any of Customer's Recipients or any other third party regarding the accuracy or validity of the data entered through the Web Portal and Blackboard makes no warranty that the Web Portal will be error-free or that access thereto will be uninterrupted. Upon termination of this Agreement, Customer agrees to immediately disable any embedded link(s) to the Web Portal. All rights to the Web Portal shall remain the property of Blackboard.
- Service Period.** The "Service Period" shall be for a period of one (1) year commencing on the July 1, 2012, through June 30, 2013. Notwithstanding the Service Period or the Effective Date, Customer acknowledges that the terms of this Agreement will govern usage on the date that a Recipient's contact information provided by the Customer to Blackboard or provided through the Web Portal (the "Recipient Data") is input into the Blackboard system until the date the Recipient Data is deleted from the Blackboard active database.
- Service Fee.** Customer will pay to Blackboard the following Message Fee and Support Fee (collectively, the "Service Fee") for the Service.

Annual Support Fee	Annual Message Fee	TOTAL ANNUAL SERVICE FEE
\$2,500.00	\$1.70 per Recipient x 40,000 ⁽¹⁾ Recipients = \$68,000.00	\$70,500.00 ⁽²⁾

Service Fees are paid at the beginning of each annual period and due within thirty (30) days of invoicing. The first invoice will be sent upon receipt of a signed Agreement. The pricing and terms contained in this Agreement are valid only if the Agreement is executed by July 1, 2012.

- Calculation of Message Fee for subsequent years will be based on the number of actual Recipients for each year of the Service Period.
- A discount of 15% of the Annual Service Fee is provided pursuant to the Customer's purchase of the Service pursuant to the Administrative Agreement between FCCC and Blackboard.
- Termination.** (a) **Termination With Cause:** Either Party may terminate this Agreement 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 the Customer for an uncured material breach, Customer will receive a pro-rated refund of the Message Fee calculated from the date of termination to the end of the applicable annual period provided however that it will not receive a refund of the Support Fee. (b) **Termination Without Cause:** The Customer can terminate the Agreement at the end of each annual period by giving at least thirty (30) days prior written notice. (c) **Effect of Termination:** Any termination of this Agreement will not affect any rights or liabilities of either Party that accrued prior to such termination. Sections 3, 4, and 6-11 shall survive such termination. (d) **Renewal.** Customer may renew by signing the then-existing Blackboard standard contractual terms and rates prior to the expiration of the Service Period.

6. **Confidentiality.** Each Party agrees to maintain the confidentiality of the other Party's Confidential Information (as defined below), with no less than a reasonable degree of care. The term "Confidential Information" shall include, but not limited to, the Service and all documents relating to the provision of Service including but not limited to training manuals and the Recipient Data. Each Party agrees to limit access to the Confidential Information to those of its employees and other parties who have a business need for the access and who have entered into appropriate confidentiality agreements. Customer may disclose Confidential Information in response to a Freedom of Information Act request or if such information is deemed a public record under the California Public Records law provided however that the Customer agrees to give Blackboard notice prior to such disclosure.
7. **Privacy and Acceptable Use Policy.** If Blackboard amends the Policy, Blackboard will provide a written notice on the Website and member sign-in page. If such change materially impacts the Customer and the Customer desires to object, the Customer may, within fifteen (15) days of the change, provide written notice at the address below objecting to such change. Failure to do so will be deemed acceptance to the changes.
8. **Mutual Indemnification.** To the extent permitted under governing law and subject to limitations set forth elsewhere in this Agreement, each Party (the "Indemnifying Party") will defend, indemnify and hold harmless the other Party, its successors and assigns, officers, directors, employees, and agents (the "Indemnified Party"), from and against any and all liability, judgment, loss, damages, fines and expenses (including reasonable legal fees and costs), which the Indemnified Party may later suffer or pay out to another, due to any claim, action, or right of action of a third party, at law or in equity, based on or in any way arising out of, and which are proximately caused in whole or in part, by the breach of a warranty or obligation set forth in this Agreement.
9. **Warranties.** (a) Customer represents and warrants that: (i) the person reviewing and signing this Agreement is duly authorized to do so and upon signing, this Agreement is a valid and legal obligation of the Customer, (ii) it and its users will comply with all applicable laws and regulations in use of the Service, (iii) the Customer shall use best efforts in providing accurate and complete Recipient Data and such Recipient Data must reside and come from the United States, (iv) Customer has met all legal requirements in providing the Recipient Data, including data obtained from the Web Portal, and in using the Recipient Data in connection with the Service, including, but not limited to, obtaining consent to call a recipient or call with information regarding a student, (v) the content and transmission of its messages sent using the Service is in compliance with all laws and regulations; (vi) 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, (vii) have in place primary safety and emergency response procedures in the event of an emergency (including, without limitation, notifying 911, fire, police, and emergency medical, altogether, "First Responder Service"), (viii) the Customer will in no event subject Blackboard to any regulations or laws due to the import of certain Recipient Data, including, but not limited to, the Health Insurance Portability and Accountability Act and the Financial Services Modernization Act; and (ix) it will not send messages to Recipients who have opted out of receiving messages from the Customer. (b) Blackboard represents and warrants that: (i) the Service contemplated by this Agreement will be performed in accordance with industry standards and (ii) it will comply with applicable laws and regulations effective on the Effective Date in providing the Service.
10. **Limitation of Liability.** In no event will either Party, its officers, or employees, be liable for any indirect, punitive, special, consequential, or indirect damages arising from or related to this Agreement including but not limited to replacement of services, loss of data or messages received or sent through the Service, losses associated with transactions entered into or not entered into through the Service, loss resulting from unauthorized access to or alteration of Customer's transmissions or data, even if a Party has been advised of the possibilities of such damages or should have foreseen such damages. Blackboard, its officers and employees will not be liable for any damages to property or injury (to third parties or otherwise) with respect to the performance of the Service, including, but not limited to, any failure of performance, error, omission, defect, delay, computer virus, or line failure. **EXCEPT FOR BLACKBOARD'S INTENTIONAL OR WILLFUL ACTS WHICH PROXIMATELY CAUSES THE DAMAGE, UNDER NO CIRCUMSTANCES WILL THE AGGREGATE LIABILITY OF BLACKBOARD TO THE CUSTOMER OR ANY THIRD PARTY ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE PROVISION OF THE SERVICE, EXCEED THE LESSER OF: (A) THE ACTUAL DAMAGES OR (B) THE AGGREGATE FEES PAID UNDER THIS AGREEMENT, REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON WARRANTY, INDEMNIFICATION, CONTRACT, TORT OR OTHERWISE. THE EXISTENCE OF MULTIPLE CLAIMS WILL NOT ENLARGE THIS LIMIT. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE FEES, LIMITATIONS OF LIABILITY AND REMEDIES REFLECT THE ALLOCATION OF RISK BETWEEN THE PARTIES, AND THAT SECTIONS 8, 9 AND 10 ARE AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES AND THAT IN ITS ABSENCE, THE ECONOMIC TERMS OF THIS AGREEMENT WOULD BE SUBSTANTIALLY DIFFERENT. WITH THE EXCEPTION OF THE EXPRESS WARRANTY SET FORTH IN SECTION 9, THE SERVICE IS PROVIDED "AS IS" AND ON AN "AS AVAILABLE" BASIS AND Blackboard EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES RELATING TO THE SERVICE, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND DATA ACCURACY. Some states or jurisdictions do not allow the exclusion of certain warranties, so some of the above limitations may not apply to the Customer. Only if this exclusion is held unenforceable under the governing law, then all express and implied warranties shall be limited in duration to the minimum period permitted under the governing law, and no warranties shall apply after that period. The Customer accepts that the Service is intended to augment and not replace, First Responder services (such as, for example purposes only, 911, fire, police, emergency medical and**

public health), that have already been notified and deployed and that the Service is not designed for use in any situation where failure of the Service could lead to death, personal injury, or damage to property.

11. **Service Level.** Blackboard shall use best efforts to provide a 99.99% uptime. A violation of this service level commitment is expressly not a breach of a representation or warranty and is not a default hereunder. Customer's sole and exclusive remedy for any violation of this commitment shall be a credit or refund of a percentage of downtime in that calendar month times 1/12th of the annual Message Fee paid by Customer, except that Blackboard shall have no obligation to compensate Customer under any service level commitment while Customer is in default or not current in its payment obligations under this Agreement. Credits attributable to any SLA failure for the entire term of this Agreement shall not exceed the 1/12th of the annual Message Fee paid by Customer. Credits or refunds are not applied towards any fees payable by Customer to Blackboard under this Agreement. No credit or refund allowance will be made for: (a) failures arising from the breach by Customer of the provisions of the Agreement, or any failures due to any party other than Blackboard or for events happening on any other party's network, including but not limited to Internet service providers or telecommunications providers connected to, or providing service connected to, the Services or Blackboard's facilities; (b) failures due to the failure or malfunction of equipment not owned or operated by Blackboard, including service connected to Customer-provided electric power; (c) failure during any period in which Blackboard is not given reasonable access to its facilities and equipment for the purpose of investigating and correcting interruptions, such as during disasters; (d) failures when Customer has released service to Blackboard for maintenance purposes or for implementation of a Blackboard order for a change in service arrangements; or (e) failures due to force majeure events beyond the reasonable control of Blackboard.
12. **Miscellaneous.** Nothing in this Agreement grants or transfers to the Customer any ownership rights in the Service or materials pertaining to the provision of the Service. Each Party may seek any relief, including equitable relief provided under law. Neither Party shall be liable to the other for delays or failures in performance resulting from causes beyond the reasonable control of that Party, including, but not limited to, acts of God, labor disputes, acts of war, governmental regulations, public utilities or telecommunication providers. Blackboard will obtain the prior written consent of the Customer if it wishes to use messages for marketing, demonstration and/or training purposes relating to the Service. In no event shall such messages include personally identifiable information about a student or parent. This Agreement will be governed and interpreted in accordance with the laws of the State of Customer's domicile. Failure by either Party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement. In the event that any provision of this Agreement is invalid under law, such invalidity will not invalidate the whole Agreement. The Parties will amend such provision with one that is valid. The Parties are independent contractors under this Agreement and no other relationship is implied. Unless otherwise expressly provided, no provision of this Agreement is intended or shall be construed to confer upon or give to any person or entity other than Blackboard or the Customer, any rights, remedies or other benefits under or by reason of this Agreement. All notices to Blackboard must be in writing and may be made via mail to the attention of the Legal Department at the address on the signatory page. Notices to the Customer will be sent to the address on the signature page and to the attention of the signatory. Any notices will be deemed delivered to the Party receiving such notice as stated on a written verification of receipt. Neither Party may assign this Agreement without the other Party's prior written consent, provided, that Blackboard may assign this Agreement without the Customer's prior consent to (i) a parent, subsidiary or affiliate of Blackboard or (ii) any entity or successor that acquires all or substantially all of the business or assets of Blackboard through any structure. Any assignment made in conflict with this provision shall be void subject to the foregoing, and this Agreement shall benefit and bind the permitted successors and assigns of the Parties. The Agreement may be executed in counterparts and a signature on a copy of this Agreement received by either Party by facsimile is binding upon the other Party as an original. This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter hereof, and supersedes all prior communications between the Parties, whether written or oral with respect to the subject matter hereof and shall prevail against any purchase order terms or standard terms of the Customer. Except as stated herein, this Agreement may be amended only in writing that refers explicitly to this Agreement and that is signed by an authorized representative of both Parties.

By signing below, the Customer represents and warrants that it has read and understands all applicable parts of this Agreement, including the Policies.

For Customer: South Orange County Community College District	For Blackboard:
Authorized Signatory:	Authorized Signatory:
Print Name & Title:	Print Name & Title:
Billing Information Jim Gaston, Associate Director of Information Technology Address: 28000 Marguerite Parkway Mission Viejo, CA 92692 Tel: 949-582-4336	Blackboard Connect Inc. 15301 Ventura Boulevard, Bldg. B, Suite 300 Sherman Oaks, CA 91403
Date:	Date:



**RENEWAL AND REALIGNMENT AMENDMENT
TO THE LICENSE AND SERVICE AGREEMENT SOFTWARE SCHEDULE(S)
BETWEEN BLACKBOARD INC. AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Renewal and Realignment Amendment between Blackboard Inc. ("Blackboard") and South Orange County Community College District ("Customer") pursuant to the License and Services Agreement Software Schedule(s), which are addenda to Customer's Master Terms dated September 30, 2003 (collectively the "Agreement") is entered into as of the last signature date below ("Amendment").

The purpose of this Amendment is to extend and realign the Term of the Agreement for an additional two (2) years.

The parties hereby agree to the following terms regarding the use of the Blackboard Software by Customer:

1. Blackboard and Customer wish to lock in Software pricing for a period of up to two (2) years at annual fees as indicated in the table below and made effective for Renewal Terms beginning July 1, 2012 through June 30, 2014.

PRODUCT ID	PRODUCT DESCRIPTION	Renewal Term 7/1/2012- 6/30/2013	Renewal Term 7/1/2013- 6/30/2014
MOB-BND-HENA05	MOBILE BUNDLE 15- 25K: Includes <i>Mobile Learn and Mobile Central</i>	\$63,273.00	\$66,436.65
Renewal Totals:		\$ 63,273.00	\$66,436.65

*Unless otherwise indicated in Customer's Software Schedule(s), payment of annual license fees shall be due and payable net 30 from the start of each term.

2. It is understood and agreed to by the parties that the two (2) year pricing visibility is contingent upon Customer's user band tier and commitment to the two (2) Renewal Terms outlined above.
3. Thereafter, Customer's pricing shall be pursuant to Blackboard's then current annual pricing.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date hereof.

BLACKBOARD

South Orange County Community College District

Signature

Signature

Tess Frazier, Vice President
Print Name and Title

Print Name and Title

Date:

Date:



Blackboard Student Services (Formerly Presidium)

College Name: South Orange County Community College District (IVC and Saddleback)

Primary Contact

Name: _____

Title: _____

Email: _____

Phone: _____

Fax: _____

Secondary Contact

Name: _____

Title: _____

Email: _____

Phone: _____

Fax: _____

Bl

Sc

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 teaching and learning environment.

- The Blackboard Student Services 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 Knowledge Base from the login page, or directly from a course by clicking on the "help" icon
- The Blackboard Student Services knowledge base is searchable, customizable, and fully managed by a dedicated Blackboard Student Services 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

Realtime eChat:

- The realtime eChat provides a direct, chat-based messaging link to a certified Blackboard Student Services 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 will make recommended approaches for managing the Customer Knowledge Base
- Platinum level support and Tier 2 interaction level

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

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

3. **The contract period is July 1, 2012 through June 30, 2013.**

**Course Management System Upgrade Options:
Privately Branded Fully Customizable Portal
Seats in a shared ticketing System**

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 for one year
- 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 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 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.

South Orange County Community College District
Term: July 1, 2012-June 30, 2013

Project/Account Management	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
Service Desk Infrastructure	Includes infrastructure expenses – overhead and FCCC processing fee – include NetPromoter Survey and SIMs Portal	\$ 15,027.50
Service Desk Operations	Based on Live support requests (phone, chat, web submission) FTES based model – based on FTES of 38,747	\$ 80,750.00
Total		\$ 104,777.50
Less FCCC \$4500 x 2	Note: In future years, the System office may not be able to cover the Account Management portion of the renewal. In this case, it would fall back to the College.	\$ (9,000.00)
Total Anticipated Charges		\$ 95,777.50

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: Board Policy Revision: BP-104: Student Member of the Board of Trustees, BP-166: Health Benefits-Board Members, BP-170: Board Member Absence from the State, BP-3205: Insurance, BP-3300: Gifts, BP-3600: Disposition of District Property, BP-3605: Employee Travel Program, BP-4205: Disciplinary Action of Classified Personnel, BP-5520: Accreditation

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

Nine board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on June 14, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the June 25, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in Exhibit A through I.

BOARD POLICY

104

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

STUDENT MEMBER OF THE BOARD OF TRUSTEES

A. There shall be one nonvoting (advisory) student member of the Board of Trustees.

B. QUALIFICATIONS

Candidates for Student Trustee must meet the following criteria:

- ~~1. At the time of nomination and during the term of service the student shall be a resident of California as determined pursuant to California Education Code, Section 68000 et. seq., including but not limited to Section 68062 (a-i).~~
12. Be currently enrolled in the South Orange County Community College District (SOCCCD) for at least five units and is in good standing (i.e., not on academic or social probation). The student member is not required to give up employment with the District.
23. Have completed no fewer than 12 units in the SOCCCD.
34. Have a minimum cumulative 2.0 G.P.A.
45. Candidates must be students of record of the designated college prior to and during their term of office.

C. REQUIREMENTS OF OFFICE

While in office the Student Trustee must:

1. Maintain eligibility as defined in Section B, 1., 2., 3., and 4 (above), during his/her term of office.
2. Hold no other elected or appointed ASGSC/ASIVC positions within the SOCCCD.

D. TERM OF OFFICE

1. The term of the Student Trustee is one year (May through the following April).
2. A Student Trustee term of office terminates upon a determination of disqualification under the provisions of Section E.

STUDENT MEMBER OF THE BOARD OF TRUSTEES

E. DISQUALIFICATION FROM OFFICE

1. Automatic and immediate forfeiture of office, including all rights and privileges thereof, will be required if the Student Trustee:
 - a. Does not maintain the requirements of office contained in Sections B, C, and K; or
 - b. Is suspended for more than 10 days pursuant to student conduct policies or regulations.
2. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
3. Upon disqualification from office, the student must immediately return all District property provided to him or her while in office.
4. In addition to any of the disqualifying event set forth above, the office of Student Trustee will become vacant upon the occurrence of any of the events set forth in Government Code, Section 1770.

F. ELECTION

There shall be an election during the spring semester. The student trustee position shall be rotated between Irvine Valley College and Saddleback College. The election shall be held only on the campus of the college that is designated for the student trustee position for the upcoming year. The Student Member of the Board of Trustees will be elected by students enrolled at the designated college. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative regulations established by the Chancellor.

G. RECALL

The Student Trustee is subject to recall procedures established for recalling officers of the Associated Student Governments at each campus. No recall election will be held if the petition to recall is received within 90 days prior to the scheduled student elections, which are held in April.

H. SELECTION OF A REPLACEMENT

If a Student Trustee position becomes vacant due to qualification, recall, resignation, or other reasons, the board shall:

1. Order a special election, or

Adopted: 7-14-80	Revised: 5-11-92	Revised: 11-29-03	Revised: 4-25-11
Revised: 4-23-82	Revised: 4-25-94	Revised: 11-14-05	
Revised: 3-07-88	Revised: 4-26-99	Revised: 8-27-07	
Revised: 1-17-89	Revised: 8-26-02	Revised: 8-26-08	

STUDENT MEMBER OF THE BOARD OF TRUSTEES

2. Make an appointment to fill the vacancy within 60 days. All rules of eligibility shall apply and the replacement Student Trustee shall serve out the remainder of the one-year term.

No special election will be called if the vacancy occurs within 90 days prior to the scheduled April student elections. The student member position on the board will remain vacant for that time.

I. INSTALLATION IN OFFICE

1. The person elected or appointed student trustee will be sworn into office at the first board meeting following his or her election, or at the meeting at which he or she is appointed by the board.
2. The President of the Board of Trustees may appoint a Trustee to serve as the student trustee's mentor.

J. RIGHTS AND PRIVILEGES

On or before the regular meeting in April of each year, the Board shall consider whether to afford the student member any of the following privileges:

1. The Student Trustee shall be seated with the board and be recognized as a full member of the Board at public meetings, and shall receive all materials presented to board members for open session, and to participate in discussion at board meetings.
2. The Student Trustee shall have the right to make and second motions.
3. The Student Trustee shall be compensated in the amount of \$200 per month paid by the District.
4. The Student Trustee shall receive mileage reimbursement (BP-4051, Reimbursement) paid by the District.
5. The Student Trustee shall receive the same college health services available to all college students, and said services shall be paid for by the District.
6. With prior Board of Trustee approval, the Student Trustee may attend State of California conferences which relate to their duties as a student member of the Board of Trustees. Reimbursement will be paid by the District.
7. The Student Trustee shall receive college parking fee reimbursement paid by the District.

Adopted: 7-14-80 Revised: 5-11-92 Revised: 11-29-03 Revised: 4-25-11
Revised: 4-23-82 Revised: 4-25-94 Revised: 11-14-05
Revised: 3-07-88 Revised: 4-26-99 Revised: 8-27-07
Revised: 1-17-89 Revised: 8-26-02 Revised: 8-26-08

STUDENT MEMBER OF THE BOARD OF TRUSTEES

K. DUTIES AND RESPONSIBILITIES

The Student Trustee shall agree to perform to the best of his/her ability the following duties and responsibilities:

1. Attend all regular and special meetings of the board, except closed sessions.
2. Review the agenda of the board prior to each meeting.
3. Confer with leaders of the ASGSC/ASIVC at least monthly at each campus prior to each meeting of the board. Attend annual ASGSC and ASIVC retreats, student government meetings, commencement ceremonies, chancellor's opening sessions and other key district-wide and college events.
4. When appropriate, confer with students, student groups and organizations, and/or college and District administrators in relation to District policies and board actions and/or agenda items.
5. Participate in the discussion of agenda items presented.
6. Cast an advisory vote on public agenda items; however, the Student Trustees vote will not be included in determining the vote required to carry any measure before the board.
7. When appropriate, provide feedback to all students, student groups, and leaders of the associated student governments at each campus concerning District and board policies and actions.

See J. (above), Rights & Privileges

Reference:

California Education Code Section 72023.5

Adopted:	7-14-80	Revised:	5-11-92	Revised:	11-29-03	Revised:	4-25-11
Revised:	4-23-82	Revised:	4-25-94	Revised:	11-14-05		
Revised:	3-07-88	Revised:	4-26-99	Revised:	8-27-07		
Revised:	1-17-89	Revised:	8-26-02	Revised:	8-26-08		

BOARD POLICY

166

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

HEALTH BENEFITS – BOARD MEMBERS

Members of the Board shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of an employee of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years.

Other former Board members, who have been elected for two terms, may continue to participate in the District's health benefits programs on a self-pay basis. Former trustees who participate on a self pay basis shall pay in advance the cost the district pays for the plan.

The benefit plan options shall cover only the former trustee, trustee spouse or domestic partner, survivor, and the trustee's minor dependents to the age as defined by federal law. The former trustee may select one or more health benefit options provided to administrators, faculty, and/or classified employees.

Once a benefit plan is selected by the former trustee's surviving family, no additional members can be added.

Reference:

Government Code Section 53201

BOARD POLICY

170

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MEMBER ABSENCE FROM THE STATE

No member of the Board shall be absent from the state for more than 60 continuous days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.
- With the consent of the Board for an additional period not to exceed a total absence of 90 continuous days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Reference:

Government Code Section 1064

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3205

BUSINESS

INSURANCE

The Chancellor or designee shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described ~~in Education Code as follows:~~

- A. Liability for damages for death, injury to persons or damage or loss of property.
- B. Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damages or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. ~~The Chancellor may authorize coverage for persons who perform volunteer services for the District.~~
- C. Worker's compensation insurance.
- ~~D. Insurance also shall include fire insurance and insurance against other perils.~~

~~The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes describe in this policy.~~

Reference:

Education Code Sections 70902; 72502; 72506; 81602, et seq.

Adopted: 4-08-91
Revised: 4-26-99
Revised: 9-29-03
Revised: 5-26-09

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3300

BUSINESS

GIFTS

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of ~~race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference,~~nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability, or when the stated purpose of the donation is to facilitate such discrimination in providing educational opportunity.

Reference:

California Education Code, Section 72122

Adopted: 4-07-75
Revised: 5-23-88
Revised: 4-26-99
Revised: 9-29-03
Revised: 8-26-08

BOARD POLICY

3600

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DISPOSITION OF DISTRICT PROPERTY

The Board of Trustees ~~board~~ shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or his/her designee to dispose of such supplies and equipment in conformance with the law and District procedures: All sales of surplus district property shall be reported to the Board of Trustees on a periodic basis.

~~All sales of surplus personal property shall be reported to the Board on a periodic basis.~~

This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Reference:

Education Code Section 70902(b)(6), 81383, 81384, 81450, 81452

Adopted: 9-08-80
Revised: 4-06-87
Revised: 5-23-88
Revised: 4-26-99
Revised: 9-29-03

Revised: 4-28-08

Reviewed by BPARAC & Chancellor on 2-27-12.
No recommended change to policy

BOARD POLICY

40513605

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES BUSINESS SERVICES

REIMBURSEMENT EMPLOYEE TRAVEL PROGRAM

The South Orange County Community College District allows travel for employees for district business related purposes. The Chancellor shall establish Administrative Regulations relating to the reimbursement payment of approved mileage and travel expenses.

Reference:

Education Code 87032

Adopted: 5-08-67
Revised: 6-04-69
Revised: 10-08-73
Revised: 11-06-78
Revised: 11-24-80

Revised: 4-10-89
Revised: 4-26-99
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 7-6-11 No Recommended Change to Policy
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BOARD POLICY

4205

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES~~PERSONNEL~~

DISCIPLINARY ACTION OF CLASSIFIED PERSONNEL

The continued employment of any classified employee is contingent upon the appropriate performance of the assigned duties and the employee's personal fitness. Cause for disciplinary action shall include, but shall not be limited to the following factors:

1. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty, discourteous treatment of the public or co-workers, or any willful failure of good conduct that tends to injure the public service, or any willful or persistent violation of the provisions of the California Ed. Code, or policies, rules, regulations, or procedures adopted by the Board of Trustees.
2. Engaging in a political activity during assigned working hours by the employee.
3. Any of the grounds set forth in ~~Section 87732~~ of the California Education Code concerning a regular employee.
4. Frequent requests for unexcused absences that result in the disruption and loss of efficiency in the operating unit in which the employee is assigned.
5. Continuing absences because of illness after the exhaustion of sick leave benefits or when sick leave is taken for trivial dispositions.
6. The use of fraud, deception, or misrepresentation of material facts in obtaining an appointment or a place on the eligibility list.

No disciplinary action shall be taken for any cause that occurred more than two (2) years preceding the date of the filing of notice of cause unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the information to the district.

All recommendations for disciplinary action shall be completed by the appropriate administrator or the Chancellor. They shall be in writing and shall state all the charges and conditions involved. Recommendations shall be routed to the Deputy Chancellor for review and forwarded to the Chancellor.

In cases where disciplinary action is recommended, the Chancellor will notify the board and the employee and state the reasons. Such notice shall be in writing, and shall be served upon the employee personally by the Chancellor or an appointed designee. If the employee cannot be contacted on the job or at the last known place of residence, the provisions of this

policy shall be deemed to have complied with if a copy of the charges is mailed at a United States Post Office, addressed to the employee's last known mailing address as recorded in the office of Human Resources.

When the employee is classified as a permanent employee, a written notice of the specific charges shall include a statement of the employee's right to a hearing on the charges and the period within such a hearing will occur. The investigation, hearing, and defense shall be limited to the reasons for the charge by the appropriate administrator or Chancellor.

The representative of the district shall first present evidence to support the charges of the Board of Trustees. The employee shall then have the right to present evidence. Witnesses called by either side shall be subpoenaed by the board. Requests for subpoenas must be filed with the secretary of the board at least seventy-two (72) hours prior to the date of the hearing. A list of witnesses shall be submitted to the board at least twenty-four (24) hours prior to the date of the hearing. At the conclusion of the hearing, the charges shall be considered, either in open or closed session, and a decision shall be made. The employee may waive the right to a public hearing.

At the hearing, the employee, appropriate administrator, or the Chancellor shall have the right to speak and present evidence.

The following rules of evidence shall apply.

1. Oral evidence shall be taken only on oath or affirmation.
2. Each party shall have these rights:
 - a. To call and examine witnesses
 - b. To introduce exhibits
 - c. To cross-examine opposing witnesses on any matter relevant to the issues, even though the matter was not covered during direct examination
 - d. To impeach any witness, regardless of which party called the witness to testify
 - e. To rebut the evidence against the witness

If the employee respondent does not testify, the employee may be called and examined as if under cross-examination.

3. The hearing need not be conducted according to technical rules related to presenting evidence and calling witnesses. Any relevant evidence shall be admissible if it is the type of evidence responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make the admission of the evidence improper over an objection in civil actions.

Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over an objection in civil actions. The rules of privilege shall be effective to the same extent they are recognized in civil actions. Irrelevant or unduly repetitious evidence shall be excluded.

All hearings before the Board of Trustees shall be governed by the aforementioned procedure. The board shall not be bound by technical rules of evidence.

The Board of Trustees may retain the services of a hearing officer to conduct the hearing and make a recommended decision to the Board of Trustees. The hearing officer shall submit a written recommended decision to the Board of Trustees. At its next schedule of meetings, the Board of Trustees shall review the hearing officer's recommended decision and make a final decision. The board shall make the judgment that the recommendation of the hearing officer or the appropriate administrator or the Chancellor was taken for reasonable cause or that the recommendation of the hearing officer or the appropriate administrator or the Chancellor be sustained in full, modified, or rescinded.

If the board concludes that the disciplinary action was for a reasonable cause and the recommendation of the appropriate administrator or the chancellor should be modified, the modification may provide that in lieu of dismissal, the employee should be demoted to a lower classification for which the employee is properly qualified or restored to the position formerly held, subject to forfeiture of pay for all or a portion of the period the employee was removed from duty.

Any finding by the board shall not be subject to judicial review. In addition, the determination of the sufficiency of cause for disciplinary action shall be conclusive.

Reference:

California Education Code, Sections 87732

Adopted: 2-13-68

Revised: 9-29-69

Revised: 4-20-89

Technical Update: 4-26-99

Revised: 5-28-02

Reviewed:

BOARD POLICY

5520

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ACCREDITATION

The College Presidents shall ensure the College complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Chancellor shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the District and the Board of Trustees are involved in any accreditation process in which the District and the Board of Trustees' -participation is required.

The Chancellor shall provide the Board of Trustees with the accreditation reports, and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference:

Accreditation Eligibility Requirement 20, Standard IV.B.1.i

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4056: Classified Employees Participation in Decision Making, BP-5200: Student Health Services, BP-5500: Student News Media, BP-6160: Final Examinations

ACTION: Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Four board policies are presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on July 19, 2012 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in Exhibit A through D.

BOARD POLICY

4056

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

1. The South Orange County Community College District classified staff shall be provided with opportunities to participate effectively in District and college governance, and in the joint formulation and development of District policies and procedures, that the Board reasonably determines, in consultation with the Classified Senates, have or will have a significant effect on staff. (~~Title 5, California Code of Regulations, Section 51023.5 and California Education Code, Section 70902~~). The opinions and recommendation of the Classified Senates of the District will be given every reasonable consideration.
2. ~~For purposes of this policy the term "staff" is defined to include all management and nonmanagement classified employees of the District. The term "staff" is further defined to include all employees in classified management, confidential and bargaining unit positions.~~
3. ~~Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures, as determined by the Board, in accordance with the provisions of this policy.~~
4. ~~When a college or District task force, committee or other governance group, is used to consult with staff regarding implementation of this Policy or to deal with other issues which have been determined by the Board of trustees to significantly affect staff, the appointment of staff representative shall be made as follows:~~
 - A. ~~The exclusive representative shall appoint the first classified staff representative for the respective bargaining unit. When additional representatives are to be selected from the classified staff, appointment will be made in consultation with the appropriate classified senate(s).~~
 - B. ~~Where a group of employees is not represented by an exclusive representative, the appointment of a representative of such employees shall be made in consultation with the affected group of employees or their representatives.~~
 - C. ~~In all cases, representatives shall be selected from the category that they represent.~~
5. ~~In developing and carrying out policies and procedures set forth above, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections 3540 et seq., such procedures for staff~~

~~participation shall not intrude on matters within the scope of representation as set forth in Section 3543.2 of the Government Code. The Board of Trustees shall not interfere with the exercise of employee rights to form, join and participate in the activities of employee organization of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Policy shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and the Board of Trustees.~~

References:

Title 5, California Code of Regulations Section 51023.5

California Education Code Section 70901.2(a), 70902

Government Code Sections 3540 et. Seq., 2543.2

BOARD POLICY

5200

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT HEALTH SERVICES

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services and assisting in the maintenance of a healthy and safe college campus, where personal and public health is an institutional commitment.

Reference:

Education Code Section 76401

BOARD POLICY

5500

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT NEWS MEDIA NEWSPAPER

~~The student newspaper of any college must provide an opportunity for students to receive classroom instruction in journalism and to learn the rights and obligations of a free press in a free society.~~

~~The faculty advisor of the newspaper, an instructor of journalism, must strive to encourage student initiative and offer guidance so that students become responsible reporters.~~

~~A good newspaper reports, interprets and comments upon those events and ideas which it deems significant or of interest to its readers. The student newspaper must be concerned with its three publics: students, faculty members, and administrators. The responsibility of the college press also extends off campus. At least in part, the reputation of the district, the college, the faculty, and the students is influenced with every issue of the newspaper.~~

~~Readers should expect to find the following elements in every issue:~~

- ~~1. An objective, accurate, thorough reporting of the news.~~
- ~~2. An imaginative, lively, interesting presentation of material.~~
- ~~3. An expression of pertinent points of view.~~
- ~~4. Carefully considered, well-supported, editorial commentaries.~~

~~To the greatest extent possible journalism practices at any college should endorse the principles and aims embraced by professional newspapers and be evident in the operation of the student newspaper.~~

Student news media are any new/feature publications or broadcasts produced by students as a learning experience that is an integral part of an instructional program. These media include, but are not limited to, a student newspaper, broadcast news journalism, and Internet news journalism.

Student news media, as laboratory publications of the journalism and the communication arts curricula, shall provide vehicles to train students for careers in mass communications. Student news media should also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and

Adopted: 10-13-69

Revised: 1-01-82

Revised: 5-15-89

Technical Update: 4-26-99

encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

Student news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. Student news media exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the student news media shall entail corollary responsibilities.

The editorial and advertising materials published in each medium, including any opinions expressed, are the responsibility of the student staff. An editorial board, comprised of members of the student staff, shall be formed for each news medium involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution.

BOARD POLICY

6160

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

FINAL EXAMINATIONS

Final examinations are required for all credit courses. Every final examination must be scheduled for a specific date and time. Students are responsible for taking all assigned final examinations as they are listed on the examination scheduled by the college(s). Students ~~can~~may petition to take a final examination early at the instructor's discretion.

If a college deviates from a final exam schedule specific for final exam week, the college will provide supervised testing for those students who attend both colleges and have a scheduled final exam conflict between the two colleges.

District IT will provide a means of identifying students who attend both colleges with a final exam conflict.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Management Reorganization

ACTION: Approval

BACKGROUND

To enhance the ability of Irvine Valley College in addressing the important goals of increased student success and completion, to improve training and instructional delivery of online instruction, to increase the planning effectiveness for career technical education (CTE) programs, and to realign workloads of deans to ensure a balanced administrative support for the faculty and students in their respective units, Irvine Valley College must reorganize the managerial responsibilities of four deans in the instructional services division (see Exhibit A). The current organization chart for the Office of Instruction is depicted in Exhibit B. The proposed reorganization (see Exhibit C) results in no fiscal impact.

Dean, Online Education and Learning Resources – The Dean of Online Education and Learning Resources is similar to the dean position of the same title at Saddleback College and will enhance cooperation between the two colleges as the district addresses the goals of student success and student completion. Roger Owens, currently Dean, Fine Arts, Business Sciences and College Online Education, will continue his leadership role in online education. He will assume new managerial responsibilities for the Student Success Center and Library Services.

Dean, Fine Arts and Business Sciences – The Dean of Fine Arts and Business Sciences assignment continues the close curricular and career technical education alliances between digital arts, performing arts, and business sciences. Because each of the disciplines in business sciences and the arts rely heavily on CTE leadership and CTE grant-funded resources, the effectiveness of this unit will be enhanced. David Gatewood, currently Dean, Career Technical Education and Workforce Development, will continue in his role as Irvine Valley College's dean of career technical education and transfer his responsibilities at ATEP to Kathy Werle, Dean of Academic Programs. He will assume the managerial responsibilities for the School of Business Sciences and Technologies and the School of Fine Arts.

Dean, Liberal Arts – The Dean of Liberal Arts reflects the current administrative unit under Karima Feldhus that includes the School of Humanities and Languages and the School of Social and Behavioral Sciences. She will assume responsibilities for the Honors Program. Library Services and the Student Success Center, which are currently

supervised by Dean Feldhus, will become a part of the Dean of Online Education and Learning Resources. Dean Feldhus currently has a disproportionate share of instructional responsibilities that the proposed reorganization will effectively address.

Dean, Academic Programs – Kathy Werle will continue as the Dean of Academic Programs with responsibilities for outreach programs (Early College Program, CSU Fullerton STAR program, ATEP scheduling) and continue her role as an accreditation co-chair. She will assume site responsibilities for ATEP in addition to supervising the grants development office.

STATUS

The proposed instructional management reorganization is expected to create many positive outcomes for students, faculty, the college, and the district, especially in expanding cooperative efforts with Saddleback College in the efforts to increase student success and completion. The reorganization creates a more efficient and focused administrative support structure that will enhance Irvine Valley College's ability to reach strategic planning goals, Student Success Task Force recommendations, and accreditation goals related to continuous quality improvement of providing services to students.

Please note that this proposed reorganization does not create any new positions nor does it cause any reclassifications of administrators. There is no fiscal impact and completely aligns with the district's administrator and manager classifications recently adopted by the Board of Trustees.

RECOMMENDATION

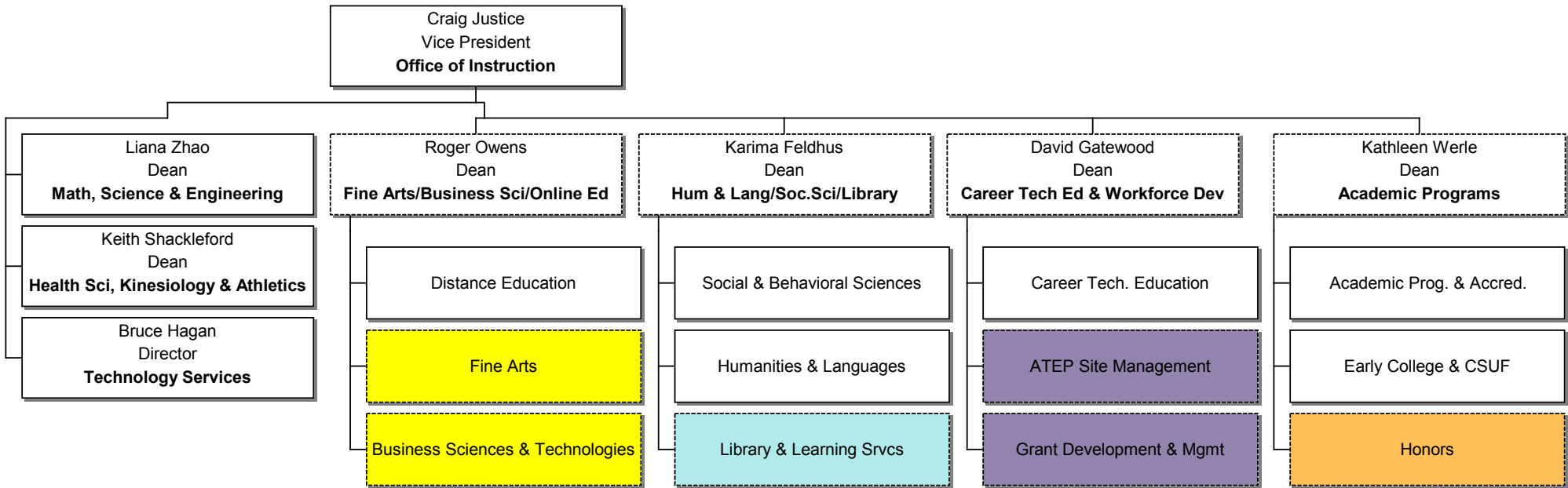
The Chancellor recommends that the Board of Trustees approve the Irvine Valley College management reorganization.

IRVINE VALLEY COLLEGE REORGANIZATION OF INSTRUCTIONAL UNITS

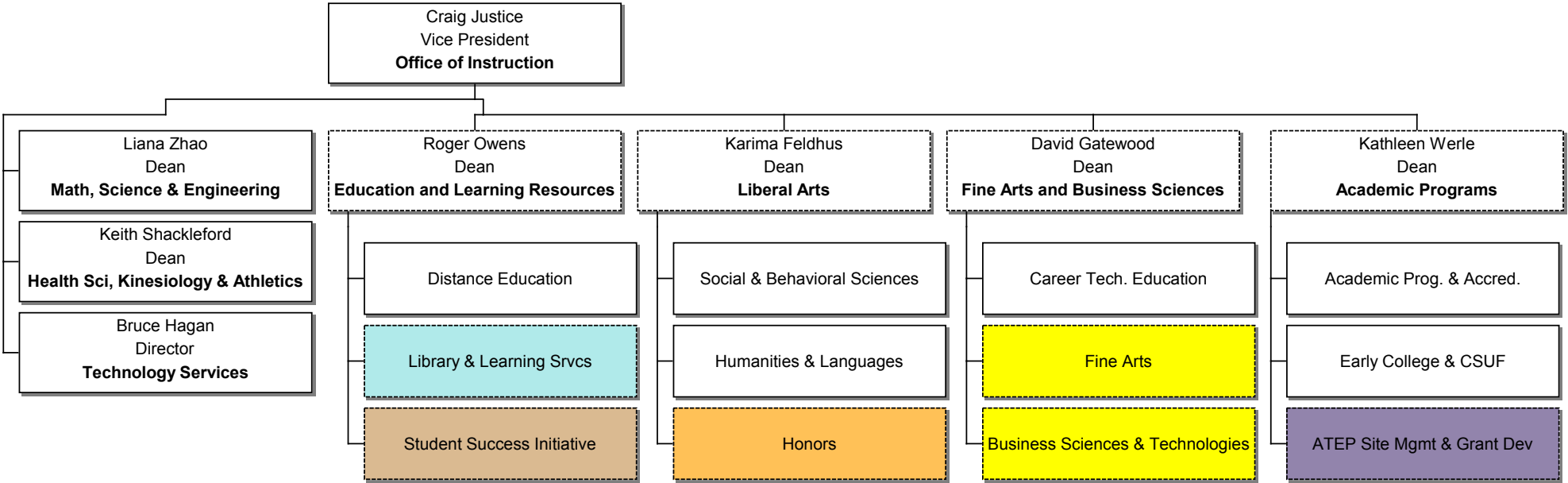
EXHIBIT A

CURRENT ASSIGNMENTS			OLD TITLE	NEW TITLE	NEW ASSIGNMENTS		
Distance Education	Fine Arts	Business Sciences & Technologies	"Dean, Fine Arts, Business Sciences and College Online Education" <i>(Roger Owens)</i>	"Dean, Online Education and Learning Resources" <i>(Roger Owens)</i>	Distance Education	Library & Learning Services	Student Success Initiatives
Career Technical Education	ATEP Site Management	Grant Development & Management	"Dean, Career Technical Education and Workforce Development" <i>(David Gatewood)</i>	"Dean, Fine Arts and Business Sciences" <i>(David Gatewood)</i>	Career Technical Education	Fine Arts	Business Sciences & Technologies
Social & Behavioral Sciences	Humanities & Languages	Library & Learning Services	"Dean, Humanities and Languages, Social Sciences and Library Services" <i>(Karima Feldhus)</i>	"Dean, Liberal Arts" <i>(Karima Feldhus)</i>	Social & Behavioral Sciences	Humanities & Languages	Honors
Academic Programs & Accreditation	Early College Program & CSUF	Honors	"Dean, Academic Programs" <i>(Kathy Werle)</i>	"Dean, Academic Programs" <i>(Kathy Werle)</i>	Academic Programs & Accreditation	Early College Program & CSUF	ATEP Site Mgt. & Grant Development
COLOR CODING: <u>No Shading:</u> Assignment to continue with incumbent dean; Yellow: Owens-Gatewood swap; Lavender: Gatewood-Werle swap; Blue: Feldhus-Owens swap; Tan: New Initiative; Goldenrod: Werle-Feldhus swap.							

**Irvine Valley College
Current Instructional Organizational Chart
July 30, 2012**



Irvine Valley College
Proposed Instructional Organizational Chart
July 30, 2012



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A, Exhibit B and Exhibit C are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A, Exhibit B and Exhibit C.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. FONTANILLA, LINDA, is to be employed as Vice President for Student Services, Pos. #4579, Integrated Administrator/Manager Salary Range 25, Step 3, Office of Student Services, Irvine Valley College, effective August 13, 2012. This is a replacement position for Gwendolyn Plano, who retired. (See Exhibit B, Attachment 1)

2. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. GERGES, JOSEPH, is to be employed as Art Instructor (Drawing and Prints), Pos #2962, School of Fine Arts, Irvine Valley College, effective August 13, 2012. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Jeffrey Horn, who retired. (See Exhibit B, Attachment 2)
- b. KOURITAS, GEORGIOS, is to be employed as Music Instructor (Instrumental), Pos. #1597, Fine Arts and Media Technology Division, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Carmen Dominguez, who resigned. (See Exhibit B, Attachment 3)
- c. LEE, KENNETH, is to be employed as Horticulture Instructor, Pos. #4456, Division of Advanced Technology and Applied Science, Saddleback College, effective August 13, 2012. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Zane Johnson, who retired. (See Exhibit B, Attachment 4)
- d. ¹NIN, ORLANTHA, is to be employed as Transfer Center Coordinator/Counselor, Pos. #4470, Division of Liberal Arts, Saddleback College, effective July 30, 2012. Approximate Salary Placement: Class II, Step 4. This is a replacement position for Michaelyn Mikolajczak, who retired.

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Amerian, Stephanie	PhD/History	History/IVC	V/I	08/20/12
Boccignone, Anthony	AA/Automotive Tech	Automotive Tech/SC	I/I	08/20/12
Brown, Kevin	MA/TESL	ESL/IVC	II/I	08/20/12
Conlon, Michael	MA/English	Beg. Writing/SC	II/I	08/20/12
Do, Tu	MS/Biochemistry	Biology/IVC	II/I	08/20/12
Gardner, Daniel	MA/English	English/SC	II/I	08/20/12

¹ This item is correcting the effective date of hire as presented to the Board of Trustees on May 21, 2012, which stated effective August 13, 2012.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Gorman, Denise	MBA	Accounting/IVC	II/I	08/20/12
Hamai, Kazumi	MA/Math	Math/IVC	II/I	08/20/12
Jones, Thomas	MA/Public Admin.	Admin Just/IVC	II/1	08/20/12
Kammerzelt, David	MFA/Creative Writing	English Comp/SC	II/I	08/20/12
Lee, David	ME/Psychology	Psychology/IVC	II/1	08/20/12
Ludvigsen, Lindsay	MA/English	English Comp/SC	II/1	08/20/12
Marino, Valerie	MA/Psychology	Psychology/IVC	II/1	08/20/12
Miller, Matthew	MS/Instruc. Design	CIM/SC	II/1	08/20/12
Rose, Brandon	MA/Anthropology	Anthropology/SC	II/1	08/20/12
Ross, Clara	MS/Counseling	Counselor/IVC	II/1	08/20/12
Tamulis, Samantha	MA/English	English/SC	II/1	08/20/12
Yurko, Matthew	MS/Environmental Ed	Ecology/SC	II/1	08/20/12

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Eulitt, Sandy	B.S. Space Studies	Astronomy/Physics	I/1	08/20/12

Equivalency is based upon the Physics and Astronomy coursework Sandy completed prior to and during the completion of her Bachelor's degree in Space Studies from American Public University, in addition to being in the process of completing her Master of Science degree in the Space Studies program at the University of North Dakota. Sandy has successfully completed all of her undergraduate course work and has extensive experience teaching both high school and college level physics students on a one-on-one basis. She has been an observational astronomer since she was very young and has mastered using various types of telescopes to find different sky objects. Frequently, when she attends star parties and allows the public to view through her telescope she ends up teaching them about the night sky. Aside from Sandy's education and experience with Astronomy and Physics, she has an enthusiasm for these subject matters that is rarely surpassed by others in the field.

A. NEW PERSONNEL APPOINTMENTS - Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Blethen, Victoria	BA/Rec. Admin.	Intro. Recreation/IVC	I/I	08/20/12

Equivalency is based upon a Bachelor of Arts degree in Recreation Administration. Ms. Blethen has over 20 years of experience working in the Leisure Services Industry. She is currently employed by the City of Lake Forest as their recreation manager. Ms. Blethen is currently enrolled in a certificate program for Leadership Development at California State University, Fullerton to be completed by November 30, 2012.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Medling, Jane	MBA/Business	Accounting/SC	II/1	08/20/12

Equivalency is based upon a Master of Business Administration degree in Business Administration from University of Southern California and a Bachelor of Arts degree in Economics and Psychology from Stanford University, Stanford, California. Ms. Medling has completed coursework for her accounting certificate at Saddleback College, a certificate intended for those who wish to fulfill the accounting course requirement to take the CPA exam in California. Since September 2011, Ms. Medling has been a Project Specialist (lab tutor) for the Business Sciences division at Saddleback College.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Shiring, Richard	PhD/Material Science	Mathematics/IVC	V/1	08/20/12

Equivalency is based upon a Doctor of Philosophy degree in Material Science and Engineering from University of California, Los Angeles, and Master of Science and Bachelor of Science degrees in Metallurgy, plus a Master in Business Administration degree from Pennsylvania State University, Park, Pennsylvania. Dr. Shiring previously taught Material Science and Engineering part time for University of California, Irvine since January 2006. He is teaching statistics, college algebra, pre-calculus and trigonometry for Coastline Community College.

B. RECLASSIFICATION OF A FULL-TIME, ACADEMIC FACULTY POSITION

1. **IRVINE VALLEY COLLEGE, School of Library Services and Learning Resources** seeks authorization to reclassify the following academic full-time faculty position within their department.
 - 1a. **REPLACE LEARNING CENTER INSTRUCTOR 60%/LEARNING DISABILITIES SPECIALIST 40%**, by eliminating Pos. #4487, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year academic position and establishing a **LEARNING ASSISTANCE INSTRUCTOR/COORDINATOR 100%**, Academic Salary Schedule, full-time, 36 hours per week, 10 months per year position, effective August 1, 2012.

B. RECLASSIFICATION OF A FULL-TIME, ACADEMIC FACULTY POSITION -

Continue

- 1ai. **RECLASSIFY** CHOO, BROOKE, ID #17270, from Learning Center Instructor 60%/Learning Disabilities Specialist 40%, Pos. #4487, Academic Faculty Salary Schedule Column V, Step 4, 36 hours per week, 10 months per year, to Learning Assistance Instructor /Coordinator 100%, Academic Faculty Salary Schedule Column V, Step 4, 36 hours per week, 10 months per year, effective August 13, 2012, per Article XIX, Section II, of the Academic Employee Master Agreement.

C. REVISION OF A TEMPORARY, ACADEMIC CONTRACTED ADMINISTRATOR

1. **DISTRICT, Office of Business Services** seeks authorization to revise the following part-time, temporary contracted Administrator within their department.

- 1a. **REVISE** ACTING EDUCATION PROGRAM DIRECTOR, 40% of full-time equivalent, by eliminating Pos. #4641, Integrated Administrator Manager Salary Range 19, a part-time, temporary contracted position and establishing a ACTING BOARD POLICIES AND ADMINISTRATIVE REGULATION PROGRAM DIRECTOR, 30% of full-time equivalent, Integrated Administrator Manager Salary Range 17, a part-time, temporary 11 month contracted position, effective July 1, 2012. (Exhibit C, Attachment 1)

- 1ai. **REVISE** KELLY, WILLIAM, ID #1233, Acting Education Program Director, Pos. #4641, 40% of full-time equivalent, Integrated Administrator Manager Salary Range 19, a part-time, temporary contracted position, to Acting Board Policies and Administrative Regulation Program Director, 30% of full-time equivalent, Integrated Administrator Manager Salary Range 17, a part-time, temporary 11 month contracted position, effective July 1, 2012

D. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2011/2012 and 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Adams, Catherine	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Cosgrove, Robert	Accreditation Reports Work/SC	5,484.00	05/21/12-08/12/12
Cosgrove, Robert	Accreditation Reports Work/SC	3,442.00	08/20/12-12/19/12
Cosgrove, Robert	Acad. Senate Monthly Mileage/SC	125.00	07/01/12-05/31/13
Georgianna, Sybille	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Gerami, Emal	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Hack, Conrad	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Iredale, Susan	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Jacobs, Paula	SOCCDFA, President/SC	1,361.00	05/21/12-08/12/12
Joshua, Judith	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Khosrowpour, Iman	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
² Levin, Patricia	Co-Chair, Art/SC	860.50	08/20/12-12/19/12

² Correction to Chair stipend approved on May 21, 2012. Ms. Levin will be serving as Co-Chair.

D. ADDITIONAL COMPENSATION: GENERAL FUND- Continue

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2011/2012 and 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Lopez, Eduardo	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Lovett, Margot	Accreditation Reports Work/SC	4,123.00	05/21/12-08/12/12
Obermeyer, V.	Co-Chair, Art /SC	860.50	08/20/12-12/19/12
Papagiannis, Christie	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Rousseau, Michele	Chair, Computer Sciences/SC	1,721.00	08/13/12-12/19/12
Sharar, Erica	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Sims, Rick	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Southwell, Linda	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Stahler, John	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Thomas, Toni	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Tierney, James	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12
Zeoli, Katie	Students Comm. Facilitator/IVC	100.00	01/03/12-05/18/12

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 2011/2012 and 2012/2013 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Carlander, David	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Chao, Iris	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Fisher, Suki	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Jalalat, Jennifer	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Langille, Rachel	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Ploskina, Candace	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Summers, Mayra	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Tash, Sharon	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Wood, Joshua	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Ziehm, Carol	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12
Zimmerman, Ray	Challenge/ESL Read/Grade Writing Samples/SC	8/20/12-12/19/12

E. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2011/2012 and 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Bander, Carol	BSI Project, English/SC	86.05	01/09/12-05/17/12
Bowman, Donald	Perkins, Tutoring Lab	531.79	05/21/12-08/12/12
Camelot, Allison	Gerontology Prgm/Perkins/SC	1,875	07/01/12-08/31/12
Carmichael, Jennifer	Prgm Facilitator, Allied Health/SC	5,673.67	08/01/12-07/30/12
Gilman, Bruce	BSI Project, English/SC	86.05	01/09/12-05/17/12
Gonzalez, Frank	Curric. Dev/Math Lead OC B2E/SC	1,606.00	12/01/11-12/31/11
Gonzalez, Frank	Curric. Dev/Math Lead/OC B2E/SC	8,043.00	01/01/12-05/19/12
Gonzalez, Frank	Curric. Dev/Math Lead/OC B2E/SC	3,217.00	05/21/12-08/11/12
Gonzalez, Frank	Curric. Dev/Math Lead/OC B2E/SC	8,043.00	08/12/12-12/31/12

E. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continue

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2011/2012 and 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Hagen, Gerald	Musical Perf. Jazz Camp/SC	1,125.00	06/25/12-06/29/12
Hill, Malia	Outreach Fashion Pgrm/CTE/SC	100.00	05/01/12-05/18/12
Hughes, Luther	Musical Perf. Jazz Camp/SC	1,000.00	06/25/12-06/29/12
Inlow, Lisa	Culinary Arts, FEP Grant/SC	500.00	01/09/12-06/30/12
Inlow, Lisa	Curric. Dev/CTE Grant/SC	2,000.00	08/20/12-12/12/12
Johnson, Paul	Musical Perf. Jazz Camp/SC	1,125.00	06/25/12-06/29/12
Lam, Chin	BSI Project, English/SC	86.05	01/09/12-05/17/12
Lebauer, Roni	BSI Project, English/SC	86.05	01/09/12-05/17/12
Loftus, Nicole	Gerontology Pgrm/ Perkins/SC	1,575.00	07/01/12-08/31/12
Meyer, Clifford	Curric. Dev/ Hybrid Car Tech/SC	2,500.00	08/20/12-12/12/12
Perez, Lawrence	Curric. Dev/Allied Health Pgrm/SC	8,605.00	01/09/12-05/17/12
Perez, Lawrence	Curric. Dev/Allied Health Pgrm/SC	12,162.55	05/21/12-07/30/12
Pinter, Gerald	Musical Perf. Jazz Camp/SC	1,000.00	06/25/12-06/29/12
Quigley, Patrick	Curric. Dev/Allied Health Pgrm/SC	2,065.20	01/09/12-05/17/12
Quigley, Patrick	Curric. Dev/Allied Health Pgrm/SC	17,975.84	05/21/12-07/30/12
Renault, Irene	BSI Project, English/SC	86.05	01/09/12-05/17/12
Rosenn, Tristen	Musical Perf. Jazz Camp/SC	1,000.00	06/25/12-06/29/12
Sellers, Joey	Musical Perf. Jazz Camp/SC	2,800.00	06/25/12-06/29/12
Skaff, Penelope	BSI Project, English/SC	86.05	01/09/12-05/17/12
Stephens, Blake	Curric. Dev/CTE Collab. Grant/SC	2,750.00	08/20/12-12/12/12
Stephens, Blake	Curric. Dev/CTE Collab. Grant/SC	1,500.00	08/20/12-12/12/12
Stout, Ronald	Musical Perf. Jazz Camp/SC	1,125.00	06/25/12-06/29/12
Teng, Anthony	Perkins, Tutoring Lab	531.79	05/21/12-08/12/12
Zoval, James	Curric. Dev/Science/OC B2E/SC	1,606.00	12/01/11-12/31/11
Zoval, James	Curric. Dev/Science/OC B2E/SC	8,043.00	01/01/12-05/19/12
Zoval, James	Curric. Dev/Science/OC B2E/SC	3,217.00	05/21/12-08/11/12
Zoval, James	Curric. Dev/Science/OC B2E/SC	8,043.00	08/01/12-12/31/12

F. EXTENSION OF ADMINISTRATIVE ASSIGNMENT

1. ADMINISTRATOR APPOINTMENT (Ratified – Pursuant to Board Policy 4002.1)
 - a. BUSCHE, DONALD, ID #1263, is appointed as Acting Vice President for Instruction, Pos. #4582, Academic Administrator Salary Range 25, Step 6, Office of Instruction, Saddleback College; effective July 1, 2012. This item was initially approved by the Board of Trustees on June 26, 2010.

G. REORGANIZATION OF ACADEMIC ADMINISTRATOR POSITIONS

1. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to reorganize the duties for the following Academic Administrator positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
 - 1a. **REPLACE** DEAN OF HUMANITIES AND LANGUAGES, SOCIAL AND BEHAVIORIAL SCIENCES AND LIBRARY SERVICES, by eliminating Pos. #4610, Integrated Administrator/Manager Salary Range 22, full-time, and establishing a DEAN OF LIBERAL ARTS, Integrated Administrator/Manager Salary Range 22, full-time effective July 31, 2012. (Position #4610 was approved May 21, 2012) (Exhibit C, Attachment 4)
 - 1ai. **RECLASSIFY** FELDHUS, KARIMA, ID #14072, from Dean of Humanities and Languages, Social and Behavioral Sciences and Library Services, Pos. #4610, Integrated Administrator/Manager Salary Range 22, Step 8, full-time, to Dean of Liberal Arts, Integrated Administrator/Manager Salary Range 22, Step 8, full-time, effective July 31, 2012.
 - 2a. **REPLACE** DEAN OF CAREER TECHNICAL EDUCATION AND WORKFORCE DEVELOPMENT, by eliminating Pos. #4621, Integrated Administrator/Manager Salary Range 22, full-time, and establishing a DEAN OF FINE ARTS AND BUSINESS SERVICES, Integrated Administrator/Manager Salary Range 22, full-time effective July 31, 2012. (Position #4621 was approved May 21, 2012) (Exhibit C, Attachment 3)
 - 2ai. **RECLASSIFY** GATEWOOD, DAVID, ID #16329, from Dean of Career Technical Education and Workforce Development, Pos. #4621, Integrated Administrator/Manager Salary Range 22, Step 7, full-time, to Dean of Fine Arts and Business Services, Integrated Administrator/Manager Salary Range 22, Step 7, full-time, effective July 31, 2012.
 - 3a. **REPLACE** DEAN OF FINE ARTS, BUSINESS SCIENCES AND COLLEGE ONLINE EDUCATION, by eliminating Pos. #4622, Integrated Administrator/Manager Salary Range 22, full-time, and establishing a DEAN OF ONLINE EDUCATION AND LEARNING RESOURCES, Integrated Administrator/Manager Salary Range 22, full-time effective July 31, 2012. (Position #4622 was approved May 21, 2012) (Exhibit C, Attachment 5)
 - 3ai. **RECLASSIFY** OWENS, ROGER, ID #8648, from Dean of Fine Arts, Business Sciences and College Online Education, Pos. #4622, Integrated Administrator/Manager Salary Range 22, Step 6, full-time, to Dean of Online Education and Learning Resources, Integrated Administrator/Manager Salary Range 22, Step 6, full-time, effective July 31, 2012.

H. CHANGE IN REPORTING STRUCTURE

1. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Fine Arts from reporting to the Dean of Fine Arts, Business Sciences and College Online Education and begin reporting to the Dean of Fine Arts and Business Sciences effective July 31, 2012. This item is contingent upon approval of item F of this agenda.

H. CHANGE IN REPORTING STRUCTURE - Continue

2. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Business Sciences from reporting to the Dean of Fine Arts, Business Sciences and College Online Education and begin reporting to the Dean of Fine Arts and Business Sciences effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
3. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of College Online Education from reporting to the Dean of Fine Arts, Business Sciences and College Online Education and begin reporting to the Dean of College Online Education and Learning Resources effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
4. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Humanities and Languages from reporting to the Dean of Humanities and Languages, Social and Behavioral Sciences and Library Services and begin reporting to the Dean of Liberal Arts effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
5. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the Honors Program from reporting to the ³Dean of Academic Programs and begin reporting to the Dean of Liberal Arts effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
6. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Social Sciences from reporting to the Dean of Humanities and Languages, Social and Behavioral Sciences and Library Services and begin reporting to the Dean of Liberal Arts effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
7. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Library Services and Learning Resources from reporting to the Dean of Humanities and Languages, Social and Behavioral Sciences and Library Services and begin reporting to the Dean of Online Education and Learning Resources effective July 31, 2012. This item is contingent upon approval of item F of this agenda.
8. **IRVINE VALLEY COLLEGE**, Office of Instruction, seeks authorization to change the reporting structure for the faculty and staff in the School of Career Technical Education and Workforce Development from reporting to the Dean of Career Technical Education and Workforce Development and begin reporting to the ³Dean of Academic Programs effective July 31, 2012. This item is contingent upon approval of item F of this agenda.

³ See Exhibit C, Attachment 2 for update to job specification.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. ABRAMS, KARL, ID #2499, Chemistry Instructor, Pos. #1003, Academic Faculty Salary Class III, Step 10, Division of Mathematics, Science, and Engineering, Saddleback College, resignation effective May 18, 2012 and retirement effective May 19, 2012. Payment is authorized for any compensated time off. (Start date: August 18, 1989)

ATTACHMENT 1

NAME: LINDA FONTANILLA

POSITION: VICE PRESIDENT FOR STUDENT SERVICES
Office of Student Services
Irvine Valley College

EDUCATION:

Ed.D. Education Leadership
University of La Verne
La Verne, CA

M.S. Organizational Behavior
California School of Professional Psychology
Fresno, CA

B.S. Speech Pathology
California State University, Sacramento
Sacramento, CA

EXPERIENCE:

Dr. Fontanilla has had an interesting and varied career. She is a veteran of the U.S. Air force and the Viet Nam War. During her tour of duty she worked as an Air Traffic Controller until her honorable discharge. The next ten years were spent with the Federal Aviation Administration controlling air traffic in the Sacramento area.

In the mid-1980's, Dr. Fontanilla worked with Social Services and spent the next 13 years as a Social Service Administrator with Self-Help Enterprises and the YWCA/Marjoree Mason Center. During that time she returned to school, earning her Master's degree in Organizational Behavior and her Doctorate degree in Educational Leadership.

After earning her Doctorate degree, she became the Campus Director for San Joaquin Valley College in Visalia, California and later moved to the College of the Sequoias in Visalia, California as Dean of Student Services. Dr. Fontanilla currently holds the position as Assistant Superintendent/Vice President of Student Services at Cuesta College in San Luis Obispo, California.

Two of Dr. Fontanilla's passions are helping young people build their careers and holding discussions with groups and individuals regarding Valuing Others' Differences. She is a certified Cultural Diversity Trainer and wrote both her Master's Thesis and Doctoral Dissertation on diversity topics.

PROFESSIONAL AFFILIATIONS:

- Board President for Family Services of Tulare County
- Board Member for Hospice of Tulare County and Visalia Educational Foundation
- Past President of Kiwanis, Visalia
- Current Community Advisory Committee Member to the Anti-Defamation League, San Luis Obispo, California

ATTACHMENT 2

NAME: JOSEPH GERGES

POSITION: ART INSTRUCTOR (DRAWING AND PRINTS)
School of Fine Arts
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

M.F.A. Art (Drawing and Painting)
California State University, Fullerton
Fullerton, CA

B.F.A. Illustration
Art Center College of Design
Pasadena, CA

EXPERIENCE:

Mr. Gerges graduated from Art Center College of Design with honors in 1997, and received his master's degree in 2004. A first generation Egyptian American and Los Angeles-based artist, he investigates conflict, discrimination, and class structure in large-scale paintings, drawings, and mixed media works. His images are both heroic and confrontational.

Mr. Gerges has been painting since his early teens and involved in film and animation since 1999. His feature film directorial debut, the documentary *Solo*, melds the two worlds together, following the artist's creative endeavors and struggles. His recent professional credits include work with Paramount Studios, Comedy Central, and Universal Studios. His art has been exhibited in solo shows in Los Angeles and Atlanta and in museums and galleries nationally and internationally. His work has also been featured in *New American Paintings*, *Art & Antiques* and *ArtScene*, among other publications.

Mr. Gerges has taught art and design for over nine years at numerous institutions, including Art Center of Design, Laguna College of Art and Design, Chapman University, and California State University, Fullerton. He has been teaching at Irvine Valley College for the past two years; his students have been accepted to renowned colleges throughout the nation including Art Center College of Design, Laguna College of Art and Design, Ringling School of Art and Design, and Yale University.

ATTACHMENT 3

NAME: GEORGIOS KOURITAS

POSITION: MUSIC INSTRUCTOR (INSTRUMENTAL)
Division of Fine Arts and Media Technology
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.M. Orchestral Conducting
University of Cincinnati
College-Conservatory of Music
Cincinnati, OH

M.M. Orchestral Conducting and Violin
Ball State University
Muncie, IN

B.M. Music
Birmingham Conservatoire
United Kingdom

EXPERIENCE:

Mr. Kouritas completed his tenure in May 2011 as Assistant Conductor of the Eastman School of Music's Philharmonic and Symphony Orchestra, and as Teaching Assistant in the Conducting Department in the Doctor of Musical Arts degree program. Currently, he is serving as the Music Director of the Boise Philharmonic Youth Orchestra and also has conducted rehearsals and concerts for the Boise Philharmonic. Recently, he was named the new Assistant and Cover Conductor of the Boise Philharmonic and started his duties in April 2012.

Mr. Kouritas' conducting experiences have allowed him the opportunity to work with exceptional conductors and orchestras. In 2006-07, he served as conducting Assistant of the Cincinnati Symphony Orchestra assisting Maestro Paavo Jarvi, Music Director. He has also guest conducted professional orchestras in Europe at various times. He has experience conducting Wind Ensembles and has conducted several wind and brass sectionals for both the Eastman School Symphony Orchestras and the New Horizon Orchestra.

Mr. Kouritas' Chamber Music teaching credentials include coaching at Volos Conservatory, Greece and starting a new Chamber Music program for the Boise Philharmonic Youth orchestra. As a violinist, he has participated in many chamber music ensembles and has performed several works in concert, including Elgar's Piano Quintet.

ATTACHMENT 4

NAME: KENNETH LEE

POSITION: HORTICULTURE INSTRUCTOR
Division of Advanced Technology and Applied Science
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S. Landscape Architecture
Cornell University
Ithaca, NY

B.S. Architecture
Seoul National University
Seoul, Korea

EXPERIENCE:

Mr. Lee is a landscape design professional who has been practicing since earning his Master's degree in Landscape Architecture from Cornell University. Since 1990, he has been the Managing Principal, at Objective Reality, Inc., providing consulting services on design and technology, focusing on computer applications in efficient design workflow, and training design professionals. He has also been a consulting Principal at Atelier88, Inc., since 2009, working with a design team to provide design directions, project management, computer applications, and marketing. From 2001 to 2009, he was Principal-in-Charge of Computer Applications with the SWA Group firm, where he managed the 7-office company computer applications and technology implementation, researched right trends and set the vision and future direction on technical environment for the company. He developed and implemented online training contents and programs for design professionals for improved productivity.

Mr. Lee has worked as part-time faculty at Saddleback College since 2000. He has taught classes in landscape design and computer applications. He has served as a member of the Advisory Committee and Program & Curriculum Review Board for the Department of Horticulture and Landscape Design and has served as a member of the Sustainability/Environmental Committee.

LICENSES AND CERTIFICATES:

- Autodesk Registered Developer, Author/Publisher

PROFESSIONAL AFFILIATIONS:

- Apple iOS Developer, 2011-present
- Education/Resource/Marketing Committees, US Green Building Council, CA, 2009-present
- Cornell Alumni Admissions Ambassador, Orange County, CA, 2008-present
- Autodesk Registered Developer, Author/Publisher, 1990-present
- Columnist, *Kyocharo*, Korean Education Newspaper, 2011
- Treasurer, American Society of Landscape Architects, Southern California Chapter, 1990-1992

ATTACHMENT 1

South Orange County Community College District

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS PROGRAM DIRECTOR– ID #, Integrated Administrator Manager Salary Schedule Range 17 (Academic Administrator)

DEFINITION

To provide leadership in the development, review, revision, coordination, dissemination and maintenance of Board policies and administrative regulations.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the district; lead by example; actively participate in and support district-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice Chancellor of Business Services or designee of the Chancellor.

Provides functional supervision over support personnel if assigned.

DISTINGUISHING CHARACTERISTICS

This is a part-time contract classification assigned to Business Services. The incumbent works closely and collaboratively with District and college administrators in an environment of shared governance and collective bargaining to develop, review, revise, coordinate and maintain Board policies and administrative regulations.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the development, review, revision, coordination, dissemination and maintenance of Board policies and administrative regulations.

Develop and implement a plan to ensure that all Board policies and administrative regulations conform to current legal requirements; recommend changes as appropriate.

Coordinate and attend meetings and workshops related to assignment; represent the Vice Chancellor of Business Services in meetings related to Board policies and administrative regulations as assigned; and serve on other committees, task forces and work groups as needed.

Provide technical expertise, information and assistance regarding assigned functions; research and resolve problems; ensure compliance with established legal requirements, policies, procedures, goals and objectives; and review and certify the accuracy of data concerning program development.

Establish goals and objectives; develop and administer annual budgets for area of assignment if assigned; prepare recommendations and justifications regarding budget requests; authorize, monitor and control expenditures within adopted budget according to District policies and applicable regulations.

Maintain current and ongoing knowledge of legislation related to Board policies and administrative regulations and related information systems and programs, as well as changes in concepts, methods, requirements, regulations and policies.

South Orange County Community College District
Page 2 - Board Policies and Administrative Regulations Program Director

EXAMPLES OF DUTIES

Develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Compile and analyze data related to Board policies and administrative regulations; develop work processes and schedules that facilitate attainment of established goals and objectives.

Guide, assist, motivate and support staff in ensuring that Board policies and administrative regulations are developed, updated and maintained in a timely manner; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; and resolve conflicts as necessary.

Communicate with District and college administrators and others to develop and coordinate services and activities.

Direct the timely and accurate preparation and submission of a variety of reports, proposals, recommendations and other materials, as needed or requested, including budget and progress reports; coordinate and respond to periodic program audits or studies.

Perform other related duties as assigned.

QUALIFICATIONS

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's degree in education or closely-related field from an accredited college or university.

Experience:

Three years of increasingly responsible experience in providing administrative leadership in an institution of higher education.

Knowledge of:

Advanced statistical procedures and research methods including those related to sampling, projections, significance, and distributions.

Board policies and administrative regulations in a community college district.

Collective bargaining, contract negotiation and administration.

Community college organization and operations.

Computer systems and software applications related to area of assignment.

Concepts, methods and current practices related to the development, revision and/or updating of community college district policies and administrative regulation.

Data collection and coding methods.

District and college organization, operations and objectives.

District policies, organization, operations and objectives.

Interpersonal skills including tact, patience, diplomacy and courtesy.

Local, State and federal laws, codes and regulations related to Board policies and administrative regulations at a community college district.

Modern office practices, procedures, methods, and equipment.

South Orange County Community College District
Page 3 - Board Policies and Administrative Regulations Program Director

QUALIFICATIONS

Knowledge of

Modern principles, practices, methods and techniques of administrative leadership, management and supervision.
Oral and written communication skills.
Principles and practices of leadership and administration, including organization, budget preparation and report writing.
Principles and practices of training and supervision.
Purpose, mission and goals of a community college district.
State-of-the-art information technology systems, hardware and software applications used in administrative support programs.
Strong oral and written communication skills, including giving presentations to small as well as large groups.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
Demonstrate leadership, management, supervisory, and team-building skills.
Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Demonstrate sensitivity to ethnically and culturally changing student populations.
Demonstrate strong and effective writing, editing and verbal communication skills.
Develop, prepare and administer program and project budgets.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain cooperative and effective relationships with others contacted in the course of work, including District and college administrators.
Exercise initiative and work independently with minimum administrative direction.
Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.
Facilitate and coordinate the activities of groups for the purpose of developing, updating or revising Board policies and/or administrative regulations.
Forecast current and future policies and regulations at a community college.
Interpret, apply and explain applicable district policies and procedures and local, state and federal laws and regulations.
Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
May select, train, lead, direct, supervise and evaluate the performance of assigned personnel if assigned.
Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.
Operate computers, peripherals and assigned office equipment.
Perform work of a specialized nature involving the use of independent judgment and personal initiative.
Plan and organize work to meet deadlines.
Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

South Orange County Community College District
Page 4 - Board Policies and Administrative Regulations Program Director

QUALIFICATIONS

Ability to:

Train and provide supervision and work direction to others as assigned.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Work cooperatively in an environment of shared governance and collective bargaining.
Work independently with minimal supervision.

Other Requirements:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Typically, duties are performed in an office environment while sitting at a desk or computer workstation or at meetings with others. The incumbent is subject to frequent contact in person and on the telephone with District or college administrators, faculty and representatives of four-year educational institutions. Frequently must travel to other offices or locations to attend meetings or conduct work. At least minimal environmental controls to assure health and comfort.

Physical Demands:

The incumbent regularly sits for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to provide information in person and on the telephone; see clearly with or without correction to read normal and fine print and operate computer; hear with or without correction to understand voices over telephone and in person and regularly lift, carry, and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.

Finalized by Marlys Grodt and Associates, July 23, 2012.

ATTACHMENT 2

South Orange County Community College District

DEAN OF ACADEMIC PROGRAMS – ID #, Integrated Administrator Manager Salary Schedule Range 22
(Academic Administrator)

DEFINITION

To serve in a staff capacity and work closely with the Vice President of Instruction and other District and College administrators in an environment of shared governance to provide optimum quality instructional, student learning and research services at Irvine Valley College; coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the Schools of the College; work closely with the Deans of the schools to coordinate the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings and all other off-site credit classes; serve as administrator of grant development; supervise and coordinate Institutional Research; perform assigned duties in compliance with applicable State and federal regulations and guidelines, District policies and procedures, and the College's educational goals and objectives and serve as onsite administrator for the Advanced Technical Education Park (ATEP).

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Instruction or designee of the President.

Exercises functional and technical supervision over faculty, professional, academic, classified and other staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the administration of ATEP operations and the ATEP Center for Advanced Competitive Technology. Some of these programs will be offered jointly or exclusively at ATEP.

Serve as administrator of grant development; ensure that all grants are implemented according to the terms and conditions of the grants; supervise grant-funded personnel as assigned.

Coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the schools of the college as a part of the Program Review, Academic Planning, Accreditation, Institutional Effectiveness, and Strategic Planning and Budget Development processes.

Develop reports supported by empirical research about our students so that student learning is supported and enhanced.

Coordinate (with the Deans of the schools) the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings, and all other off-site credit classes.

Coordinate with the Dean of Counseling appropriate components of the Early College Program, and the CSU STAR transfer program, among others, to ensure maximum performance of these programs on behalf of IVC's transfer students.

South Orange County Community College District
Page 2 - Dean of Academic Programs

EXAMPLES OF DUTIES

Coordinate scheduled offerings in Summer Session and the weekend program of offerings to enhance effectiveness of enrollment management scheduling strategies.

With the Dean assigned to Online Education, coordinate the offering of distance education delivery of courses, certificates, and degrees.

Manage the Basic Skills Initiative grant for IVC and coordinate projects with the faculty and administrators in the basic skills disciplines.

In collaboration with deans of the schools, periodically review processes for student intake processing, accountability, and enrollment reporting functions of the Student Success and Learning Centers to ensure compliance with Education Code, title 5, and Board policies.

Participate and show leadership in strategic planning among academic programs, including service on the Academic, Facilities, and Technology Planning Committee, the Institutional Effectiveness Committee, the Honors Committee, and Accreditation Steering Committee, among others.

Oversee the Extended Education Program and facilitate the development of short and long-range plans for these programs that will meet community needs and provide a profit to the college.

Participate, as needed, in the selection of new faculty and classified staff members for the Schools and other departments of the college.

Using college/district software, databases, and analytical tools, provide regular reports on FTES targets, room utilization, curricular patterns, and other scheduling performance analyses.

Assist the Director of Facilities in updating the database for classroom, laboratory, and other instructional spaces.

Supervise and evaluate classified staff in keeping with the policies of the Board of Trustees and administrative procedures.

Participate in collegial consultation and appropriate advisory committee meetings.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the colleges.

Assist the Vice President of Instruction to develop the schedule of classes; manage the assigned facilities; prepare long-range plans and statements of goals and objectives; develop, submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; maintain an equipment-replacement plan, maintain planning documents that provide evidence of institutional performance used in such programs and activities as the Accreditation process.

Ensure compliance with District policies as well as State and federal laws related to units of assignment; review and certify the accuracy of data concerning program participation.

South Orange County Community College District
Page 3 - Dean of Academic Programs

EXAMPLES OF DUTIES

Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with instruction and student services personnel for other colleges, District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for instructional and student services programs, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding instruction and related units of assignment.

Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's degree from an accredited college or university in a discipline currently offered at Irvine Valley College. An earned doctorate from an accredited college or university is preferred.

Experience:

At least two years of faculty experience at the post-secondary level, at least three consecutive years of recent successful post-secondary administrative and supervisory experience or four years of recent management or faculty leadership experience in an educational capacity related to a college or university, and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.

Desirable Qualifications:

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of: administrative leadership experience in the development, organization, and management of instructional programs, evidence of an understanding of and experience with the principles of participatory governance and principles of effective participation, evidence of experience in presenting summary analytical reports about enrollment trends, FTES trends and fluctuations, program offering patterns, accreditation reports, cost/benefit analyses, among other reports, and experience in budget development and management at school and department levels.

Licenses and other Certification:

Valid California driver's license.

QUALIFICATIONS

Knowledge of:

Principles and practices of leadership and administration, including organization, budget administration and grant writing.

Principles and practices of strategic planning, institutional research and alternative funding for public agencies.

Principles and practices of training and supervision.

Organizational and management practices as applied to unit of assignment.

Applicable District policies and local, State and federal laws, codes and regulations.

Applications of instructional technology to enhance classroom instruction and to deliver education through innovative delivery modes, including online education and distance learning.

Community relations and external resource development.

Computer systems and software applications related to unit of assignment.

District and College organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Oral and written communication skills.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in forecasting current and future needs and costs affecting unit of assignment.

Assist in the development and implementation of technology-based solutions to curriculum and instructional issues.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate leadership, management, supervisory, and team-building skills.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Demonstrate strong and effective writing, editing and verbal communication skills

Develop, prepare and administer program and project budgets.

District and College organization, operations and objectives.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Facilitate and coordinate the activities of large groups for the purpose of institutional planning.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to unit of assignment.

Plan, design and produce extensive reports, proposals, position papers, recommendations and other formal documents.

Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.

QUALIFICATIONS

Ability to:

Plan, organize and execute effective oral presentations, supported by sophisticated multi-media programs for large audiences.

Plan, organize and execute effective written reports supported by facts, documentation and research.

Plan, organize, coordinate, manage and expedite projects related to assignment.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Train and provide supervision and work direction to others as assigned.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with diverse individuals and groups including, but not limited to, race, ethnicity, physical ability, religion and sexual orientation.

Work independently with little direction in a multi-project, fast-paced environment while meeting concurrent deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also travels to various locations to visit instructional sites, attend meetings and conduct work; and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

ATTACHMENT 3

South Orange County Community College District

DEAN OF FINE ARTS AND BUSINESS SCIENCES – ID #, Integrated Administrator Manager Salary Schedule Range 22 (Academic Administrator)

DEFINITION

To serve as administrator and supervisor of the Fine Arts and Business Sciences (including Career Technical Education & Workforce Development) instructional unit of the college; provide leadership to develop, organize, and implement the unit's goals and objectives; provide leadership to plan, develop, organize, schedule, direct, improve and evaluate the unit's instructional programs, curriculum, and related student support services in consultation with Vice Presidents, Deans, Academic Chairs, faculty, and classified staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction or designee of the President.

Exercises functional and technical supervision over academic, professional, technical, and classified support staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the administration of the Fine Arts and Business Sciences instructional unit of the college, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; assist in developing, directing and evaluating of programs and departments related to the IVC Performing Arts Center, Music, Theatre, Dance, Art, Speech, Accounting, Management, CWE, Computer Information Management, Paralegal Studies, Real Estate, Career Technical Education & Workforce Development, which currently include: Career Technical Education programs, such as Electronics, Electrical Technology, Digital Media Arts, Photonics, Design Model Making, Administration of Justice; Paralegal Studies; Technical Theatre; Workforce Development, such as CTEA (Career Technical Education Act), Career Pathways, and Cooperative Work Experience; and a variety of CTE grants and activities, such as Career Linkages, Community-Based Job Training, and Women in Technology.

Analyze, interpret, and monitor the student success rates of assigned programs and student preparedness and recommend change as needed.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans, and overall role of units of assignment.

Lead, direct, and approve the planning, development, organizing, scheduling, direction, performance, and evaluation of the curriculum, instructional or student services programs, and services of assigned instructional unit.

Lead assigned instructional unit in planning, program development, implementation, and assessment of the College's mission, goals, and objectives.

South Orange County Community College District
Page 2 - Dean of Fine Arts and Business Sciences

EXAMPLES OF DUTIES

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum, and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Communicate with College, District, State, and federal personnel to coordinate instructional or Student Services needs, programs, services, and activities; develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for assigned instructional units.

Develop, prepare, submit, administer, monitor, and review annual program budgets for assigned instructional units, including annual budget requests for equipment, supplies, and personnel; direct the acquisition, maintenance, and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure instructional unit expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions; and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for assigned instructional or student services unit; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding assigned instructional unit's personnel, facilities, and activities.

Train, supervise, and evaluate the performance of assigned probationary and tenured academic and classified staff in keeping with the policies of the Board of Trustees and administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of new faculty, classified staff, and temporary professional staff in accordance with District policies and legal requirements.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the assigned unit of instruction.

Organize, attend, or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees, and other activities; participate in collegial consultation, participatory governance, and appropriate advisory committee meetings and provide in-service and workshops for employees.

Supervise the planning, organization, and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

Direct and approve curriculum development; direct the acquisition, maintenance, and use of instructional equipment; and maintain an equipment and technology replacement plan.

Identify facility needs and help direct planning for the movement, creation, or elimination of facilities for programs.

Promote and coordinate a variety of programs and services and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all assigned facilities usage.

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Page 3 - Dean of Fine Arts and Business Sciences

EXAMPLES OF DUTIES

Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned instructional unit; monitor legislation, new State Education Code regulations, and other State guidelines to determine instructional program impact.

Provide leadership and advocacy to enhance innovation and participation in issues related to units of assignment to ensure student success; communicate the changing expectations, trends, and needs of educational preparation effectively to College personnel.

Assist Vice President of Instruction in the resolution of student and faculty concerns related to unit of assignment; resolve complex conflicts and issues.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in assigned units; work with the community, business, industry, and other educational institutions to promote assigned units of instruction; contribute to the development and implementation of a coordinated outreach, marketing, and public relations process and plan for assigned instructional programs and services.

Provide direction for the development of new programs, including contribution to the development or redesign of curriculum, and coordinate program approvals as appropriate.

Work collaboratively and develop partnership agreements with advisory boards, professional associations, K-12 and transfer institutions, and business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, colleagues, and the community.

Perform related duties as assigned.

QUALIFICATIONS

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Master's degree from an accredited college or university with emphasis on a discipline within the assigned instructional unit. An earned doctorate from an accredited college or university is preferred.

Experience:

At least three years of successful faculty experience at the postsecondary level, in at least one of the units of this assignment, at least one year of successful postsecondary administrative/supervisory experience, with a preferred emphasis in one of the units of assignment, and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

South Orange County Community College District
Page 4 - Dean of Fine Arts and Business Sciences

QUALIFICATIONS

Desirable Experience:

Administrative leadership experience in the development, organization, and management of two or more instructional programs, including at least one program unit related to this assignment.

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

A community college system.

All instructional units and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Applicable District policies and local, State, and federal laws, codes, and regulations, Including Title 5 and the California Education Code.

Basic data collection and analysis related to student learning outcomes, retention, and success.

California Community Colleges basic skills initiative.

Community relations and external resource development.

Computer systems and software applications related to assigned instructional unit.

Curriculum development.

District safety policies and procedures.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Interpersonal skills including tact, patience, and diplomacy.

Management techniques that encourage creativity improve efficiency and increase productivity.

Oral and written communication skills.

Organizational and management practices as applied to assigned unit.

Participatory governance process and venue fostering open communication among instructional units, programs, and services.

Principles and practices of budget preparation and management.

Principles and practices of training and supervision.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction, instructional support, and student services.

Team-oriented leadership style.

Web page design, Blackboard and/or other course management systems, and other instructional and student services software.

Ability to:

Advocate for assigned unit's programs and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Assess, manage, implement, use, and apply technology in the management and delivery of assigned instructional, training, or student services programs.

Assist in forecasting current and future needs and costs affecting assigned unit.

Collect, compile, and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

QUALIFICATIONS

Ability to

Demonstrate flexibility and adaptability.

Develop markets and promotional strategies for courses, services, and projects related to foundational skills that will promote enrollment growth, retention, and student success.

Develop, prepare, and administer project budgets.

Embrace and work effectively within a system of participatory governance.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff, and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty, and administrators.

Interpret, analyze, apply, and explain applicable local, State, and federal laws and regulations.

Interpret, apply, and explain applicable District policies and procedures.

Lead, train, supervise, and evaluate assigned staff.

Learn District and College organization, operations and objectives.

Manage complex budgets including grants.

Operate computer/applications software, including database management, spreadsheet, word processing, and software related to assigned instructional unit.

Operate modern office equipment such as computer, printer, calculator, copier, and facsimile machine.

Perform with tact, patience, and sensitivity.

Plan and organize work.

Plan, evaluate, and supervise delivery of instructional programs and strategies.

Plan, organize, coordinate, manage, and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Prepare oral and written reports and recommendations.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

Relate effectively to people of varied academic, cultural, and socio-economic background using tact, diplomacy, and courtesy.

Represent the college at the community, State, and national levels.

Resolve conflicts and solve complex problems.

Serve as an effective management team member.

Train and provide supervision and work direction to others as assigned.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Demonstrate commitment to academic and professional excellence.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Work collaboratively with administration, classified management, faculty, staff, and students.

Work effectively in a fast paced environment with numerous interruptions.

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Page 4 - Dean of Fine Arts and Business Sciences

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment, and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms; speaks clearly and distinctly to answer telephones and provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, July 11, 2012.

ATTACHMENT 4

South Orange County Community College District

DEAN OF LIBERAL ARTS – ID #, Integrated Administrator Manager Salary Schedule Range 22 (Academic Administrator)

DEFINITION

To serve as administrator and supervisor of the Liberal Arts instructional area of the college; serve as administrator of the honors program; provide leadership to develop, organize and implement the area's goals and objectives; provide leadership to plan, develop organize, schedule, direct, improve and evaluate the area's instructional programs, curriculum and related student support services,

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction.

Exercises functional and technical supervision over academic, professional and classified staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the administration of the Liberal Arts instructional area of the college, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; direct and evaluate the instructional programs and departments assigned to Liberal Arts, which currently include: Languages (including Chinese, English, French, Japanese, Sign Language and Spanish), Film Studies, History, Humanities, Philosophy, Religious Studies, Administration of Justice, Anthropology, Early Childhood Education, Economics, Geography (with field trips), Political Science (including Model UN), Psychology and Sociology as well as a reading center, a writing center and a language acquisition center.

Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.

Analyze, interpret and monitor the student success rates of assigned education programs and student preparedness and recommend change as needed.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment.

Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of the curriculum, instructional programs and services of assigned area of instruction.

Lead the instructional area in planning, program development and performance of the mission and in carrying out the College's mission, goals and objectives.

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

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Page 2 - Dean of Liberal Arts

EXAMPLES OF DUTIES

Communicate with College, District, State, and federal personnel to coordinate instructional needs, programs, services and activities; resolve conflicts and issues and develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for assigned instructional area.

Develop, prepare, submit, administer, monitor and review annual program budgets for assigned areas, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure instructional area expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for assigned instructional area; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding instructional area personnel, facilities, and activities.

Train, supervise and evaluate the performance of assigned probationary and regular academic and classified staff in keeping with the policies of the Board of Trustees and administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of new faculty and classified staff and temporary professional staff in accordance with various District policies and legal requirements.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the area of instruction.

Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, shared governance and appropriate advisory committee meetings.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

Develop the schedule of classes; promote and coordinate a variety of programs and services and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all Fine Arts and Media Technology facilities usage.

Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; monitor legislation, new State Education Code regulations and other State guidelines to determine instructional program impact.

South Orange County Community College District
Page 3 - Dean of Liberal Arts

EXAMPLES OF DUTIES

Provide leadership and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Assist the Vice President of Instruction in the resolution of student and faculty concerns related to assigned areas of instruction.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in assigned areas; work with the community, business, industry and other educational institutions to promote assigned areas of instruction; contribute to the development and implementation of a coordinated outreach, marketing and public relations process and plan for assigned instructional programs and services.

Provide direction for the development of new programs, including contribution to the development or redesign of curriculum, and coordinate program approvals as appropriate.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

QUALIFICATIONS

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Master's degree from an accredited college or university with emphasis on a discipline within the division. An earned doctorate from an accredited college or university is preferred.

Experience:

At least of two years of successful faculty experience at the postsecondary level, in at least one of the areas of this assignment, at least one year of successful postsecondary administrative/supervisory experience, with a preferred emphasis in one of the areas of assignment and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

Desirable Experience:

Administrative leadership experience in the development, organization, and management of two or more instructional programs, including at least one program area related to this assignment.

South Orange County Community College District
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QUALIFICATIONS

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

A community college system.

All instructional areas and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Applicable District policies and local, State and federal laws, codes and regulations, including Title V and California Education Code.

Basic data collection and analysis related to student learning outcomes, retention, and success.

California Community Colleges basic skills initiative.

Community relations and external resource development.

Computer systems and software applications related to area of assignment.

Curriculum development.

District safety policies and procedures.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Interpersonal skills including tact, patience and diplomacy.

Management techniques that encourage creativity improve efficiency and increase productivity.

Oral and written communication skills.

Organizational and management practices as applied to area of assignment.

Participatory governance process and venue fostering open communication among instructional areas, programs and services.

Principles and practices of budget preparation and management.

Principles and practices of training and supervision.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction and instructional support.

Team-oriented leadership style.

Web page design, Blackboard and/or other course management systems, and other instructional software.

Ability to:

Advocate for the instructional area's programs and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assess, manage, implement, use and apply technology in the management and delivery of instructional or training programs.

Assist in forecasting current and future needs and costs affecting area of assignment.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate flexibility and adaptability.

Develop markets and promotional strategies for courses, services and projects related to foundational skills that will promote enrollment growth, retention and student success.

Develop, prepare and administer project budgets.

Embrace and work effectively within a system of participatory governance.

QUALIFICATIONS

Ability to:

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty and administrators.

Interpret, analyze, apply and explain applicable local, State and federal laws and regulations.

Interpret, apply and explain applicable District policies and procedures.

Lead, train, supervise, and evaluate assigned staff.

Learn District and College organization, operations and objectives.

Manage complex budgets including grants.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Perform with tact, patience and sensitivity.

Plan and organize work.

Plan, evaluate and supervise delivery of instructional programs and strategies.

Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Prepare oral and written reports and recommendations.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Represent the college at the community, State and national levels.

Resolve conflicts and solve problems.

Serve as an effective management team member.

Train and provide supervision and work direction to others as assigned.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Demonstrate commitment to academic and professional excellence.

Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.

Work collaboratively with administration, classified management, faculty, staff and students.

Work effectively in a fast paced environment with numerous interruptions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate a an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, July 11, 2012.

ATTACHMENT 5

South Orange County Community College District

DEAN OF ONLINE EDUCATION AND LEARNING RESOURCES– ID #, Integrated Administrator Manager
Salary Schedule Range 22 (Academic Administrator)

DEFINITION

To serve as administrator and supervisor of Online Education and Learning Resources, including the library and learning center; provide leadership to develop, organize and implement the goals and objectives of assigned programs and services; serve as administrator of the newly-emerging student success initiatives; provide leadership to plan, develop, organize, schedule, direct, improve and evaluate assigned programs, curriculum and related student support services in consultation with Academic Chairs, faculty and classified staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction or designee of the President.

Exercises functional and technical supervision over academic, professional, technical and classified staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the administration of the schools of Online Education and Learning Resources, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; direct and evaluate the programs and departments assigned to Online Education & Learning Resources, which currently include: Distance Education in all disciplines, the library, library services and research and the learning center; and serve as administrator of the newly-emerging student success initiatives.

Analyze, interpret and monitor the student success rates of assigned programs and student preparedness and recommend change as needed.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment.

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of the curriculum, instructional or student services programs and services of assigned schools and programs.

Lead assigned schools and programs in planning, program development and performance of the mission and in carrying out the College's mission, goals and objectives.

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Communicate with College, District, State, and federal personnel to coordinate instructional needs, programs, services and activities; resolve conflicts and issues and develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for assigned instructional schools and programs.

South Orange County Community College District
Page 2 - Dean of Online Education and Learning Resources

EXAMPLES OF DUTIES

Develop, prepare, submit, administer, monitor and review annual program budgets for assigned schools and programs, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for assigned instructional areas; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding assigned instructional personnel, facilities, and activities.

Train, supervise and evaluate the performance of assigned probationary and tenured academic and classified staff in keeping with the policies of the Board of Trustees and administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of new faculty and classified staff and temporary professional staff in accordance with District policies and legal requirements.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the schools and programs of instruction.

Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, shared governance and appropriate advisory committee meetings and provide in-service and workshops for employees,

Supervise the planning, organization and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

Direct and approve curriculum development; direct the acquisition, maintenance, and use of instructional equipment; and maintain an equipment and technology replacement plan.

Identify facility needs and help direct planning for the movement, creation or elimination of facilities for programs.

Promote and coordinate a variety of programs and services and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all assigned facilities usage.

Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned areas of instruction; monitor legislation, new State Education Code regulations and other State guidelines to determine instructional program impact.

South Orange County Community College District
Page 3 - Dean of Online Education and Learning Resources

EXAMPLES OF DUTIES

Provide leadership and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Assist assigned Vice President in the resolution of student and faculty concerns related to area of assignment.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in assigned areas; work with the community, business, industry and other educational institutions to promote assigned areas of instruction; contribute to the development and implementation of a coordinated outreach, marketing and public relations process and plan for assigned instructional programs and services.

Provide direction for the development of new programs, including contribution to the development or redesign of curriculum, and coordinate program approvals as appropriate.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

QUALIFICATIONS

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Master's degree from an accredited college or university with emphasis on a discipline within the areas of assignment, such as Fine Arts or Business Administration. An earned doctorate from an accredited college or university is preferred.

Experience:

At least three years of successful faculty experience at the postsecondary level, in at least one of the areas of this assignment, at least one year of successful postsecondary administrative/supervisory experience, with a preferred emphasis in one of the areas of assignment and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

Desirable Experience:

Administrative leadership experience in the development, organization, and management of two or more instructional programs, including at least one program area related to this assignment.

South Orange County Community College District
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QUALIFICATIONS

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

A community college system.
All instructional areas and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.
Applicable District policies and local, State and federal laws, codes and regulations, Including Title V and California Education Code.
Basic data collection and analysis related to student learning outcomes, retention, and success.
California Community Colleges basic skills initiative.
Community relations and external resource development.
Computer systems and software applications related to assigned instructional areas.
Curriculum development.
District safety policies and procedures.
Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.
Evidence of understanding and experience with the principles of collegial consultation.
Interpersonal skills including tact, patience and diplomacy.
Management techniques that encourage creativity improve efficiency and increase productivity.
Oral and written communication skills.
Organizational and management practices as applied to area of assignment.
Participatory governance process and venue fostering open communication among schools, programs and services.
Principles and practices of budget preparation and management.
Principles and practices of training and supervision.
Principles of program evaluation, student assessment, and organizational development.
Role and purpose of technological systems in providing online instruction, instructional support and student services.
Team-oriented leadership style.
Web page design, Blackboard and/or other course management systems, and other instructional and student services software.

Ability to:

Advocate for assigned schools, programs and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Assess, manage, implement, use and apply technology in the management and delivery of assigned instructional, training or student services programs.
Assist in forecasting current and future needs and costs affecting assigned areas.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Demonstrate commitment to academic and professional excellence.
Demonstrate flexibility and adaptability.
Develop markets and promotional strategies for courses, services and projects related to foundational skills that will promote enrollment growth, retention and student success.
Develop, prepare and administer project budgets.

South Orange County Community College District
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Ability to:

Embrace and work effectively within a system of participatory governance.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.
Exercise initiative and work independently.
Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.
Interact effectively with diverse students, staff, faculty and administrators.
Interpret, analyze, apply and explain applicable local, State and federal laws and regulations.
Interpret, apply and explain applicable District policies and procedures.
Lead, train, supervise, and evaluate assigned staff.
Learn District and College organization, operations and objectives.
Manage complex budgets including grants.
Operate computer/applications software, including database management, spreadsheet, word processing and software related to assigned instructional areas.
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.
Perform with tact, patience and sensitivity.
Plan and organize work.
Plan, evaluate and supervise delivery of instructional programs and strategies.
Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.
Prepare oral and written reports and recommendations.
Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.
Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Represent the college at the community, State and national levels.
Resolve conflicts and solve problems.
Serve as an effective management team member.
Train and provide supervision and work direction to others as assigned.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
Work collaboratively with administration, classified management, faculty, staff and students.
Work effectively in a fast paced environment with numerous interruptions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

South Orange County Community College District
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WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate a an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, July 11, 2012.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

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. BETTENCOURT, JAMES is to be employed as Night Facilities Operations Supervisor, Pos. #4593, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Integrated Administrator/Manager Salary Range 8, Step 1, 40 hours per week, 12 months per year, effective July 12, 2012. This is a replacement position for George Calvo, who resigned.
 - b. MINNIS, BONNIE is to be employed as Office Assistant, Pos. #4485, Office of Community Education and Contract Services, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 28 hours per week, 12 months per year, effective July 9, 2012. This position was approved by the Board of Trustees on November 16, 2011.
 - c. MOON, HOCHIN is to be employed as Articulation Specialist, Pos. #3214, Division of Counseling Services and Special Programs, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective July 23, 2012. This is a replacement position for Krista Fisher, who resigned.
 - d. RYOO, CHRISTINA is to be employed as Admissions and Records Specialist I, Bilingual, Pos. #3983, School of Admissions, Records and Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Range 116, Step 1, 23.5 hours per week, 12 months per year, effective July 30, 2012. This is a replacement position for Ardalan Saber, who resigned.
 - e. YOUNG, DAVID is to be employed as Police Sergeant, Pos. #4403, Office of Campus Safety and Security, Irvine Valley College, Police Officers Association Salary Range IV, Step 1, plus 5% shift differential, 40 hours per week, 12 months per year, effective June 25, 2012. This position was approved by the Board of Trustees on May 23, 2011.
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>
Mendoza, Jose	Network Systems Technician I/IVC	132/1	07/01/12
Miller, Matthew	Laboratory Technician, Computers/SC	122/1	06/18/12
Mitchell, Joann	Veterans Office Assistant/SC	115/1	07/01/12
Port, Jacqueline	Child Development Specialist/IVC	122/1	06/11/12
Port, Jacqueline	Senior Child Development Specialist/IVC	128/1	06/11/12
¹ Severin, Lynn	Administrative Assistant/SC	121/1	06/25/12
Silva, Felissa	Child Development Specialist/SC	122/1	06/19/12

¹ Wife of Daniel Johnson, Senior Programmer/Analyst, Office of Information Technology, District.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Aldrich, David	TMD Aide/IVC	20.00	06/01/12-06/30/12
² Benkert-Langrell, Alex	Project Specialist/SC	12.50	06/18/12-06/30/12
Buchea, Jason	Project Specialist/IVC	16.00	07/01/12-06/30/12
Cervantes, Chantel	Project Specialist/IVC	14.00	05/16/12-06/30/12
Coleman, David	Coaching Aide/IVC	15.00	06/06/12-06/30/12
Conant, Elizabeth	Project Specialist/SC	9.50	06/19/12-06/30/12
Conway, Jason	Project Specialist/SC	10.50	06/15/12-06/30/12
Graves, Darryl	Project Specialist/SC	16.00	06/19/12-06/30/12
Gregory, Matthew	TMD Aide/IVC	14.00	04/30/12-06/30/12
Hazavei, Ali	TMD Aide/IVC	20.00	06/01/12-06/30/12
Johnson, Scott	TMD Aide/IVC	20.00	06/01/12-06/30/12
³ Looney, Tia	ST Campus Sec. Officer/SC	12.00	06/06/12-06/30/12
Lopez, Maria	Child Dev. Center Aide/SC	12.00	06/26/12-06/30/12
Lucas, Richard	TMD Aide/IVC	20.00	06/01/12-06/30/12
Mier Y Teran, Eduardo	Project Specialist/SC	9.50	06/27/12-06/30/12
Port, Jacquelyn	CDC Project Specialist/SC	20.00	06/05/12-06/30/12
Roehler, Trevor	TMD Aide/IVC	20.00	06/01/12-06/30/12
Varho, Matthew	TMD Aide/IVC	20.00	06/01/12-06/30/12
Webster, Perry	Coaching Aide/SC	15.00	06/07/12-06/30/12
Yell, Lacey	Coaching Aide/SC	15.00	06/27/12-06/30/12

4. 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	07/01/12-12/31/12
Arevalo, Sylvia	Project Specialist/SC	20.00	07/01/12-12/31/12
Arkell, Simon	Coaching Aide/SC	15.00	07/01/12-12/31/12
Artemov, Tatyana	Project Specialist/SC	18.00	07/01/12-12/31/12
² Benkert-Langrell, Alex	Project Specialist/SC	12.50	07/01/12-12/31/12
Buchea, Jason	Project Specialist/IVC	16.00	07/01/12-12/31/12
Cervantes, Chantel	Project Specialist/IVC	14.00	07/01/12-12/31/12
Coleman, David	Coaching Aide/IVC	15.00	07/01/12-12/31/12
Conant, Elizabeth	Project Specialist/SC	9.50	07/01/12-12/31/12
Conway, Jason	Project Specialist/SC	10.50	07/01/12-12/31/12
Garber, Shaylene	TMD Aide/IVC	9.50	07/01/12-12/31/12
Gibson, Patrick	Project Specialist/SC	14.00	07/01/12-12/31/12

² Son of Jenny Langrell, Librarian, Online Education and Learning Resources, Saddleback College.

³ Wife of Cameron Looney, Custodian, Office of Physical Plant, Saddleback College and daughter-in-law of Michael Looney, Police Officer, Campus Safety and Security, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. 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>
Graves, Darryl	Project Specialist/SC	16.00	07/01/12-12/31/12
Gregory, Matthew	TMD Aide/IVC	14.00	07/01/12-12/31/12
Hazavei, Ali	TMD Aide/IVC	20.00	07/01/12-12/31/12
Higgins, Christopher	TMD Aide/IVC	10.50	07/01/12-12/31/12
Hutton, Marie	Project Specialist/SC	10.50	07/01/12-12/31/12
Johnson, Scott	TMD Aide/IVC	20.00	07/01/12-12/31/12
Jones, David	Project Specialist/IVC	16.00	07/01/12-12/31/12
Jost, Donna	Spec. Proj. Coord./SC	25.00	07/01/12-12/31/12
Kelly, Sean	TMD Aide/IVC	8.50	07/01/12-12/31/12
⁴ KoKesch, Aaron	TMD Aide/IVC	20.00	07/01/12-12/31/12
Lax, Darren	Coaching Aide/SC	15.00	07/01/12-12/31/12
³ Looney, Tia	ST Campus Sec. Officer/SC	12.00	07/01/12-12/31/12
Lopez, Maria	Child Dev. Center Aide/SC	12.00	07/01/12-12/31/12
Lucas, Richard	TMD Aide/IVC	20.00	07/01/12-12/31/12
McNamee, Carly	TMD Aide/IVC	8.50	07/01/12-12/31/12
Mier Y Teran, Eduardo	Project Specialist/SC	9.50	07/01/12-12/31/12
⁵ Muniz, Travis	TMD Aide/IVC	20.00	07/01/12-12/31/12
Namiranian, Armita	TMD Aide/IVC	14.00	07/01/12-12/31/12
Petrovich, Alexis	Project Specialist/SC	13.00	07/01/12-12/31/12
Port, Jacquelyn	CDC Project Specialist/SC	20.00	07/01/12-12/31/12
Quezada, Terry	Project Specialist/SC	10.50	07/01/12-12/31/12
Roehler, Trevor	TMD Aide/IVC	20.00	07/01/12-12/31/12
Rusinkovich, Todd	Coaching Aide/SC	15.00	07/01/12-12/31/12
Strand, Cathie	TMD Aide/IVC	12.50	07/01/12-12/31/12
Varho, Matthew	TMD Aide/IVC	20.00	07/01/12-12/31/12
Webster, Perry	Coaching Aide/SC	15.00	07/01/12-12/31/12
Woods, Christopher	Coaching Aide/SC	15.00	07/01/12-12/31/12
Yell, Lacey	Coaching Aide/SC	15.00	07/01/12-12/31/12
Young, Victoria	TMD Aide/IVC	8.50	07/01/12-12/31/12

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2011/2012** academic year.

<u>Name</u>	<u>Start/End Date</u>
Abawi, Jasmin	06/15/12-06/30/12
Jain, Abhinav	06/18/12-06/30/12
Tejeda, Guillermo	06/15/12-06/30/12
Zevon, Sarah	06/19/12-06/30/12

⁴ Brother of Joshua KoKesch, TMD Aide, Fine Arts and Media Technology, Saddleback College.

⁵ Son of Harry Snowden, Ticket Office Operations Manager and Marybeth Snowden, TMD Aide, Fine Arts and Media Technology, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

6. 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>
Abawi, Jasmin	07/01/12-06/30/13
Barr, Jessica	07/01/12-06/30/13
Benkert-Langrell, Alex	07/01/12-06/30/13
Coombs, Erin	07/01/12-06/30/13
Jain, Abhinav	07/01/12-06/30/13
Tejeda, Guillermo	07/01/12-06/30/13
Zevon, Sarah	07/01/12-06/30/13

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 **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Bacopulos, Joshua	Recreation Aide/SC	10.00/hr	06/07/12-06/30/12
Bell, John	Cert. Test Proctor/IVC	12.50/hr	06/13/12-06/30/12
Bendickson, Brett	Recreation Leader/SC	20.00/hr	06/19/12-06/30/12
Bui, Calvin	Clinical Skills Spec./SC	30.00/hr	06/14/12-06/30/12
⁶ Calabretta, Nina	Recreation Aide/SC	10.00/hr	06/19/12-06/30/12
Campbell, Katelyn	Recreation Aide/SC	10.00/hr	06/12/12-06/30/12
Castellaw, Tyler	Aquatic Aide/SC	10.00/hr	05/15/12-06/30/12
Damos, Patricia	Recreation Leader/SC	20.00/hr	06/18/12-06/30/12
Edsall, Craig	Sr. Lifeguard/SC	16.00/hr	06/04/12-06/30/12
Erbas-White, Ilknur	Comm. Ed./IVC	2500.00/cs	06/19/12-06/30/12
⁷ Fain, Malik	Recreation Aide/SC	10.00/hr	06/19/12-06/30/12
Gamo, Elysia	Recreation Aide/SC	10.00/hr	06/04/12-06/30/12
Green, Mariko	Tutor/SC	8.50/hr	06/18/12-06/30/12
Guiral, Kylie	Recreation Leader/SC	11.00/hr	05/15/12-06/30/12
Hall, Jasmine	Sr. Lifeguard/SC	16.00/hr	06/04/12-06/30/12
Hurt, Nicholas	Tutor/SC	12.00/hr	06/18/12-06/30/12
Ivanoff, Nicholas	Clinical Specialist/SC	30.00/hr	06/06/12-06/30/12
Kamholz, Erika	Recreation Aide/SC	10.00/hr	06/19/12-06/30/12
Kelly, Jennifer	Recreation Leader/SC	20.00/hr	06/19/12-06/30/12
⁸ Klein, Kristopher	Sr. Lifeguard/SC	16.00/hr	05/15/12-06/30/12
⁹ Klein, Mitchell	Recreation Aide/SC	10.00/hr	06/25/12-06/30/12
¹⁰ Kruhmin, Kyle	Recreation Aide/SC	10.00/hr	06/07/12-06/30/12

⁶ Daughter of Mara Calabretta-Dawson, Professional Expert, Community and Contract Education, Saddleback College.

⁷ Son of Trish Fain, Senior Administrative Assistant, Office of the President, Saddleback College.

⁸ Brother of Marisa Klein, Project Specialist, Community and Contract Education, Saddleback College.

⁹ Mother and son: Laurie Murphy-Klein, Professional Expert, Community and Contract Education, Saddleback College and Mitchell Klein, Recreation Aide, Community and Contract Education, Saddleback College.

¹⁰ Son of Mark Kruhmin, Video Production Specialist, Fine Arts and Media Technology, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Lackey, Patricia	Model/IVC	22.00/hr	06/13/12-06/30/12
Mendoza, Felipe	Sr. Lifeguard/SC	16.00/hr	06/04/12-06/30/12
Merda, Megan	Recreation Aide/SC	10.00/hr	06/05/12-06/30/12
⁹ Murphy-Klein, Laurie	Comm. Ed./SC	2500.00/cs	06/12/12-06/30/12
Pekarcik, Alyssa	Recreation Aide/SC	10.00/hr	06/27/12-06/30/12
Podobas, Anna	Recreation Aide/SC	10.00/hr	06/19/12-06/30/12
Quinzio, Michelle	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/12
Ramos, Gabriella	Recreation Aide/SC	10.00/hr	06/07/12-06/30/12
Stratton, Carmen	Comm. Ed./SC	2500.00/cs	05/15/12-06/30/12
Swiatkowski, Pauline	Recreation Leader/SC	20.00/hr	06/14/12-06/30/12
Wingert, Joseph	Clinical Skills Spec./SC	30.00/hr	06/05/12-06/30/12
Yang, Chih	Workforce Trainer/IVC	72.00/hr	05/11/12-06/30/12
Zirhut, Yvette	Captionist/SC	42.00/hr	06/26/12-06/30/12

8. 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>
Abell, Roxanne	Model/SC	22.00/hr	07/01/12-06/30/13
Avila, Marlon	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Bacopulos, Joshua	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Beck, Jonathan	Model/SC	22.00/hr	07/01/12-06/30/13
Bell, John	Cert. Test Proctor/IVC	12.50/hr	07/01/12-06/30/13
Belyea, Barbara	Clinical Skills Spec./SC	30.00/hr	07/01/12-06/30/13
Bendickson, Brett	Recreation Leader/SC	20.00/hr	07/01/12-06/30/13
Borchardt, Scott	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Bui, Calvin	Clinical Skills Spec./SC	30.00/hr	07/01/12-06/30/13
⁶ Calabretta, Nina	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Campbell, Katelyn	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Carlisle, Marylouise	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Castellaw, Tyler	Aquatic Aide/SC	10.00/hr	07/01/12-06/30/13
Chornomud, Ivette	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Damos, Patricia	Recreation Leader/SC	20.00/hr	07/01/12-06/30/13
DeCoudreaux, Aja	Model/SC	22.00/hr	07/01/12-06/30/13
Edsall, Craig	Sr. Lifeguard/SC	16.00/hr	07/01/12-06/30/13
Erbas-White, Ilknur	Comm. Ed./IVC	2500.00/cs	07/01/12-06/30/13

A. NEW PERSONNEL APPOINTMENTS - Continued

8. 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>
⁷ Fain, Malik	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Francis, Kelley	Model/SC	22.00/hr	07/01/12-06/30/13
Gamo, Elysia	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Genevro, William	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
¹¹ Graham, Glen	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Green, Mariko	Tutor/SC	8.50/hr	07/01/12-06/30/13
Guiral, Kylie	Recreation Leader/SC	11.00/hr	07/01/12-06/30/13
Haider, Timothy	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Hall, Jasmine	Sr. Lifeguard/SC	16.00/hr	07/01/12-06/30/13
Han, Grace	Tutor/IVC	12.00/hr	07/01/12-06/30/13
Hurt, Nicholas	Tutor/SC	12.00/hr	07/01/12-06/30/13
Imhoff, Gerarde	Model/SC	22.00/hr	07/01/12-06/30/13
Ivanoff, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Kamholz, Erika	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Kelly, Jennifer	Recreation Leader/SC	20.00/hr	07/01/12-06/30/13
King, Jason	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
⁸ Klein, Kristopher	Sr. Lifeguard/SC	16.00/hr	07/01/12-06/30/13
⁹ Klein, Mitchell	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
¹⁰ Kruhmin, Kyle	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Lackey, Patricia	Model/IVC	22.00/hr	07/01/12-06/30/13
¹¹ Leighton-Graham, Nita	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Liang, Sheryne	Tutor/IVC	12.00/hr	07/01/12-06/30/13
Liu, Xin	Tutor/IVC	12.00/hr	07/01/12-06/30/13
Masoumi, Tahereh	Tutor/IVC	12.00/hr	07/01/12-06/30/13
Medcalf, Van	Model/SC	22.00/hr	07/01/12-06/30/13
Mendoza, Felipe	Sr. Lifeguard/SC	16.00/hr	07/01/12-06/30/13
Merda, Megan	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Montes, Christopher	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Morefield, Michael	Interpreter IV/IVC	42.00/hr	07/01/12-06/30/13
Morrow, Jeffrey	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Mullen, James	Model/SC	22.00/hr	07/01/12-06/30/13
⁹ Murphy-Klein, Laurie	Comm. Ed./SC	2500.00/cs	07/01/12-06/30/13
Noceti, Joseph	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Oatman, Ryan	Model/SC	22.00/hr	07/01/12-06/30/13
Parker, Douglas	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Pekarcik, Alyssa	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13

¹¹ Spouses: Glen Graham and Nita Leighton-Graham, both are Professional Experts, Workforce Trainer, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

8. 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>
Podobas, Anna	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Quinzio, Michelle	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Ramos, Gabriella	Recreation Aide/SC	10.00/hr	07/01/12-06/30/13
Ray, Kerry	Model/SC	22.00/hr	07/01/12-06/30/13
Reese, Matthew	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Rogers, Henry	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Shaw, Stephanie	Model/SC	22.00/hr	07/01/12-06/30/13
Sinnary, Assma	Model/SC	22.00/hr	07/01/12-06/30/13
Smith, James	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Stratton, Carmen	Comm. Ed./SC	2500.00/cs	07/01/12-06/30/13
Swiatkowski, Pauline	Recreation Leader/SC	20.00/hr	07/01/12-06/30/13
Toombs, Berdena	Tutor/IVC	12.00/hr	07/01/12-06/30/13
Tram, Tummy	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
¹² Volchek, Margaret	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Watson, Jacob	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
¹³ Wecklich, Shiloh	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
¹³ Wecklich, Steven	Clinical Specialist/SC	30.00/hr	07/01/12-06/30/13
Wingert, Joseph	Clinical Skills Spec./SC	30.00/hr	07/01/12-06/30/13
Yang, Chih	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Yu, Jim	Workforce Trainer/IVC	72.00/hr	07/01/12-06/30/13
Zirhut, Yvette	Captionist/SC	42.00/hr	07/01/12-06/30/13

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. COUNSELING OFFICE ASSISTANT, Pos. #4273, Classified Bargaining Unit Salary Schedule Range 115, School of Guidance and Counseling, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective May 1, 2012. (Position approved: June 29, 2010)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. GRAPHIC DESIGNER/PRODUCTION TECHNICIAN, Classified Bargaining Unit Salary Schedule Range 126, Office of Public Information and Marketing, Irvine Valley College seeks authorization to establish a 29 hours per week, 12 month per year Classified Bargaining Unit position to its staff complement, effective August 1, 2012. (Exhibit B, Attachment 2)

¹² Wife of Richard Groscost, Police Operations Lieutenant, Office of Safety and Security, Irvine Valley College.

¹³ Spouses: Shiloh and Steven Wecklich, both are Professional Experts, Clinical Skills Specialist, Health Sciences and Human Services, Saddleback College.

D. RECLASSIFICATION OF CLASSIFIED MANAGEMENT POSITION

1. IRVINE VALLEY COLLEGE, School of Academic Programs, seeks authorization to reclassify the following Classified Management position, within their organization as defined by Title V Education Regulation, Section (c), Recruitment 53021.
 - 1a. **REPLACE** DIRECTOR OF EXTENDED EDUCATION, by eliminating Pos. #3041, Integrated Administrator/Manager Salary Schedule Range 14, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing DIRECTOR OF EXTENDED EDUCATION, Integrated Administrator/Manager Salary Schedule Range 13, full-time, 40 hours per week, 12 months per year, effective July 31, 2012. (Exhibit B, Attachment 1)

E. REORGANIZATION OF CLASSIFIED CATEGORICAL GRANT FUNDED POSITIONS

1. **SADDLEBACK COLLEGE** seeks authorization to reorganize the reporting structure for the following Classified positions, categorical grant funded by the National Science Foundation (NSF), from reporting to the Dean of Business Sciences and Economic and Workforce Development to begin reporting to the Vice President of Instruction, as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective July 1, 2012.
 - a. CLERICAL ASSISTANT, categorical/grant funded, Pos. #3985, Classified Bargaining Unit Salary Range 113, 24 hours per week, 12 months per year. This position is appointed to Michelle Deyo, ID #15986.
 - b. DIRECTOR OF THE ADVANCED TECHNOLOGY CENTER – RAPID TECH, categorical/grant funded, Pos. #4634, Integrated Administrator/Manager Salary Range 16, 40 hours per week, 12 months per year. This position is a contract manager/term appointed to Ed Tackett, ID #14541.
 - c. DIRECTOR OF ADVANCED TECHNOLOGY PROJECT – RAPID TECH, categorical/grant funded Pos. #4633, Integrated Administrator/Manager Salary Range 17, 40 hours per week, 12 months per year. This position is a contract manager/term appointed to Gary Barnak, ID #18591.
 - d. DIRECTOR OF MANUFACTURING TECH - RAPID TECH, categorical/grant funded, Pos. #4632, Integrated Administrator/Manager Salary Range 13, 40 hours per week, 12 months per year. This position is a contract manager/term appointed to Benjamin Dolan, ID #15652.
 - e. SENIOR LABORATORY TECHNICIAN, 50% categorical/grant funded, Pos. #3858, Classified Bargaining Unit Salary Range 130, 20 hours per week, 12 months per year. This position is temporarily appointed to Thomas Smith, ID #11303 with a total of 40 hours per week, including permanent appointment for 20 hours per week in which he reports to the Dean of Advanced Technology and Applied Sciences.
 - f. PROGRAM COORDINATOR, categorical/grant funded, Pos. #3768, Classified Bargaining Unit Salary Range 134, 40 hours per week, 12 months per year. This position is appointed to Sherri Banes, ID #12881.

F. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- 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 Range 13, Step 2, 40 hours per week, School of Career Technical Education and Workforce Development, Irvine Valley College, for a period of July 1, 2012 through June 30, 2013. Employment in this grant funded position is contingent upon the availability of the Career Technical Education Project Grants funded through the State of California.
- b. BARNAK, GARY, ID #18591, is a contract manager/term appointed as Director of Advanced Technology Project – Rapid Tech, categorical/grant funded, Pos. #4633, Integrated Administrator/Manager Salary Range 17, Step 3, 40 hours per week, Office of Instruction, Saddleback College, for a period of July 1, 2012 through June 30, 2013. Employment in this categorical/grant funded position is contingent upon availability of funding from the National Center for Rapid Technologies grant.
- c. DOLAN, BENJAMIN, ID #15652, is a contract manager/term appointed as Director of Manufacturing Tech - Rapid Tech, categorical/grant funded, Pos. #4632, Integrated Administrator/Manager Salary Range 13, Step 2, 40 hours per week, Office of Instruction, Saddleback College, for a period of July 1, 2012 through June 30, 2013. Employment in this categorical/grant funded position is contingent upon availability of funding from the National Center for Rapid Technologies grant.
- d. 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 Range 12, Step 3, 29 hours per week, Division of Social and Behavioral Sciences, Saddleback College, for the period of July 1, 2012 through June 30, 2013. Employment in this categorical/grant funded position is contingent upon availability of funding from the Foster and Kinship Care Education Program grant.
- e. MC CARTY, JENNIFER is a contract manager/term appointed as Project Director - Community Based Job Training Grant, a categorical grant funded position, Pos. #4637, Career Technical Education and Workforce Development, Irvine Valley College, Integrated Administrator/Manager Salary Range 13, Step 2, 40 hours per week, for a period of July 1, 2012 through June 30, 2013. Employment in this grant funded position is contingent upon funding by Community-Based Job Training Grant, “Recycling and Resources Management”.
- f. SOBCZAK, BRUCE, ID #16964, is a contract manager/term appointed as Director of Economic and Workforce Development, categorical/grant funded, Pos. #4636, Integrated Administrator/Manager Salary Range 18, Step 4, 40 hours per week, Office of Academic Programs, Irvine Valley College, for a period of July 1, 2012 through June 30, 2013. Employment in this categorical/grant funded position is contingent upon the availability of funding from the Economic and Workforce Development grant.

F. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- g. TACKETT, EDWARD, ID #14541, is a contract manager/term appointed as Director of the Advanced Technology Center – Rapid Tech, categorical/grant funded, Pos. #4634, Integrated Administrator/Manager Salary Range 16, Step 8, 40 hours per week, Office of Instruction, Saddleback College, for a period of July 1, 2012 through June 30, 2013. Employment in this categorical/grant funded position is contingent upon availability of funding from the National Center for Rapid Technologies grant.

G. OUT OF CLASS ASSIGNMENTS

- 1. HAZZARD, RUBY, ID #16706, Human Resources Assistant, Pos. #4463, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Benefits Specialist, Pos. #4396, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Risk Management, Office of Business Services, effective July 2, 2012. This is a temporary reassignment for Brooke Daher, who is on leave.
- 2. ONTIVEROS, MANUEL, ID #4096, Lead Custodian, Pos. #4405, a temporary assignment, Classified Bargaining Unit Salary Range 119, Step 5, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, has ended effective June 18, 2012 and returned to permanent assignment as Custodian, Pos. #1042, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective June 19, 2012.
- 3. PYLE, JAMES, ID #2188, Acting Chief of Police, Pos. #4543, temporary assignment has been extended, Integrated Administrator/Manager Salary Range 16, Step 6, Office of Campus Safety and Security, Saddleback College, effective July 1, 2012.

H. LEAVE OF ABSENCE

- 1. CURIEL, JOE, ID #14766, Custodian, Pos. #1315, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College was approved by the Board of Trustees on May 21, 2012 for a one month leave of absence without pay, but with benefits effective May 16, 2012, has been approved to be extended for two additional months leave of absence without pay, but with benefits effective June 16, 2012 through August 15, 2012.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

- 1. CALVO GEORGE, ID #18688, Night Facilities Operations Supervisor, Pos.#4593, Office of Physical Plant, Irvine Valley College, Integrated Administrator/Manager Salary Range 08, Step 1, 40 hours per week, 12 months per year, resignation effective July 10, 2012. (Probationary Start date: May 14, 2012)
- 2. ESTERLY, NANCY, ID #18070, Accounting Assistant, Pos. #4310, Office of College Fiscal Services, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 2, 25 hours per week, 12 months per year, resignation effective July 20, 2012. Payment is authorized for any compensated time off. (Permanent Start date: April 25, 2011)

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

3. GLEIZER, JENNIFER, ID #16521, Program Technician, Categorical, Pos. #4241, Division of Business Science and Economic and Workforce Development, Saddleback College, Classified Bargaining Unit Salary Range 122, Step 3, 29 hours per week, 10 months per year, resignation effective June 26, 2012. Payment is authorized for any compensated time off. (Permanent Start date: April 30, 2010)
4. HAYASHIBARA, LEO, ID #18395, Senior Laboratory Technician, Mathematics, Sciences and Engineering, Pos. #3733, Astronomy, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 2, 20 hours per week, 12 months per year, conclusion of probationary employment effective July 20, 2012. Payment is authorized for any compensated time off. (Probationary Start date: October 10, 2011)
5. LE, TUAN, ID #16963, Police Officer, Pos. #3890, Advanced Technology and Education Park Facility, Office of Campus Safety and Security, Irvine Valley College, Police Officers Association Salary Range 2, Step 4, 13 hours per week, 6 months per year, plus 7.5% shift differential, resignation effective May 26, 2012. Payment is authorized for any compensated time off. (Permanent Start date: July 3, 2009)
6. MIRANDA, ADELHEID, ID #18562, Accounting Assistant, Pos. #4309, Office of College Fiscal Services, Irvine Valley College, 25 hours per week, 12 months per year, conclusion of probationary employment effective July 20, 2012. Payment is authorized for any compensated time off. (Probationary Start date: January 9, 2012)
7. ROGERS, CHARLES, ID #15009, Technical Director and Scenic Designer, Pos. #3756, Division of Fine Art and Media Technology, Saddleback College, 40 hours per week, 12 months per year, resignation effective July 13, 2012. Payment is authorized for any compensated time off. (Permanent Start date: August 15, 2006)
8. XU, JIA, ID #13921, Child Development Specialist, Pos. #3927, Children's Center, Office of Student Services, Irvine Valley College, 27.5 hours per week, 12 months per year, resignation effective July 6, 2012. Payment is authorized for any compensated time off. (Permanent Start date: June 14, 2010)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2011/2012 and 2012/2013** academic years.

Office of College Fiscal Services, Irvine Valley College
Thein, Aung

Office of College Foundation, Saddleback College
Meyers, Samuel

J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2011/2012 and 2012/2013** academic years.

Community Education, Saddleback College

Davari, Nima	Erbas-White, Kevin	Freudenberger, Megan
Gallegos, Estefania	Gallina, Ana	Gaumer, Rami
Kasa, Richard	Kiernan, Emily	Laurie, Wendy
Martin, Viviana	Monroe, Ann	Pekarcik, Alyssa
Schweitzer, Jeannelle	Wyly, Jessica	

Counseling Services and Special Services, Saddleback College

Miller, Elizabeth	Mitsubishi-Ace, Yuki	Reyas, Rima
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Fine Arts and Media Technology, Saddleback College

Argent, Heidi	Argent, Stephanie	Benrubi, Kelin
Benrubi, Natalie	Benrubi, Rina	Berkson, Brianna
Berkson, Nancy	Bowler, Daina	Borovinsky, Kelsey
Borovinsky, Mary	Budai, Rachel	Burkett, Austin
Cintron, Emily	Cintron, Nina	Domagalska, Ewa
Fitzsimons, Tim	Gaskey, Steve	Gieselmann, Dana
Gieselmann, Mary	Gillespie, Jenna	Hawley, Katie
Hawley, Mary K.	Hertz, Samantha	Hone, Sara
Hoshida, William	Huggins, Jennifer	Isen, Thalia
Jackson, Danielle	Kong, Sicorak	Lee, Alexandra
Lee, Cyndi	Lee, Yoon	Levinson, Erin
Levinson, Kathleen	McGauley, Karen	McGauley, Katherine
Montalibano, Nikolas	Overmyer, Bryan	Priest, Amalia
Priest, Liz	Roe, Annika	Roe, Carla
Siu, Jessica	Siu, Madyson	Siu, Wendy
Steines, Allyson	Steines, Claire	Talebi, Mary

KSBR, Fine Arts and Media Technology, Saddleback College

Ahearn, Weston	Armengol, Tom	Borja, Christopher
Daniels, Gerald	French, Dillon	Holland, Brooke
Knapp, Charles	Martin, Aaron	Moore, Sara
Nelson, Michael	Olamendi, Esmeralda	Pourang, Ellie
Potts, Kevin	Remillard, Mark	Rogers, Ian
Shevchuk, Benjamin David	Sharareh, Bahar	Stapchuk, Kristina
Vargas, Kathy	Woods, Erik	Yahr, Frank

Health, Kinesiology, and Athletics, Irvine Valley College

Phillips, Rebecca	Roland, John R.	Schultz, Anmarie
White, Beverly		

Humanities & Languages, Irvine Valley College

Ito, Tomoko	Nakafuku, Homatsu	Nakafuku, Kyoteki
Nakano, Megami	Yi, Sarah	

J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2011/2012 and 2012/2013** academic years.

Kinesiology and Athletics, Saddleback College

Banis, Sam	Binder, Robert	Caley, John
Cherone, Robert	Clark, Ryan	Gemmell, Paul
Gerloff, Marlene	Kasper, Ranna	Mosby, Charles
Samson, Alfredo	Torres, Felipe (Tony)	

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Danielson, Warren	Dinh, Nhan	Good, Shirley
Haji, Mostafa	Jones, Christopher	MacDonald, Donald
McConaughy, Richard	McGillicuddy, Sean	Rideau, Claudine
Whitridge, Jeff		

Life Sciences and Technologies, Irvine Valley College

Holland, Matthew	Phan, Hank
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School of Library Services, Irvine Valley College

Navarro, Rocio

Online Education and Learning Resources, Saddleback College

Anderson, Doris	Lamanuzzi, Brenda	Lindblad, Jim
Stephenson, Bonnie		

Office of Physical Plant, Irvine Valley College

Chovanec, Timothy	You, Billy
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Geography, Social and Behavioral Sciences, Saddleback College

Cesareo-Silva, Claire M.	Kelly, Jordan	Smith, E. Russell
Sun, Alex	Tamialis, Barbara	

ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF EXTENDED EDUCATION – ID #, Integrated Administrator Manager Salary Schedule Range 13 (Classified Management)

DEFINITION

To plan, develop, organize, coordinate, direct, and evaluate the Emeritus Institute, noncredit courses, and Community Education programs, services, educational events, operations and activities at Irvine Valley Community College; ensure the timely development, implementation and promotion of program classes, events and activities; oversee the testing center operations and activities, including employees and vendors; coordinate assigned activities with other college programs, departments and outside agencies; select, hire, supervise and evaluate contracted staff; and provide responsible and complex administrative support to the Dean of Academic Programs.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the district; lead by example; actively participate in and support district-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Academic Programs.

Exercises functional and technical supervision over contracted instructional staff and permanent support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, coordinate, monitor and evaluate the Emeritus Institute/noncredit instruction and Community Education operations and activities, including classes and activities consistent with identified community interests and needs not met by traditional college programs; provide leadership and direction in developing curriculum and promoting extended education programs and services through public relations efforts.

Develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services to students; review and schedule Emeritus and noncredit basic skills and vocational classes; plan, organize, staff and direct administrative processes including registration, fee collection, accounting, purchasing, printing, and other support for classes and programs; select, hire; respond to inquiries and concerns from the general public.

Develop and implement a schedule of classes that facilitates maximum student enrollment and satisfaction in assigned programs within budget constraints; direct and coordinate the production of class schedules and other materials; secure the use of facilities for classes ensuring compliance with standards, rules, and regulations of non-college facilities; provide classroom sites of sufficient size to accommodate highly populated senior communities.

Develop positive community relations through delivery of appropriate curriculum, instruction and student services; develop educational partnerships; prepare contracts for the delivery of Community Educational services.

Oversee the operation and activities of the testing center; ensure the provision of testing services for institutions nation-wide and major test vendors; ensure the establishment of testing sites and schedules to maximize revenue generation.

South Orange County Community College District
Page 2 - Director of Extended Education

EXAMPLES OF DUTIES

Develop, direct and evaluate program activities and operations in program review format; compile and analyze data related to program participation and evaluation; develop work processes that facilitate attainment of established program goals and objectives.

Assist in preparing and administering annual program budgets; direct the forecast of funding for staffing, equipment, materials, and supplies; implement mid-year budget adjustments; authorize expenditures according to District policies and applicable regulations.

Improve instructional programs by hiring qualified, effective instructors; evaluate instructors, staff and Emeritus program outcomes; replace unsuccessful classes with new courses as appropriate.

Train, supervise and evaluate the performance of assigned contracted, professional, technical and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Coordinate program activities with student services functions such as registration; serve on campus and District committees, task forces and other work groups; provide technical expertise concerning the Emeritus Institute/noncredit instruction and Community Education.

Ensure compliance with District policies and procedures and State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Prepare and submit statistical and narrative reports, budget reports, annual recap data, special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with instructional and student services program personnel, College and District administrators and support personnel, representatives of State and federal agencies, educational institutions, and others to coordinate programs and activities of Extended Education.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for Emeritus Institute/noncredit instruction and Community Education programs.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding Emeritus Institute/noncredit instruction and Community Education programs and related student services; develop and direct the distribution of brochures, flyers and other materials to publicize extended education opportunities for students.

Perform related duties as assigned.

South Orange County Community College District
Page 3 - Director of Extended Education

QUALIFICATIONS

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible program administration, supervision, teaching, counseling, student services or other directly related work experience, preferably in an administrative capacity at an institution of higher education, including experience in working with older adults.

Training:

A Bachelor's degree from an accredited college or university with major course work in education, gerontology, recreation, business or public administration, human services or closely related field. A Master's degree is highly desirable.

Licenses or Other Requirements:

Valid California driver's license.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.
Budget preparation and administration.
Community college curriculum development processes for non-credit courses.
Community demographics and consumer trends.
Computer systems and software applications related to area of assignment, including capabilities and limitations.
Contract negotiation techniques.
Correct English composition, grammar, spelling and vocabulary.
Curriculum content of non-credit, fee-based courses.
Development and coordination of extended education programs at a community college.
District and College organization, operations and objectives.
Interpersonal skills including tact, patience and diplomacy.
Marketing, promotion and public relations techniques.
Modern principles, practices, methods and techniques of administration.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
Oral and written communication skills, including public speaking as well as correct English composition, grammar, spelling and vocabulary.
Planning and organizational skills.
Preparation, publication and distribution of informational and promotional materials.
Principles and practices of financial record keeping and reporting.
Principles and practices of training, supervision and performance evaluation.
Statistical procedures and mathematical concepts.

South Orange County Community College District
Page 4 - Director of Extended Education

QUALIFICATIONS

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assess the needs and trends of the community and develop appropriate programs.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop, implement and evaluate the delivery of extended education services to students.

Develop mutually beneficial relationships and partnerships with leaders of community businesses and organizations.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Maintain current knowledge of best practices in extended education.

Maintain the security of confidential materials.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Plan and organize work.

Plan, organize, coordinate and direct a comprehensive extended education program.

Prepare and administer budgets for assigned program areas.

Prepare effective letters, press releases and promotional materials.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Respond to requests and inquiries from the public.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals including student recruitment and retention.

Work independently with minimum administrative direction.

Write and negotiate effective contracts.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines.

South Orange County Community College District
Page 5 - Director of Extended Education

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Demands:

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an office equipment, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects, such as portable sound/AV equipment, weighing up to 30 pounds.

Finalized by Marlys Grodt and Associates, July 17, 2012

ATTACHMENT 2

South Orange County Community College District

GRAPHIC DESIGNER/PRODUCTION TECHNICIAN – Job ID#, Classified Bargaining Unit Salary Schedule Range 126

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, participate in the design and production of materials for the college, such as signs, banners, posters, photographs, catalogs, brochures, announcements, and college website; coordinate and produce routine graphic design projects; provide technical advice and assistance to College staff; maintain current knowledge of technical advances in graphic design and production; perform a variety of technical duties relative to assigned area; may provide lead direction to part-time and student assistants.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the Graphic Designer series. Duties require a foundation in graphic design and employees at this level are expected to continue to develop their expertise and assume responsibility for increasingly difficult and complex projects as experience is acquired. Employees within this class are distinguished from the Graphic Designer in that the latter works with greater independence, is assigned larger and more complex projects requiring a higher degree of creativity, and is required to be fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the design and production of publications and other materials including signs, banners, posters, photographs, schedule of classes, college catalog, brochures, forms, college website and related materials; participate in concept development; design, lay out and produce original camera-ready graphic designs.
2. Participate in the coordination of printing requests with College staff; resolve design problems independently or refer to higher level staff as appropriate; advise College staff of effective reproduction and layout techniques.
3. Photograph various college events on and off campus, including evening and weekend events; prepare and produce images for print and web output.
4. Assist in the establishment of production schedules and priorities to meet deadlines; monitor and track projects to ensure proper and timely completion.
5. Assist College staff in determining graphic design needs; assist in the development of new procedures and the implementation of new systems.
6. Prepare project specifications and assist in selecting appropriate vendor; work with vendors to ensure proper reproduction quality.
7. Participate in press checks and final runs for major publications.
8. Operate and maintain a computer for a variety of printing, layout and graphic activities including scanning, illustrating, and word processing; ensure proper storage and back-up of computer files; recommend new systems and software to improve production quality.
9. Estimate printing and graphic costs; assist college personnel in determining cost effectiveness of graphic services.
10. Ensure all equipment is in good working order and adequate supplies are available to complete assignments.
11. Perform related duties as required.

South Orange County Community College District
Page 2 - Graphic Designer/Production Technician

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of a graphic design, lay out, illustration and production.

Computer applications including graphic design and layout software.

Principles and practices of typesetting printing and photography.

Operation and use of design and graphic equipment including but not limited to computers, scanners, cutters, printers and plotters.

Equipment, techniques, and equipment used in producing a variety of brochures, posters, signs and banners.

English usage, spelling, grammar and punctuation.

Ability to:

Plan and organize printing and graphic projects to ensure quality products are completed in a timely and cost effective manner.

Design and execute effective digital graphics, signs, banners, posters, photographs, catalogs, brochures, announcements and other related materials.

Proof own work for accuracy.

Operate a variety of printing, design, scanning, and computer equipment.

Provide assistance to District staff in developing and designing print and graphic needs.

Work independently in the absence of immediate supervision.

Maintain current knowledge of graphic design principles and practices.

Adapt to changing technology and learn functionality of new equipment and systems.

Understand and carry out oral and written instructions.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in graphic design, visual communications, or other related field.

Experience:

Some experience that demonstrates the application of graphic design principles and techniques and the use of modern graphic design and production equipment.

License or Certificate:

Possession of a valid driver's license and proof of insurability.

South Orange County Community College District
Page 3 - Graphic Designer/Production Technician

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; work with graphic design equipment and machinery; frequent interruptions; occasional travel to other locations to perform duties; occasional evening and weekend assignments. At least minimal environmental controls to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Finalized by Forsberg Consulting Services, June, 2012

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo

ACTION: Approval

BACKGROUND

The District has used the services of the legal firm Atkinson, Andelson, Loya, Ruud & Romo since December 7, 1999. The agreement provides specialized legal services pertaining to labor relations, labor negotiations, and other community college legal matters.

STATUS

The current agreement ended effective June 30, 2012. The new agreement is effective July 1, 2012 through June 30, 2013, with hourly rate changes as follows: Senior Partners \$275.00 (an increase of \$10.00), Partners \$255.00 (no change), Senior Associates \$255.00 (an increase of \$5.00), Associates \$225.00 (an increase of \$5.00), Senior Paralegals \$145.00 (an increase of \$5.00), Paralegals and Legal Assistants \$140.00 (an increase of \$5.00). The law firm shall bill in tenth-hour increments. The fees for legal services are based on time spent according to the rate schedule in an amount not to exceed \$275,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the retainer agreement (Exhibit A) with Atkinson, Andelson, Loya, Ruud & Romo, effective July 1, 2012 through June 30, 2013, with an amount not to exceed \$275,000.

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2012, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be July 1, 2012, through June 30, 2013. For the period July 1, 2012, through June 30, 2013, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Seventy-Five Dollars (\$275.00) for Senior Partners, Two Hundred Fifty-Five Dollars (\$255.00) for Partners and Senior Associates, Two Hundred Twenty-Five Dollars (\$225.00) for Associates, One Hundred Forty-Five Dollars (\$145.00) for Senior Paralegals, and One Hundred Forty Dollars (\$140.00) for Paralegals and Legal Assistants. The Law Firm shall bill in tenth-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts

or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;
2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;
3. Upon the failure of the District to perform any of the District's obligations hereunder as respects the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder as respects cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right of unsubscribe at any time.

V. ARBITRATION

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

VI. DURATION

This Agreement shall be effective July 1, 2012, through June 30, 2013, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

VII. EXECUTION DATE

This Agreement is entered into this 1st day of July, 2012.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: _____

By: _____
WARREN S. KINSLER

"District"

SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT

Dated: _____

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

Dated: _____

By: _____
Dr. David Bugay
Vice Chancellor HR

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
6/20/12 12:45pm	HS 105	Martine Wehr	Intro. to Criminology – HS 37	Patricia Wenskunas	Crime Survivors Founder & Crime Tip Founder
7/9/12 12:30pm	HS 105	Martine Wehr	Intro. to Criminology – HS 37	Lt. Mike Gavin	Crime in Mission Viejo & Working in Law Enforcement
7/11/12 12:30pm	HS 105	Martine Wehr	Intro. to Criminology – HS 37	Jason Dale	Working in Corrections – Gang Unit and Other Assignments
7/18/12 12:00pm	HS 105	Martine Wehr	Intro. to Criminology – HS 37	Hon. John Flynn, IV	Being a Judge and Prosecutor in Orange County

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
7/16/12 8am-4:30pm	SSC, Room 260F	Helen Locke, Director, Student Life	Associated Students of Irvine Valley College, ASIVC, workshop	Bruce Bishop, Certified Parliamentarian & past ASG Advisor	Parliamentary Procedures, Brown Act, and ASIVC Mock Meeting Script

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: CCCT Student Trustee Member Election - 2012

ACTION: Information

BACKGROUND

Four student trustees have been nominated to run for the position of Student Trustee member on the California Community College Trustees Board. The election will occur on Friday, August 10, 2012 during the afternoon session at the Student Trustee Orientation Workshop, held this year at the San Francisco Airport Hyatt Regency Hotel.

STATUS

Each student trustee in attendance at the orientation may cast one vote for the CCCT Student Trustee member. There are four nominees vying for the position. The secret ballot election will take place following three-minute speeches by each candidate. The ballots will be counted by three tellers and results announced at the orientation. The candidate with the highest number of votes will be declared the winner. In the event of a tie, a run-off election shall be conducted between the tied candidates.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of 6/30/12 Total Basic Aid Estimated Receipts of \$433.1M less Total Approved Projects in the amount of \$380.7M leaves a \$52.4M balance for uncommitted Basic Aid Funds.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation for June, 2012.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

Project Description	Approved Amount	1999/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	Balance Remaining for 2012
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	114,482,353	102,943,583	9,170,887	1,747,393	619,815	675	-
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000			378,837	215,312	144,365	261,486
ATEP Building Demolition (2007)	7,000,000		-	61,693	12,192	1,439,404	5,486,711
ATEP Development (2008)	3,750,000		565,425	1,041,250	750,807	735,035	657,483
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	10,963,521	2,093,455	1,841,834	2,273,645	2,390,930	1,798,762	564,895
ATEP Renovation (2002)	7,964,191	5,873,647	1,318,978	103,660	450,213	153,872	63,821
ATEP Site Development (2012)	340,436						340,436
ATEP Site Development Negotiations (2008)	4,265,883	12,066	887,067	1,080,568	592,509	618,846	1,074,828
ATEP Staffing, Equipment, Program Development (2007)	891,611		-	20,689	171,285	346,066	353,571
IVC A-400 Bldg Remodel (2011)	1,000,000						1,000,000
IVC Business & Technology Innovation Center (2002)	10,182,000	1,007,713	5,563,594	2,292,938	23,716	-	1,294,039
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	-	41,576	45,644	2,752,829
IVC Fine Arts Building (2008)	7,352,000		61,163	115	-	-	7,290,722
IVC Landscaping PAC & BSTIC (2009)	1,796,000			-	105,493	146,485	1,544,022
IVC Life Sciences Project (2004)	17,410,000		-	81,776	793,360	448,231	16,086,633
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000				-	215,836	184,164
IVC Replace Main Water Valves (2010)	275,000				6,035	76,957	192,008
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000				3,088	41,368	185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	276,823	86,014	2,373,462	2,024,161	412,531	1,807,009
IVC SSC HVAC System (2010)	800,000				1,346	19,668	778,986
IVC Utility Service Project (2006)	416,000	345,907	315	-	-		69,778
SC Bridge Replacement (2010)	1,700,000				2,693	97,266	1,600,041
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	-	511,511	745,863	5,805,733
SC Building Repairs - TAS Building (2003)	1,956,000	152,376	-	1,048	-	13,800	1,788,776
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-	-		1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-	-		455
SC Golf Driving Range Net Replacement (2005)	300,000	45,200	46,600	5,000	5,000	4,950	193,250
SC Loop Road (2008)	3,442,000		-	-	5,740	212,701	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	67,432	61,163	115	-		-
SC M/S/E Plaza Repairs (2008)	69,288		-	69,288	-		-
SC M/S/E Renovation (2009)	39,000		-	39,000	-		-
SC McKinney Theater Restroom remodel (2007)	2,542,000	162,708	105,248	2,023,613	72,862	121	177,448
SC Pool Deck Replacement (2010)	1,500,000				23	1,276,844	223,133
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000				166,833	851,935	481,232
SC Sciences Building (M/S/E annex) (2003)	47,656,346	29,595	-	-	-	258,563	47,368,187
SC Temporary Classroom Facilities (2005)	7,269,285	7,071,059	105,308	450	300		92,168
SC Village Expansion (2009)	3,942,000			463,110	2,942,595	474,450	61,844
SC Village Remodel (2007)	4,130,000		244,229	2,014,945	1,311,975	124,943	433,909
CAPITAL PROJECTS TOTAL	184,401,271	18,944,368	10,886,937	14,325,202	12,601,556	10,704,505	116,938,703

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
SCHEDULED MAINTENANCE							
2004/05 College Scheduled Maintenance Projects (2005)	1,000,000	887,586	77,733	7,765	2,630	-	24,285
2005/06 College Scheduled Maintenance Projects (2006)	4,000,000	825,065	84,205	1,420,296	1,182,288	250,144	238,002
IVC Sports Facilities (2012)	342,600						342,600
SC Energy Management System (2012)	657,400						657,400
SCHEDULED MAINTENANCE PROJECTS TOTAL	6,000,000	1,712,651	161,938	1,428,061	1,184,918	250,144	1,262,288
IT PROJECTS							
SOCCCD Document Management Solution (2011)	659,202						659,202
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770				2,906,089	2,665,868	3,172,813
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	3,515,073	5,304,918	4,111,633	1,099,661	4,250	66,725
SOCCCD Technology Needs 2007/08 (2008)	8,036,477		1,668,384	3,815,348	1,197,263	923,579	431,903
IT PROJECTS TOTAL	31,542,709	3,515,073	6,973,302	7,926,981	5,203,013	3,593,697	4,330,643
OTHER ALLOCATIONS							
2005/06 College Instructional Equipment Needs (2005)	1,392,000	479,964	378,311	473,955	55,238	-	4,532
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	285,000	88,000	14,000	34,354	13,140		135,506
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817						1,208,817
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	-	321,010	43,990
SOCCCD Trustee Election/General Election Expense (2004 - present)	1,398,988	453,867	-	527,830	-	417,291	-
SOCCCD Additional 1% Contingency (2009)	1,278,101			-	-	1,278,101	-
SOCCCD Retiree Benefits (2001 - present)	38,017,938	13,917,938	10,500,000	500,000	2,500,000	8,000,000	2,600,000
OTHER ALLOCATIONS TOTAL	44,315,854	15,309,779	10,892,311	1,536,139	2,568,378	10,016,402	3,992,844
BASIC AID PROJECT TOTALS	380,742,187	142,425,454	38,085,375	26,963,776	22,177,681	24,565,424	126,524,478

	<i>1999/07 Actual</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>Balance Remaining for 2012</i>
Commitments	186,905,060	70,908,593	54,256,170	37,446,916	41,176,493	(9,951,045)
Cumulative Commitments	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187
Receipts	214,323,346	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	142,425,454	180,510,828	207,474,605	229,652,285	254,217,709	380,742,187
Uncommitted Basic Aid Funds	71,897,892	84,505,391	108,720,979	125,565,320	139,737,859	52,417,303

<i>Change from June 2012 Report:</i>	<i>Approved Amount</i>						<i>2012 and Forward</i>
Total Change	-						-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
July 30, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

	Original	Revision	Total
Original Project Budget:			\$21,124,000
State Match:	\$16,139,000		
State Match Reduced at Bid:		\$15,673,000	
Basic Aid Allocation:	\$ 4,985,000	\$15,272,000	\$20,257,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The original state approved budget totaled \$21,124,000. State reimbursement for Equipment funding of \$2,000,000 is pending.

Contractor delays result in extended costs for inspections, *labor compliance*, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor is *twelve* months behind schedule. On March 5th, the Division of Labor Standards Enforcement (DLSE) approved the district's request for forfeiture by the contractor of \$529,459.14 associated with payroll irregularities. *Awaiting scheduling for the DLSE hearing.* Other payment withholdings address stop notices filed by subcontractors and material suppliers. On April 4th, the contractor preserved their rights to file a claim, formally rejected by the Board in April, followed immediately by a public records request for all project documents. Staff continues working with district legal counsel to address all related matters.

Installed tile throughout the building has cracked. *New tile assemblies have been installed at the main entry feature wall, central stairway, and some of the restrooms on all three floors. The contractor's schedule indicates that all new restroom tile assemblies will be completed prior to the commencement of fall semester.*

In Progress: Electrical trim-out, HVAC air balance, furniture punch list and minor remaining installation is ongoing. *Project punch list, building systems commissioning with M&O, close out documents and warranties submittals. I.T. equipment installation and move-in.*

Recently Completed: HVAC control to Central Plant, primary furniture installation, landscaping and irrigation is complete. *Site work and fire alarm system testing is complete.*

Focus: Remove and replace all ceramic tile assemblies throughout the project. *Complete final punch list. Address legal matters as needed. Move in.*

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: August 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Original Project Budget:			\$58,835,000
State Match:	\$35,635,000		
Basic Aid Allocation:	\$3,867,000	\$43,789,346	\$47,656,346
Unassigned:	\$19,333,000	\$11,178,654	

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, and 2/28/2011. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. \$11,178,654 remains to be funded to arrive at the original project budget.

Status: The project was submitted to Division of the State Architect (DSA) on June 5, 2012 with central plant submittal to follow.

In Progress: Review of the DSA construction documents is underway by the college and district. Architect is finalizing construction documents for central plant. Selection process for Lease/Leaseback contractor is underway with three firms selected to provide proposals.

Recently Completed: Contractor prequalification on eleven firms completed with five firms interviewed on July 19, 2012.

Focus: Staff is continuing efforts on constructability reviews and contractor procurement.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

3. LOOP ROAD

	Original	Revision	Total
Original Project Budget:			\$11,697,00
EFMP Project Budget Revision:			\$8,997,583
State Match:	\$0		
Basic Aid Allocation:	\$3,442,000		
Unassigned:	\$8,255,000	\$5,555,583	

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: Phase I planning is complete. Phase II work placed on hold.

In Progress: On Hold

Recently Completed: Phase II design work began and secondary effects were further defined during the Education and Facilities Master Planning Process. Secondary effects include parking lot modifications, thrower's park relocation including 20' tall fence, fence at practice field and runway and cage for discus throw and shot put.

Focus: *On Hold.*

Project Start: Phase I-Feb 2010, Phase II-Feb 2011	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. BRIDGE REPLACEMENT PROJECT

	Original	Revision	Total
Original Project Budget:			\$1,700,000
State Match:	\$0		
Basic Aid Allocation:	\$1,700,000		

Budget Narrative: Budget reflects Board agenda action on 3/25/10. The Board approved basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity.

Status: All construction is complete.

In Progress: DSA Close Out

Recently Completed: Notice of Completion, May 2012.

Focus: DSA Close Out

Project Start: March 2010	Scheduled Finish: July 2012
Projected Finish: May 2012	DSA Close Out: Underway

5. TAS RENOVATION PROJECT

	Original	Revision	Total
Original Project Budget:			\$8,755,055
EFMP Project Budget Revision:		\$5,977,395	\$14,732,450
State Match:	\$0		
Basic Aid Allocation:	\$1,956,000		
Unassigned:	\$6,799,055	\$12,776,450	

Budget Narrative: Budget reflects Board agenda action on 2/28/11. The current basic aid assignment of \$1,956,000 is sufficient to meet design costs. During the EFMP process, the college prioritized a complete building renovation in coordination with an increase in the scope to address a seismic upgrade.

Status: The design is in the schematic phase. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: *Focus is on swing space.*

Focus: Schematic design with end user participation. *Surveying and utilities location mapping.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

6. TAS SWING SPACE PROJECT

	Original	Revision	Total
Original Project Budget:	\$1,000,000*		
State Match:	\$0		
Basic Aid Allocation:	Under Consideration		
Unassigned:			

Budget Narrative: Additional swing space currently under consideration could increase the revised project estimate by approximately \$5,800,000. *\$1,000,000 was originally budgeted to address Swing Space needs within the TAS project budget. For this report the swing space budget is reflected both in the TAS project budget and this Swing Space project budget. Staff will update budgets for both TAS Renovation and TAS Swing Space after the Board's annual budget approval and duplicate reporting will be resolved.

Status: Programming underway. *Awaiting Village building assignments by college.*

In Progress: Staff met *twice this month* with the architect, the transportation department, the academic department, and college administration to coordinate the temporary academic program use for the Auto-Tech Swing Space with future transportation needs. In addition, staff met with the architect and the user groups to begin programming the Village to receive the educational programs currently housed within the TAS Building.

Recently Completed: Follow up programming meetings with user group staff, administration, and other college representatives.

Focus: Swing Space programming efforts.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Original Project Budget:			\$16,304,000
Budget Revised at Bid:			\$33,613,000
State Match:	\$14,472,000		
Basic Aid Allocation:	\$1,832,000	\$19,141,000	

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway.

In Progress: There were 69 change orders requiring DSA approval. Approximately 12 remain Pending and are necessary to arrive at DSA close out.

Recently Completed: Payment to DSA for increased project cost reflected through reviewed change orders. The final Notice of Completion was filed on September 24, 2007.

Focus: The DSA has requested all districts increase their efforts to close out projects. In response to this, SOCCCD has enlisted aid to certify this and approximately twelve other projects that have been closed but not certified.

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
Original Project Budget:			\$4,120,000
State Match:	\$0		
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA Close Out underway.

In Progress: District staff and the architect continue coordination toward this DSA close out effort. Two remaining change orders have been resubmitted for DSA review.

Recently Completed: The Notice of Completion was filed on July 8, 2010. One of three remaining change orders has 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
Original Project Budget:			\$24,861,000
Budget Revised at Bid:			\$21,036,000
State Match:	\$17,393,000	-\$4,371,000	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000
Unassigned:	\$3,626,000	\$1,469,242	

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original state-approved budget totaled \$24,861,000 and was reduced to \$21,036,000 when a lower-than-estimated bid was received. The Board reallocated a portion of the state's short fall using basic aid funding. The state has reimbursed the district \$2,156,657 to date with an additional \$1,469,242 needed to bridge the gap between allocated funding and the identified project budget. A majority of the state's contribution for construction funding and all equipment funding is Pending.

Status: *Surety indicates selection process for takeover contractor is expected to begin in August.* Surety continues to employ original contractor in the interim with minimal construction progress.

In Progress: Structural steel, framing, roofing, mechanical, electrical, plumbing (MEP) rough in, curtain wall installation. Structural Steel punch and change order negotiation.

Recently Completed: *Legal counsel re-worded change order to allow for cost approval on curtain wall changes while time issue remains outstanding. Negotiation meeting held for Structural Steel change order requests with three major items left outstanding for surety negotiations.*

Focus: Staff is focusing on project quality and closing out as many change issues as possible during the transition. *Estimated project completion in order to extend consultant services agreements which had original completion this month.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

	Original	Revision	Total
Original Project Budget:			\$35,703,000
Anticipated State Match:	\$25,141,000	-	
Anticipated Basic Aid Allocation:	\$10,562,000	-	
Unallocated:	\$35,703,000	-	

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 2011-12.

Status: The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process.

In Progress: The State Chancellor's Office indicates a preference to roll the 2013-14 projects to 2014-15 which includes this project.

Recently Completed: On Hold

Focus: Awaiting State Chancellor's Office funding approval.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Original Project Budget:			\$2,850,000
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$2,850,000	-	

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: *In plan check with the City of Irvine, Southern California Edison and DSA.*

In Progress: *Construction document review by various regulatory agencies.*

Recently Completed: *Checks have been distributed to the various reviewing agencies in order to begin reviews.*

Focus: *Final review by City of Irvine, Southern California Edison and the DSA.*

Project Start: March 2010	Scheduled Finish: Spring/Summer 2013
Projected Finish: Spring/Summer 2013	DSA Close Out: Pending

6. GREAT LAWN PROJECT

	Original	Revision	Total
Original Project Budget:			\$1,250,000
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$1,250,000	\$546,000	\$1,796,000

Budget Narrative: Budget reflects Board agenda action on 8/31/2009 and 5/24/2010. The current basic aid assignment of \$1,796,000 is sufficient to meet project costs.

Status: *Construction Complete.*

In Progress: *Construction Complete.*

Recently Completed: *Construction Complete.*

Focus: *DSA Close Out*

Project Start: March 2009	Scheduled Finish: December 2011
Projected Finish: May 2012	DSA Close Out: Underway

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Original Project Budget:	\$3,004,051	\$7,908,844	\$10,912,895
Anticipated State Match:	-	-	
Basic Aid Allocation:	\$1,000,000	-	-
Unassigned:	\$2,004,051	\$9,912,895	

Budget Narrative: Budget reflects Board agenda action on 2/28/2011. During the EFMP process, the college modified the scope of work for the A400 building to include both a renovation and an expansion resulting in a need to revise the project budget. The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

Status: The Board approved the use of Design-Build procurement. Criteria document and programming efforts underway.

In Progress: Synchronization between end users space considerations with the state chancellor's office cap/load ratios. *Criteria document development including various design and technical standards, contracts and prequalification documents.*

Recently Completed: *Second meeting between consultants with faculty and staff. Faculty meeting to determine program assignment for allowable space.*

Focus: Develop programming documents. Criteria document development. *Discuss technology options.*

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Original Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	-

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: The Board approved contracts for buildings 26 and 524 on January 23, 2012. Building 524 Notice of Completion included in June agenda. *City of Tustin has approved insurance and the construction kick off meeting for the Chapel was held on July 11, 2012.*

In Progress: *Ten day letter to regulatory agency sent with mobilization third week in July.*

Recently Completed: Building 524 demolition.

Focus: *Obtain approval to begin hazardous waste removal. Set protective barrier around mitigation wells. Gain haul route approval.*

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: The Valencia Loop Road monument sign reflects the design of the City's sign on the opposite corner. Plan comments have been addressed and resubmitted to the City.

In Progress: On Hold and part of the current negotiations with the City of Tustin.

Recently Completed: On Hold

Focus: On Hold

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

3. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Original Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	-

Budget Narrative: Budget reflects Board action on 2/28/2011.

Status: : 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 to begin developing the Criteria documents and programming. Programming completed January 2012.

In Progress: Criteria Document development.

Recently Completed: *Draft versions of the Requests for Prequalification. Kick off meeting and full day review meetings for technical standards held with both colleges.*

Focus: Development of RFP criteria documents will take place during the summer months with a district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT

1. CEQA MASTER PLAN

	Original	Revision	Total
Original Project Budget:	\$320,000	-	\$320,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$320,000	-	-

Budget Narrative: Budget reflects Board action on 3/28/2011.

Status: *Public Hearing and Certification is on this June Board agenda*

In Progress: *Filed Notice of Determination on June 26, 2012.*

Recently Completed: Final documents are posted at
http://www.socccd.edu/about/about_planning.html.

Focus: *Completed Notice of Determination 30 day duration on July 27, 2012.*

Project Start: March 2011	Scheduled Finish: December 2011
Projected Finish: June 2012	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect is brought on board for design
Scheduled Finish:	Assumed duration of project depends on variables, such as agency review, that are outside of the control of District and consultants
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011, and \$75,994 on April 13, 2012 for a total of \$55,485,805.

STATUS

This report is for the period ending June 30, 2012 (Exhibit A). The portfolio is comprised of 51.9% Fixed Funds (Bonds) and 48.1% Common Stocks (Domestic and International). The fair market value at June 30, 2012 is \$64,788,984. Since inception, the trust has earned a 4.32% annualized return, which is up .61% from the prior month. The annualized return is consistent with the market.

July 11, 2012

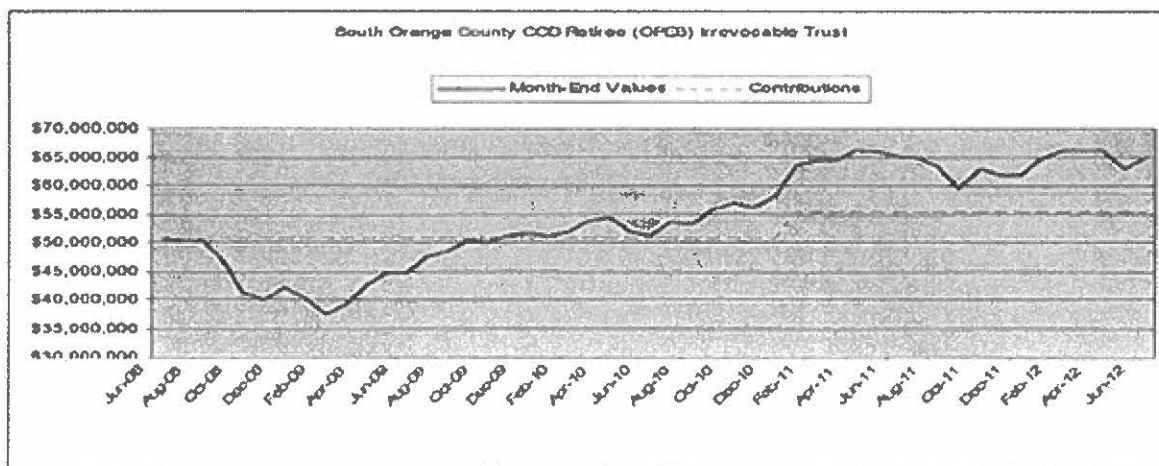
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value at June 30th of \$64,788,983.95, your portfolio was up 2.71% for the month and up 4.32% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (51.9%), and common stock funds (48.1%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and additional contributions of \$4,618,708.00 on January 10th, 2011 and \$75,994.32 on April 13, 2012 for a total of \$55,485,805.32. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>June 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.71%	4.30%	4.32% annualized return
S&P 500	4.12%	9.48%	3.86% (Domestic Stocks)
MSCI EAFE	7.01%	2.96%	-4.93% (International stocks)
Barclays Aggregate	0.04%	2.37%	6.72% (Domestic Bonds)



Very truly yours,

Scott W. Rankin

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
July-08	\$ 50,258,631	\$ 50,791,103
August-08	\$ 50,118,614	\$ 50,791,103
September-08	\$ 46,745,893	\$ 50,791,103
October-08	\$ 41,284,495	\$ 50,791,103
November-08	\$ 39,925,535	\$ 50,791,103
December-08	\$ 42,088,691	\$ 50,791,103
January-09	\$ 40,197,373	\$ 50,791,103
February-09	\$ 37,536,078	\$ 50,791,103
March-09	\$ 39,286,708	\$ 50,791,103
April-09	\$ 42,576,531	\$ 50,791,103
May-09	\$ 44,714,521	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
July-09	\$ 47,373,064	\$ 50,791,103
August-09	\$ 48,600,027	\$ 50,791,103
September-09	\$ 50,319,808	\$ 50,791,103
October-09	\$ 49,909,637	\$ 50,791,103
November-09	\$ 51,369,745	\$ 50,791,103
December-09	\$ 51,753,635	\$ 50,791,103
January-10	\$ 51,302,290	\$ 50,791,103
February-10	\$ 51,881,829	\$ 50,791,103
March-10	\$ 53,833,529	\$ 50,791,103
April-10	\$ 54,530,453	\$ 50,791,103
May-10	\$ 51,860,270	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,485,805
June-12	\$ 64,788,984	\$ 55,485,805

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Written Reports

ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC

TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President 

DATE: July 19, 2012

SUBJECT: President's Report for the July 30, 2012 Board of Trustees Meeting

Adjunct Language Faculty Member Participates in NEH Project

Dr. Daniel Rivas has been named as external evaluator for a three-year project (2012-2015) funded by the National Endowment for the Humanities and conducted by California State University, Long Beach. This project brings together faculty from high schools, colleges, universities, and community colleges in the Southern California area to discuss and apply the methods of intercomprehension and plurilingualism in the language acquisition process, particularly as it relates to the teaching of French and Italian to Spanish speakers.

IVC Launches Accelerated Writing Course

Under the leadership of Professor Summer Serpas and the contributions of Professors Kurt Meyer, Carrie Goulding, and Ayesha Zia, an application to participate in the California Acceleration Project's Community of Practice has been accepted for the 2012-2013 school year. IVC will be one of twenty California community colleges participating in the project. As a part of this project, the English Department will be running two sections per semester of an experimental accelerated course that combines the two courses in their basic skills sequence (WR 301 and WR 201) into a one-semester five-unit course.

Student Athletes Recognized

IVC students Kevin Ringuette, men's volleyball and Melanie Kasanchi, women's basketball were named the Orange Empire Conference's Character Champion award winners for 2011-12. Since the award was created in 2010-11, at least one IVC student-athlete has been recognized every year for their academic, athletic, and community work, as well as their sportsmanship and personal character in competition among all nine colleges of the OEC. The two were also previously named IVC's scholar athletes of the year.

New Pre-Engineering Certificate Approved

IVC Math/CS/Engineering faculty completed the curriculum process for developing a pre-engineering Certificate of Proficiency. Classes will be offered in the fall of 2012. The program includes the following classes: Existing CS36 (C++ Programming), ENG 83 (CAD), and brand new classes: ENG 30 (Statics), ENG 54 (Material Science), and ENG 70 (Intro to Network Analysis). IVC faculty is currently working on developing ENG 80 (Dynamics for mechanical, civil, and aeronautical majors.)

Orange County Conservation Corp

The Orange County Conservation Corp held a breakfast and commencement ceremony at Irvine Valley College on Wednesday, June 13. The breakfast was held in the Performing Arts Center lobby for approximately 300 guests. The graduation ceremonies were held for approximately 95 students and their families. The commencement address was delivered by Rick Stephens, senior vice president of human resources and administration, The Boeing Company.

IVC Follies Under the Stars

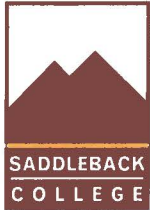
IVC's musical theatre revue class will present "IVC Follies Under the Stars" July 25, 26, and 27 at 8 p.m. The one-hour performance will be free for the community. Guests may bring a picnic, blanket, or lawn chair to the performance at IVC's new Live Oak Terraces.

IVC Welcomes Dr. Craig Hayward

IVC recently welcomed its new Director of Research, Planning and Accreditation, Dr. Craig Hayward. Dr. Hayward has a Ph.D. in Human Development and a M.A. in Social Ecology from UC Irvine, as well as a B.S. in Journalism from Boston University. He began his career as a Research Coordinator at the Rancho Santiago Community College District Office in 2001. In late 2002, he accepted a position as Director of Institutional Research at Mendocino College where he worked for five years, developing their first college-wide strategic plan and strengthening their program review process. For more than five years, he was the Director of Planning, Research & Knowledge Systems at Cabrillo College. His projects include: lead designer of the Basic Skills Cohort Progress Tracker; lead quantitative researcher on the Transfer Velocity Project and designer of the Transfer Velocity Cohort Report on the CCCCCO Data Mart; participation in a year-long project to create an optimal method of enrollment projection for the CCC system as a whole, as well as for each of the 110 individual community colleges. In addition to teaching an evening course on statistics at Mendocino College, he has taught statistics, research methods, and psychology classes in the California State University system and the University of California system. Craig also holds certification in the following areas: Human Subject Assurance Training Certification - Module 1; Human Subject Assurance Training Certification - Module 2; Implementing a Microsoft SQL Server 2008 Database Course Completion Certificate (Global). Dr. Hayward is a member of the Research & Planning Group for California Community Colleges (The RP Group), a Member of the National Community College Council for Research and Planning (NCCCRP), a Member of the American Association of Collegiate Registrars and Admissions Officers (ACCRAO), a Member of the Vocational Accountability and Research Technical Advisory Committee (VARETAC), and a Member of the Accountability Report for Community Colleges 2.0 (ARCC 2.0) Advisory Group.

Lasers Giving Back

IVC men's basketball players spent some time giving back in early June when they held a clinic for students at a local middle school. Laser players such as guards Kalob Hatcher, Ramon Mejia, and Steel Sylte and forwards Zach Mills, Michael Bolden, and Chris Taylor along with incoming guard Brandon Ruffin worked with students on fundamentals, skills, and games. The clinic was led by Irvine Valley associate head coach Andrew Alhadeff.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for July 30, 2012 Board of Trustees Meeting

Saddleback College dedicated its new bridge to the hardworking men and women of the facilities and maintenance department on Friday, July 27th. The event featured a breakfast and ribbon cutting and was attended by the facilities and maintenance department, faculty, staff, administrators and managers, and community members, including members of our Board of Trustees.

President Burnett, a board member of the California Community College Athletic Association, attended the association's management council retreat July 23-24. Issues discussed at the conference were eligibility, particularly as it relates to the normal progression toward completion and transfer, and contact hours, specifically the issue of contact between coach and student athlete and what would be considered reasonable. The system-wide focus on student success, repeatability limitations, and budget reductions in physical education courses have made these issues all the more important with a need to establish policies to address short- and long-term changes.

Office of Instruction

Advanced Technology & Applied Science

On Wednesday, July 18th, the Saddleback College Automotive Technology Program was awarded \$50,000 for student scholarships from Dale Sponseller, service director at Tustin Tuttle-Click Chrysler-Jeep-Dodge. The Tuttle-Click Automotive Technology Scholarship is a partnership where students receive on-the-job training at a local Tuttle-Click dealership while earning an associate degree in automotive technology and certification in four areas of the industry. Selected students receive \$750 per semester, a tool kit valued at \$4,000, and a job upon completion of the program. This is the second time Saddleback has received the donation; the first was awarded in 2008 and 10 students have participated in the program.

Planning with R2A Architects for the swing space for the move out of the TAS building is progressing with a third draft of the automotive/transportation building and facilities. The final draft will be sent to the state architects office for approval soon.

The rapid digital manufacturing program is moving back on campus to the village for classes this fall.

Fine Arts & Media Technology

Starting July 2nd the department of theatre arts presented a six-week in-depth summer conservatory program concentrating on the study of voice, movement, acting, character development, script analysis, design, and history. They will be performing *Children of Eden* at the Kershaw Gardens on August 10th.

and 11th. On four Mondays in July (the 9th, 16th, 23rd and 30th), Scott Farthing and friends presented a cabaret-type show in the Studio Theatre called *Seriously Sondheim*. A meet-the-artists dessert bar was enjoyed by patrons in the Fine Arts courtyard before the show. On July 13th through the 29th, our Saddleback Civic Light Opera presented its second production of the summer with *Dames at Sea*. Audiences were thrilled with this affectionate song and dance spoof of the grand and glorious Busby Berkeley movie musicals of the 1930s. On July 14th the "Breakfast with Gary and Kelly" radio for TV broadcast welcomed contemporary jazz pianist David Benoit for a special live cast. The broadcast was free and welcome to the public.

Health Science & Human Services

On June 28th 44 students graduated from the medical assisting program at a ceremony held in the Student Services Center. A highlight of the ceremony occurred when the program director asked those graduates who already had obtained jobs in the medical assisting field to stand up—over 50 percent of the class responded that they had already secured positions in this exciting field which the U.S. Department of Labor recently projected to grow 31 percent from 2010 to 2020. One reason for this growth includes the aging baby-boom generation who will need more health care.

Also in June, the Department of Nursing—in collaboration with the CA Health Workforce Initiative (HWI)—admitted 26 students to the summer RN new grad residency program for RNs who recently completed a nursing program but are not yet employed in nursing. Students in this program will work at participating hospitals to gain experience and hone their skills while awaiting an employment opportunity. Of the 22 recent RN grads who participated in this innovative residency program last fall, 20 were hired prior to the end of the program—most by the hospital where they did their residency.

Online Education & Learning Resources

Summer Faculty Workshops – During the summer a team of faculty, the CIDDE staff, and Dean Patti Flanigan will be hosting five workshops for all new faculty and any returning faculty who might want to learn more about the current resources and services at Saddleback College. The title of these workshops is *Teachers Teaching Teachers: Gearing up for Fall 2012*.

Strategies to promote student success in your classroom

Five workshops are offered on various days and times throughout the summer in BGS 249 and focus on tools for teaching and learning; campus resources, including our new Learning Resource Center and CIDDE; student resources and support; including tutoring at Saddleback College; learning communities for faculty; and associate faculty support.

iTech Expo: August 6 – August 10

The CIDDE staff will be hosting its annual iTech Expo for all full-time and associate faculty from August 6th to August 10th. This expo will provide a week of classes specific to instructional technology. It is a wonderful learning experience.

It's official. The division will be moving into the Learning Resource Center by August 20th.

Office of Student Services

The Transfer Center Counselors presented the following workshops to students: UC Merced Application & Personal Statement Workshops for Spring 2013 Admission, "TAG – You're In!" Workshops, High

School Bridge to Transfer Workshops, Honors Program Workshops, Associate of Arts Degrees for Transfer to CSU Workshop, and Technology Tools for Transfer Success Workshop. Transfer Center Counselors participated in four "Transfer to Go" questions quad sits. Students were able to visit with Transfer Center Counselors in the SSC Quad.

"Transfer Talk" continued in the Transfer Center. Students were able to chat "live" with counselors through the internet.

Transfer Center Counselors participated in two class visits and presented information regarding the transfer process and presented transfer-related information during Freshman Advantage events.

Preparing for a Career in Teaching (PACT) -- A PACT counselor, director, and staff completed training for new online grant reporting on July 11th, participated in a conference call with the TPP grant monitor from the California Community College Chancellors Office on July 3rd, counselors and the director worked in collaboration with Saddleback grant writers to write a new TPP grant to begin November 1, 2012. Counselors and the director met with Saddleback education faculty to discuss options for teacher training for new Saddleback CTE faculty. Counselors collaborated with Community Education to research options for CBEST workshops for fall 2012



MEMORANDUM

TO: Gary Poertner, Chancellor
Members of the Board of Trustees

FROM: Dr. David Bugay, Vice Chancellor, Human Resources

DATE: July 30, 2012

SUBJECT: Written Report

CSEA SUPPLEMENTAL EARLY RETIREMENT PROGRAM (SERP)

We are in the process of providing information to all classified bargaining unit employees who are eligible for the Supplemental Early Retirement Program (SERP) which was part of the collective bargaining agreement negotiations. There were three (identical) informational meetings for the employees on July 24 and July 25, 2012; with additional meetings scheduled for August 15, 2012. There will also be individual one-on-one workshops available for interested employees on October 2, 2012.

All eligible employees who wish to participate must enroll by October 5, 2012. A report and recommendation will be developed and presented to the Board of Trustees for consideration at the October 29, 2012 meeting. The recommendation to the Board will include the benefit level to be granted to participating employees, with percentage of final pay based on the number of enrolled employees.

50% of Final Pay = if 32 employees or less enroll in the incentive

60% of Final Pay = if between 33 and 44 employees enroll in the incentive

70% of Final Pay = if 45 or more employees enroll in the incentive

Report to the SOCCCD Board of Trustees for July 30, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Saddleback College James B. Utt Memorial Learning Resources Center Project:

We are pleased to announce that the Saddleback College James B. Utt Memorial Learning Resources Center will be open for instruction on Monday, August 20, 2012 for the first day of the Fall Semester. Move-in coordination with the various work groups, deans, college administration, and district representatives began several weeks ago. All furniture and equipment is in place and the information technology installation is in progress. July 16th marked the first delivery of stored books from an off-site storage facility. The entire book collection is estimated at 55,000 volumes. Continuous move-in activities including administration and faculty office relocation is scheduled through mid-August.

Substandard quality of workmanship has been an issue throughout the project and continues to be a challenge. The punch list approaches 1800 items of corrective work currently in progress with about 1100 items completed. During the punch list walk, the access ramp at the main entrance was noted as noncompliant for accessibility and portions were replaced. During replacement of the ramp, the contractor damaged underground electrical conduits and those have also been replaced.

In addition to typical close out procedures, this project will address labor compliance issues, stop notices, change order requests without appropriate back up and liquidated damages resulting from project delay. The contractor requested the District place change order and close out negotiations on hold while they concentrate on project completion. Though staff has reviewed and accepted payment applications for December, 2011 through May, 2012, payment must be withheld due to outstanding labor compliance issues (in excess of \$500,000) and stop notices filed by subcontractors and material suppliers to indicate nonpayment.

What will students see this Fall? The project is a complete renovation of a 40 year old, 100,000 gross square foot library building into a 21st century Library and Learning Resource Center. The interior of the existing three-story building has been reorganized to accommodate the college's diverse curriculum, and to prepare our students for future entrance into four year college and university programs or directly into the work force. Three distinct environments have been created to facilitate today's diverse educational process.

The re-organization of existing space began on the lower level by relocating or eliminating most non-educational uses and providing **fourteen new lecture and lab classrooms**. The existing and massive poured-in place concrete stairway was removed creating an **additional 3,600 square feet of usable instructional and library space**. The existing stair is replaced by a **new, centrally-located, staircase** enclosed within a glass cube that physically and visually links the second floor learning resource center to the library stacks above. The remainder of the second floor has been re-purposed from library stacks to provide for the **new, dynamic Computer Commons area /Language Lab, the Learning Assistance Program, and the Reading and Writing Learning Centers**. The upper level is utilized as a traditional Library space with **efficient use of space** for library stacks, computer study areas, and several different types of **group and individual study areas**.

New energies were also focused onto the exterior of the existing facility, where many elements of campus life have been designed, such as a much more grand main entrance, **two large plazas** at the south and east sides of the building, connecting the Library and LRC with other campus buildings. The plazas and landscape features also activate the exterior spaces and **promote their use for study outside of classroom**. **This exciting new building will serve Saddleback College students for generations to come!**

Report to the SOCCCD Board of Trustees for July 30, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Annual Financial Audit:

Fiscal Services is in the process of closing the District books for the year ending June 30, 2012. The staffs are busy balancing the funds and accruing expenses and revenue. As in prior years, we will provide the monthly financial statement for June after it is complete at the August board meeting.

State Budget Update and Mandate Block Grant:

The final State budget for FY 2012-2013 was enacted on June 28, 2012. The major components of the budget include \$50 million in growth funds to restore prior lost FTES, reduced state deferrals, no changes in categorical funding, backfill for shortages in redevelopment revenue projections, and a new mandates block grant. If the November tax initiative fails, community colleges will lose the growth funds, the deferral buy down, and take a 7.5% base cut.

The new mandates block grant allows districts to receive a flat \$28 per FTES in lieu of filing individual state mandate cost claims. The state has historically been far behind on paying mandated costs claims and currently owes the District over \$6 million for claims dating back to 1996-1997. What the new mandates block grant would allow districts to do would be to receive funds without the administrative burden of tracking. As long as the District continues to perform the required activities, we would be able to receive these funds without the burden of tracking the individual costs, filing the claims, and enduring lengthy audits. The fiscal team will be reviewing the options and make a recommendation on how we are paid for state mandates. We would need to determine if it would be financially better for our district to participate. The mandates block grant program is a voluntary program that each district may choose to participate in.

Irvine Valley College Life Sciences Project:

The original completion for the IVC Life Sciences project was this month, July 2012. This month contracts expire for a number of the district's consultants. However, the new projected completion date is February, 2013 and associated costs for extensions of contracts are being recommended to the board of trustees for most consultants on this month's board agenda. You will see several board items regarding contract extensions for the IVC Life Sciences Project. Two consultants, the commissioning services and weatherproofing consultant may not request extensions.

The June pay application brought to light subcontractors that appear to have been unpaid by Edge since January. Although the surety indemnified the District to allow District payment without exposure to unpaid bills by the general contractor, staff expects that the subs will be paid by Edge. Our relationship with contractors is long-term and while indemnification is somewhat reassuring, it does nothing to aid us in the progress of this and future jobs if subs are not being paid. The contractor will provide all parties with an update on payment.

Staff continues to negotiate change orders with Edge for a smooth transition. This month staff met with a major subcontractor, the structural steel subcontractor. Similar to last month's change order negotiation meeting, numerous (35 of the 74) items identified for cost increases were related to issues between Edge and the subcontractor and did not require District involvement. Three major issues remain unresolved and will require additional negotiation with the surety during take-over negotiations.

Although construction is continuing during this period, it is moving forward at a slower pace than projected on the original schedule.