

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, August 30, 2010**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 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

Donald P. Wagner – President, Nancy M. Padberg - Vice President, Marcia Milchiker – Clerk  
Thomas A. Fuentes, William O. Jay, David B. Lang, John S. Williams, Eve Shieh – Student Trustee  
Dixie Bullock - Acting Chancellor



## Meeting of the Board of Trustees

August 30, 2010

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

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call To Order**

##### **1.2 Public Comments**

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Appointment, Employment, Discipline, Dismissal (3)
    - a. Irvine Valley College Faculty Member
    - b. Saddleback College Administrator
    - c. Saddleback College Faculty Member
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner
  - 2. Anticipated Litigation/Significant Exposure to Litigation (3 cases)  
(GC Section 54956.9[b][1] and [b][3][A])

## **RECONVENE OPEN SESSION: 6:30 P.M.**

### **2.0 PROCEDURAL MATTERS**

#### **2.1 Actions Taken in Closed Session**

#### **2.2 Invocation**

Led by Trustee John Williams

#### **2.3 Pledge of Allegiance**

Led by Trustee David Lang

#### **2.4 Resolutions / Presentations / Introductions**

Presentation: 2-1-1 OC

#### **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 two minutes each.***

### **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

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

### **4.0 DISCUSSION ITEM**

None.

### **5.0 CONSENT CALENDAR ITEMS**

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

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

Approve minutes of a regular meeting held on July 26, 2010 and a special meeting held on August 4, 2010.

- 5.2 **Irvine Valley College: Amendment No. 2 to Agreement with Strata Information Group to Provide an Interim Director of Technology Services**  
Approve Amendment No. 2 with Strata Information Group (SIG) to provide an Interim Director of Technology Services position as set forth in the accompanying Exhibits A-C.
- 5.3 **Saddleback College: Student Out-of-State Travel – Washington, DC**  
Approve the out-of-state travel request for up to five students and advisor, Assistant Dean Terence Nelson to attend the Student Veterans of America National Conference in Washington, DC, 9/30/10 through 10/5/10, at a cost not to exceed \$7,570.
- 5.4 **Saddleback College: Study Abroad Program to Salamanca, Spain**  
Approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2011.
- 5.5 **Saddleback College: Student Out of State Travel – Louisville, Kentucky**  
Approve the out-of-state travel request for up to six students and a Saddleback College staff advisor to attend the College Broadcasters/ Associated Collegiate Press/College Media Advisers Conference in Louisville, Kentucky from 10/27/10 through 10/31/10 at a cost not to exceed \$7,593.
- 5.6 **Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: Strang Heating and Air Conditioning, Inc.**  
Approve the removal of Strang Heating and Air Conditioning, Inc. and its substitution by Central Tech Air Conditioning, Inc.
- 5.7 **Saddleback College: Village Expansion: Notice of Completion**  
Authorize the filing of the Notice of Completion and release of retention.
- 5.8 **Saddleback College: Change Order Requests: Village Expansion**  
Approve change order request increasing the contract amount by \$18,949.00. The total revised contract amount is \$320,681.70.
- 5.9 **Saddleback College, Irvine Valley College: Community Education**  
Approve additional courses, presenters, and compensation for Fall 2010.
- 5.10 **SOCCCD | ATEP: Industry Grant Acceptance, Haas Factory Outlet – Haas Automation, Inc.**  
Approve and accept industry grant award from the Haas Factory Outlet, Anaheim, and Haas Automation, Inc. of \$23,501.00.



- 5.11 **SOCCCD: Sub-Grantee Agreement from Coast Community College District for CTE Initiative (SB70/SB1133)**  
Approve the Sub-Grantee Agreement as presented.
- 5.12 **SOCCCD: Cooperative Work Experience Education Plan**  
Approve the revised District Cooperative Work Experience Education Plan.
- 5.13 **SOCCCD: Renewal of Microsoft Licensing Agreements for District-wide Software Use**  
Approve the agreements with ComputerLand of Silicon Valley at a cost not to exceed \$107,413.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-00544 through P11-01163 amounting to \$9,642,204.00. Confirming requisitions dated July 3, 2010 through August 10, 2010 totaling \$86,965.27 are also submitted.
- 5.15 **SOCCCD: Payment of Bills**  
Approve check no. 094330 through 095373, processed through the Orange County Department of Education, totaling \$7,223,738.35; and checks no. 009875 through 009921, processed through Saddleback College Community Education, totaling \$55,889.85; and check no. 008739 through 008746, processed through Irvine Valley College Community Education, totaling \$10,373.33.
- 5.16 **SOCCCD: Revolving Cash Fund Signatures**  
Adopt Resolution No. 10-15 appointing the District Director of Fiscal Services as designated custodian and signatory and Acting Chancellor and Acting Vice Chancellor of Business Services as the designated alternate signatories for the revolving cash fund. Authorize the signature of same on all claims for the replenishment of this fund.
- 5.17 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**  
Approve authorizing individuals occupying the position listed.
- 5.18 **SOCCCD: Claim Against the District: Avery Investment Group, LLC**  
Reject the claim and refer it to the District's insurance administrator for processing.
- 5.19 **SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting**  
Approve authorization of payment to Student Trustee unable to attend Special Board meeting.
- 5.20 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/ratify the Trustees' requests for attending conferences.

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

Accept the donations as listed.

5.22 **SOCCCD: July/August 2010 Contracts**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

6.1 **Saddleback College and Irvine Valley College: Student Government Budgets**

Approve the Saddleback College and Irvine Valley College final student government budgets for 2010-2011.

6.2 **SOCCCD: Adoption of the Final Budget for 2010-2011**

Approve the 2010-2011 Final Budget as presented.

6.3 **SOCCCD: Institutional Memberships**

Approve memberships and estimated dues for organizations as presented.

6.4 **SOCCCD: Five Year Construction Plan**

Approve the District's Order of Priority.

6.5 **Irvine Valley College: Landscaping Project: Award of Bid No. 300**

Approve agreement to Belaire-West Landscape, Inc. in the amount of \$1,200,000.

6.6 **ATEP: Agreement for Real Estate Services**

Approve with CB Richard Ellis, Inc. for real estate brokerage services for the ATEP project.

6.7 **SOCCCD: Board Policy Revision: BP 162 Communications Among Board Members, BP 1311 Civic Center and Facilities Use, BP 3453 Emergency Response Plan, BP 4306 Calendar, BP 5623 California Registered Nurse License**

Accept for review and study.

6.8 **SOCCCD: Recess to Public Hearing - District Initial Proposal to SOCCCD Police Officers Association**

Conduct a public hearing to provide an opportunity for the public to comment on the District's proposal to the SOCCCD Police Officers Association.

6.9 **SOCCCD: Academic Personnel Actions – Regular Items**

Approve New Personnel Appointments, Change of Status, Administrative Reassignment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Resignation/Retirement/Conclusion of Employment.

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

## **7.0 REPORTS**

- 7.1 **Saddleback College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College.
- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: List of Board Requested Reports**  
Reports requested by Trustees.
- 7.5 **SOCCCD: Quarterly Financial Status Report**  
Report as of June 30, 2010.
- 7.6 **SOCCCD: Quarterly Investment Report**  
Report is for the quarter ending on June 30, 2010.

## **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. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate

- L. District Services Classified Senate
- M. Police Officers' Association

**9.0    ADDITIONAL ITEMS**

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

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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Minutes from :

July 26, 2010 Regular Meeting of the Board of Trustees (Exhibit A)  
And  
August 4, 2010 Special Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

*Item Submitted by: Dixie Bullock, Acting Chancellor*

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING  
July 26, 2010

PRESENT

Members of the Board of Trustees:

Donald P. Wagner, President  
Nancy M. Padberg, Vice President  
Marcia Milchiker, Clerk  
John S. Williams, Member  
Thomas A. Fuentes, Member  
William O. Jay, Member  
David B. Lang, Member  
Eve Shieh, Student Member

Administrative Officers:

Dixie Bullock, Acting Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Tod Burnett, President Saddleback College  
Glenn Roquemore, President Irvine Valley College  
Randy Peebles, Provost, ATEP

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

**1.0 PROCEDURAL MATTERS**

1.1 Call To Order

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

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

- A. Public Employee Appointment (GC Section 54957)
  - 1. Public Employee Appointment (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
    - b. Leave Request (1)
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1) Westphal v. Wagner'
  - 2. Anticipated Litigation/Significant Exposure to Litigation (2) ( GC Section 54956.9[b][1] [b][3][A] and [c])

**RECONVENE OPEN SESSION: 6:55 P.M.**

**2.0 PROCEDURAL MATTERS**

2.1 Actions Taken in Closed Session

On a 7-0 vote Dr. David Bugay was appointed Acting Vice Chancellor Business Services.

2.2 Invocation Led by Trustee Padberg

2.3 Pledge of Allegiance Led by Trustee Fuentes

2.4 Resolutions / Presentations / Introductions None

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

### **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

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

### **4.0 DISCUSSION ITEM**

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

Trustee Fuentes requested Item 5.12 be pulled, Trustee Padberg requested Item 5.17 be pulled and Trustee Lang requested Item 5.18 be pulled for separate action. On a motion made by Trustee Williams and seconded by Trustee Jay the remaining items on the Consent Calendar were approved on a 7-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting held on June 28, 2010.

5.2 Saddleback College: Grant Acceptance - Teacher Preparation Pipeline  
Accept the award of \$225,000 from the California Community College  
Chancellor's Office for the Teacher Preparation Pipeline grant RFA No.  
10-0090.



- 5.3 Saddleback College: Substitution of Subcontractor: James B. Utt  
Memorial Learning Resource Center Renovation: Metcoe Skylight  
Specialties  
Approve the removal of Metcoe Skylight Specialties and its substitution by  
Marc Anthony Glazing.
- 5.4 Saddleback College: Substitution of Subcontractor: James B. Utt  
Memorial Learning Resource Center Renovation: Arciero Bros., Inc.  
Approve the removal of Arciero Bros., Inc., and its substitution by Bayley  
Contractors.
- 5.5 Irvine Valley College: Landscaping Project Architectural Services:  
Amendment No. 1 for Increased Services  
Approve amendment increasing the amount by \$5,600.00 with RJM  
Design Group, Inc. The total revised amount is \$107,845.00.
- 5.6 Irvine Valley College: Life Science Architectural Services: Amendment  
No. 1 for Increased Services  
Approve amendment to contract increasing the amount by \$19,500 with  
Dougherty and Dougherty. The total revised amount is \$1,099,810.00.
- 5.7 SOCCCD: Contract with AdvanceTek for Software Development  
Approve agreement with AdvanceTek in the amount of \$184,000.
- 5.8 SOCCCD: Contract with Nimble Consulting for Database Design Services  
Approve agreement with Nimble Consulting in the amount of \$231,000.
- 5.9 SOCCCD: Award of Bid: I.T. Server Room Renovation  
Approve agreement with Bob Parrett Construction, Inc., in the amount of  
\$322,754.00.
- 5.10 SOCCCD: Destruction of Class 3 Disposable Records  
Approve the destruction of documents.
- 5.11 Saddleback College, Irvine Valley College, and the Advanced Technology  
and Education Park: College and ATEP Mission Statements  
Approve the revised ATEP mission statement.

- 5.12 SOCCCD: Authorization for District Institutional Memberships 2010/2011  
Approve memberships and estimated dues for organizations as presented.

Trustee Fuentes requested that the item be divided and that the membership to the Academic Senate for California Community Colleges, identified as Line Item 23 on Page 2 of 9 in the Saddleback College report and Line Item 23 on Page 6 of 9 in the Irvine Valley College report be pulled for separate action. On a motion made by Trustee Fuentes and seconded by Trustee Williams the remaining memberships were approved on a 7-0 vote. Trustee Padberg made a motion that the two items pulled be tabled until next month in order to receive more information, motion seconded by Trustee Williams and was approved on a 6-2 vote with Trustees Jay and Milchiker opposing.

- 5.13 SOCCCD: Joint Powers Agreement for Mail Delivery: Amendment No. 1  
Approve amendment to agreement.

- 5.14 SOCCCD: Purchase Order/Confirming Requisitions  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-05092 through P10-05158 amounting to \$12,947,995.89 and P11-00119 through P11-00543 amounting to \$26,490,731.11. Approve confirming requisitions dated June 9, 2010 through July 2, 2010 totaling \$131,052.28.

- 5.15 SOCCCD: Payment of Bills  
Approve check no. 093252 through 094329, processed through the Orange County Department of Education, totaling \$5,626,124.16; and checks no. 009842 through 009874, processed through Saddleback College Community Education, totaling \$117,025.76; and checks no. 008716 through 008738, processed through Irvine Valley College Community Education, totaling \$145,267.21.

- 5.16 SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts  
Approve authorizing individuals as presented.

- 5.17 SOCCCD: Trustees' Requests for Attending Conferences  
Approve/Ratify Trustees' requests for attending conferences.

Trustee Padberg requested the item be divided. On a motion made by Trustee Padberg and seconded by Trustee Jay the CCLC 2010 Annual Convention and Partner Conference at the Pasadena Convention Center was approved on a 7-0 vote. On a motion made by Trustee Milchiker and seconded by Trustee Williams the STEMtech Conference to be held at Lake Buena Vista, Florida was approved on a 6-1 vote with Trustee Padberg opposing.

- 5.18 SOCCCD: June/July 2010 Contracts  
Ratify contracts as listed.

On a motion made by Trustee Padberg and seconded by Trustee Williams this item passed on a 6-0 vote with Trustee Lang abstaining.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 Irvine Valley College: Honorary Associate Degree Awards  
Approve the awarding of Honorary Associate Degrees to Dale Gleason, Bernard Osher, and Mary Earl Spencer.

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

- 6.2 SOCCCD: Agreement for Special Services: Liebert Cassidy Whitmore  
Approve the agreement establishing a change in rates for professional legal services.

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

- 6.3 SOCCCD: Board Policy Revision: BP-3115 Conflict of Interest  
Accept for discussion/approval.

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

- 6.4 SOCCCD: District Initial Proposal to SOCCCD Police Officers Association  
Acceptance of District's proposal to SOCCCD Police Officers Association  
for review and study, and set a public hearing on the proposal for the  
August 2010 Board meeting.

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

- 6.5 SOCCCD: Academic Personnel Actions - Regular Items  
Approve New Personnel Appointments, Authorization to Establish and  
Announce Academic Administrative Position; Additional Compensation:  
General Fund, Additional Compensation: Categorical/Non-General Fund.

Trustee Williams requested to divide the question and separate out Item  
B.1. On a motion made by Trustee Jay and seconded by Trustee Padberg  
the remaining items were approved. A motion made by Trustee Fuentes  
and seconded by Trustee Williams to table the remaining item was  
approved on a 4-3 vote with Trustees Jay, Padberg and Wagner  
opposing.

- 6.6 SOCCCD: Classified Personnel Actions - Regular Items  
Approve New Personnel Appointments, Authorization to Eliminate  
Classified Position and/or Position Numbers, Authorization to Establish  
and Announce a Classified Position, Change of Status, Classified Bilingual  
Stipend, Additional Compensation, Out of Class Assignments, Leave of  
Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

It was noted that the resignation date in Item G.1. was effective August 21,  
2010 and retirement date would be effective August 22, 2010. On a  
motion made by Trustee Williams and seconded by Trustee Fuentes this  
item was approved on a 7-0 vote as amended.

## **7.0 REPORTS**

- 7.1 SOCCCD: Basic Aid Report  
Report on projected receipts and approved projects.
- 7.2 SOCCCD: Facilities Plan Status Report  
Status of current construction projects.
- 7.3 SOCCCD: List of Board Requested Reports  
Reports requested by Trustees.
- 7.4 SOCCCD: Retiree (OPEB) Trust Fund  
This report is for the period ending June 30, 2010.

## **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. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate

L. District Services Classified Senate

M. Police Officers' Association

**9.0 ADDITIONAL ITEMS**

9.1 Saddleback College and Irvine Valley College: Accreditation  
Acceptance of the colleges' self-study documents.

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

**ADJOURNMENT (or continuation of closed session if required): 7:53 P.M.**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF TRUSTEES  
SSC 212, Saddleback College  
August 4, 2010**

**CALL TO ORDER: 4:00 p.m.**

The Open Session of the Special Meeting of the Board of Trustees was called to order by President Wagner at 4:00 p.m.

**PRESENT**

Members of the Board of Trustees:

Donald P. Wagner, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

John S. Williams, Member

Administrative Officers:

Dixie Bullock, Acting Chancellor

David Bugay, Vice Chancellor, Human Resources and Business Services

Tod Burnett, President, Saddleback College

Glenn Roquemore, President, Irvine Valley College

Randy Peebles, Provost, ATEP

**ABSENT:**

Eve Shieh, Student Member

The Invocation was led by Trustee Wagner

The Pledge of Allegiance was led by Trustee Jay

Members of the public were given the opportunity to address the Board on any item on the agenda.

**2.0 DISCUSSION ITEM**

2.1 SOCCCD: Discussion on ATEP

Discussion of Plans for the development of the Advanced Technology and Education Park in Tustin.

Presentations were made by ATEP Provost Randy Peebles, Counsel Alene Taber, Jackson/DeMaraco/Tidus/Peckenpaugh, Dante Gumucio, Public Economics, Inc., Jeremy Krout, RGP Planning & Development Services, Nader A. Shah and Christopher Barton, Hudson Capital, LLC.

### **3.0 GENERAL ACTION ITEM**

#### **3.1 ATEP: Agreement for Real Estate Services**

Approve Exclusive Leasing Listing Agreement at ATEP with CB Richard Ellis, Inc.

Administration requested this item be pulled for further information, to be brought back to the Board at a later date.

#### **3.2 ATEP: Authorize Pilot Program for New Markets Tax Credit Financing**

Approve participation in Pilot Program for New Markets Tax Credit Financing for ATEP and a consulting agreement with Public Economics, Inc. as the District's NMTC financing consultant.

On a motion made by Trustee Williams and seconded by Trustee Padberg, this item was approved on a 6-1 vote with Trustee Fuentes opposing.

#### **3.3 IVC: Authorization to Establish and Announce Academic Administrative Position**

Authorize establishment and announcement of the position of Dean of Academic Programs, Student Learning and Research at Irvine Valley College.

On a motion made by Trustee Milchiker and seconded by Trustee Jay this item was approved on a 4 - 2 vote with Trustees Fuentes and Lang opposing and Trustee Williams abstaining.

**ADJOURNMENT: 7:55 P.M.**

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Dixie Bullock, Secretary



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Irvine Valley College: Amendment No. 2 to Agreement with Strata Information Group to Provide an Interim Director of Technology Services

**ACTION:** Approval

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**BACKGROUND**

In March 2010, an Agreement was executed between Irvine Valley College and Strata Information Group (SIG) to provide an Interim Director of Technology Services, Exhibit A. The Agreement was amended by Amendment No. 1 in June 2010, to extend the term of the Agreement to August 31, 2010, Exhibit B.

**STATUS**

Recent recruiting efforts did not result in the hiring of a permanent Director of Technology Services, and the position has been re-announced. To date, payments total \$74,250. With the extension, total payments to SIG under this agreement could exceed \$100,000. Therefore, Board of Trustees approval is required.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve Amendment No. 2, Exhibit C, with Strata Information Group.

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

## PROFESSIONAL SERVICES AGREEMENT

Exhibit A  
Page 1 of 4

This Agreement is made between Irvine Valley College (hereinafter referred to as the College), 5500 Irvine Center Drive, Irvine, CA, 92618, and Strata Information Group (hereinafter referred to as SIG), 3935 Harney Street, Suite 203, San Diego, California 92110.

### 1. Services

SIG will provide services as directed in the completion of the tasks set forth in Exhibit A, attached to and made a part of this Agreement. SIG agrees to keep the College regularly informed of the progress of work performed under this Agreement.

### 2. Compensation

The College will pay SIG \$110.00 per hour plus reasonable travel expenses to provide the services specified in Exhibit A. SIG will invoice monthly for labor, travel time and travel expenses. No other increase in the amount or scope of services is authorized without formal amendment to this Agreement.

### 3. Cancellation of Scheduled Services

The parties agree that once the College and SIG have scheduled a specific time during which SIG will provide services under the terms of this Agreement, the College shall pay SIG for such services as if SIG had performed such services on the date scheduled, unless the College has notified SIG that the College would like to reschedule or cancel the provision of such services at least fifteen (15) business days prior to the date on which SIG is scheduled to perform such services. The College's payment shall include the full cost of scheduled consulting services and all actual out-of-pocket expenses.

### 4. Term

This Agreement is effective March 1, 2010 and will continue in effect until June 30, 2010. The Agreement may be extended if agreed to in writing by both parties. Either party may cancel this Agreement with 90 day written notice to the other party.

### 5. Non-Hire Provision

During the term of this Agreement and for 3 months after it ends, SIG will not hire any full time employee of the College without the College's permission, and the College will not hire or contract with any full time employee of SIG without SIG's permission.

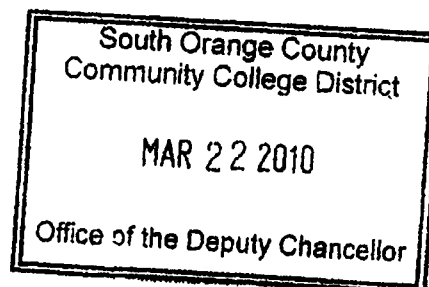
### 6. Reports

Any and all files, notes, reports, manuscripts and any other work produced, prepared or developed by SIG as a part of the work under this Agreement are the property of the College and shall be provided to the College upon the termination of this Agreement.

### 7. Independent Contractor

SIG will control the means and manner in which work is performed under this Agreement and, in all respects, SIG's relationship to the College will be that of an independent contractor, not an employee.

PSA for Interim Director of Technical Services



Page 1 of 4

**8. Force Majeure**

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including without limitation: acts of God; accident; labor disruption; acts, omissions and defaults of third parties; and official, governmental and judicial action not the fault of the party failing or delaying in performance.

**9. Warranty**

No warranty is stated or implied regarding the services provided under this Agreement.

**10. Indemnification**

SIG agrees to and shall indemnify, defend and hold harmless the College, its officers, agents and employees free and harmless from, against and in respect of all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest penalties and reasonable attorneys fees that the College shall incur or suffer, which arise, result from, or relate to the legality and/or enforceability of the Agreement, or actions brought by employees of the College relating to claims arising out of the services rendered by SIG for the College. SIG shall only be liable for those losses, claims, or damages that arise as a result of performance under the terms, conditions, and period of this Agreement which solely and directly result from the negligence of SIG, and shall in no circumstance exceed the amount of this Agreement in aggregate.

**11. Limitation of Liability**

SIG and the College acknowledge and agree that in no event will SIG's liability in connection with the services provided by SIG under this Agreement exceed the amount actually paid to SIG by the College under this Agreement and SIG will not be liable for any special, incidental, or consequential damages, including without limitation loss of profits, loss of data, and loss of revenues, even if informed of the possibility thereof in advance. These limitations apply to all causes of action in the aggregate, including without limitation breach of contract, SIG's negligence, strict liability, misrepresentation, and other causes of action based on similar legal theories. SIG and the College further acknowledge and agree that they are entering into this Agreement on the understanding that the fees for the services provided by SIG under this Agreement have been set to reflect the fact that the College's remedies, and SIG's liability, shall be limited as expressly set forth in this Agreement, and, if not so limited, the fees for the same services would have been substantially higher.

**12. Entire Agreement**

This Agreement contains the entire Agreement between the parties hereto, and supersedes any and all other Agreements heretofore made.

**13. Ownership of Works for Hire**

All matters produced under this Agreement shall be works for hire and shall become the sole property of the College. Said works cannot be used for any other client or purposes without the College's expressed written permission. The College shall have all right, title and interest in said matters, including the right to obtain and maintain the copyright, trademark, and/or patent of said matters in the name of the College.

**14. Worker's Compensation Insurance**

SIG agrees to procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of SIG performing this Agreement files a worker's compensation claim against the College, SIG agrees to defend and hold the College harmless from such claim.

**15. Nondiscrimination in Employment**

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

For the College:

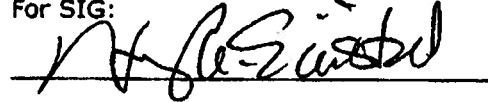


Deputy Chancellor

Date:

3/1/10

For SIG:



Henry A. Elmstad, Partner

Date:

3/15/10

**EXHIBIT A**

**Statement of Work**

Under the terms of this Agreement, SIG will provide consulting services to the staff of the College, as directed, to perform the following work:

SIG will provide an Interim Director of Technical Services to:

- Manage the existing campus technical staff
- Assess the capacity of the existing staff to provide required services
- Foster improved communication between the technical staff and the user community
- Assist in the accreditation self study
- Initiate the development of a short term Technology Plan
- Working with District personnel, evaluate the college's Help Desk and support functions

## Amended Professional Services Agreement

Irvine Valley College  
And  
Strata Information Group

### Amendment No. 1

The Agreement made on March 1, 2010 between Irvine Valley College and Strata Information Group (SIG) is hereby amended to be effective July 1, 2010. The following changes are made to the Agreement:

#### 2. Compensation

The hourly rate will remain the same through August 31, 2010. Irvine Valley College will pay SIG \$110.00 per hour plus reasonable travel expenses to provide the services specified in Exhibit A. SIG will invoice monthly for labor, travel time and travel expenses. Payment indicates acceptance of service. No other increase in the amount or scope of services is authorized without formal amendment to the Agreement.

#### 4. Term

The term of the Agreement is extended to August 31, 2010.

### THERE ARE NO OTHER CHANGES

The signatures below indicate approval of this Amendment.

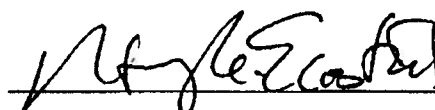
For Irvine Valley College:



Name: Gary L. Poertner, Deputy Chancellor

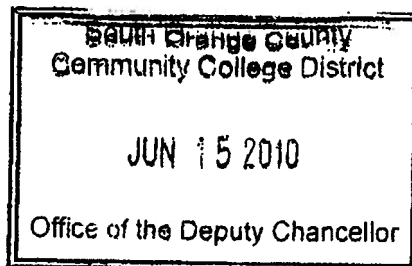
Date: 6/5/10

For Strata Information Group:



Henry A. Elmstad, President

Date: 6-9-10



## **Amended Professional Services Agreement**

Irvine Valley College  
And  
Strata Information Group

### **Amendment No. 2**

The Agreement made on March 1, 2010 between Irvine Valley College and Strata Information Group (SIG) and amended by Amendment No. 1 executed June 9, 2010, extending the Agreement from July 1, 2010 through August 31, 2010, is hereby amended to further extend the term. The following changes are made to the Agreement:

#### **2. Compensation**

The hourly rate will remain the same through December 31, 2010. Irvine Valley College will pay SIG a maximum of \$110 per hour plus reasonable travel expenses to provide the services in Exhibit A. SIG will invoice monthly for labor, travel time and travel expenses. Payment indicates acceptance of service. No other increase in the amount or scope of services is authorized without formal amendment to the Agreement.

#### **4. Term**

The term of the Agreement is extended to December 31, 2010.

### **THERE ARE NO OTHER CHANGES**

The signatures below indicate approval of this Amendment.

For Irvine Valley College:

For Strata Information Group:

\_\_\_\_\_  
Name: Dr. David Bugay, Vice Chancellor

\_\_\_\_\_  
Henry A. Elmstad, President

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

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

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College: Student Out-of-State Travel - Washington, DC

**ACTION:** Approval

---

### **BACKGROUND**

The Saddleback College VETS Program and Counseling Services and Special Programs Division are committed to offering the highest quality of educational opportunities and experiences to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership and learning experiences. Periodically, student representatives participate in activities on a national level.

### **STATUS**

Up to five student veterans and advisor, Assistant Dean Terence Nelson are planning to attend the Student Veterans of America (SVA) National Conference in Washington, DC. Dates of the conference, including travel, are from Thursday, September 30, 2010 through Tuesday, October 5, 2010. Funds for this conference will come from the VETS Program Foundation account in an amount not to exceed \$7,570. An overview of the conference related expenses is detailed in Exhibit A. There is no impact to the general funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to five students and advisor, Assistant Dean Terence Nelson to attend the Student Veterans of America National Conference in Washington, DC, Thursday, September 30, 2010 through Tuesday, October 5, 2010, at a cost not to exceed \$7,570.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**Saddleback College**

**Student Veterans of America National Conference**

Location: Washington, DC

Dates: Thursday, September 30, 2010 *through* Tuesday, October 5, 2010

Number of Students: max 5

Number of Advisors: max 1

**Budget:**

Conference Registration = \$50./pp x 6 =	\$ 300.
Transportation (Air Fare) = \$450./pp x 6 =	\$2,700.
Hotel = \$228./per night x 5 nights x 3 room =	\$3,420.
Car Rental = \$50./day x 5 =	\$ 250.
Meals (student rate) \$25/pp x 6 days x 6 =	\$ 900.
<hr/>	
Grand Total = \$7,570.	

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Study Abroad Program to Salamanca, Spain

**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the spring semesters in Salamanca, Spain since 2001. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Salamanca, Spain during the spring 2011 semester from January 28 to April 10, 2011. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$6,750 per student at a cost of \$92.46 per day for 12 to 19 students or \$6,700 per student at a cost of \$91.78 per day for 20 or more students. Saddleback College solicited three bids for this program from AIFS, T&E and Accent. Accent is unable to meet the minimum liability insurance requirement. In addition to cost, the proposed program is the best of the two bids in terms of educational and student services. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings list issued by the U.S. Department of State does not include Spain.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2011 as summarized in Exhibit B, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

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

Study Abroad Narrative  
Salamanca, Spain, Spring 2011

Saddleback College has offered the Salamanca, Spain Study Abroad Program for eight consecutive years. In spring 2011, a group of 20 to 45 students will study Spanish language, culture, and history from January 28 through April 10, 2011. The faculty advisor will accompany the students on their arrival flight, as well as one week in Salamanca.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The Program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and seven nights in hotel in Salamanca and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

[illegible]

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 20A	Civilization of Spain Through 1898						3
SPAN 20B	Civilization of Spain, 1898 to Present						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						12	
Minimum number of units:						8.25	
Maximum number of units:						11.25	
If this is a repeat program site, what is the average number of units taken per student? (Based upon spring 2010 enrollments)						8.31	
Other							
5. COSTS							
Student:							
Contracted cost per student: 20 or more students: \$6,700/student (\$91.78/day)						\$ 6,750.00	
12 – 19 students: \$6,750/student (\$92.46/day)							
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$ 92.46	
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$ N/A	
Other Costs						\$ 0	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							Excursions,
9 a.m.	Language	Language	Language	Language	Language		Field Trips
10a.m.	Classes	Classes	Classes	Classes	Classes		& Tours
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization	Civilization	Civilization	Civilization	Civilization		
7 p.m.	& Culture	& Culture	& Culture	& Culture	& Culture		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
1. Consular Information Sheet for Spain							

9. REQUIRED SIGNATURES



Lead Faculty Member

8/10/10

Date



Department Chair

8/10/10

Date



Division/School Dean

8/10/10


Date



Vice President, Instruction

8/12/10

Date



College President

8-20-10

Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*Spanish Language Studies in Salamanca, Spain, Spring 2011*

This Agreement is made this 30<sup>th</sup> day of August, 2010 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) ("TRAVEL CONTRACTOR") located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**16. NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time

of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.

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

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

TRAVEL CONTRACTOR

DISTRICT

**Travel and Education (T&E)**

**South Orange County Community  
College District**

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

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

By: \_\_\_\_\_  
**Alfredo Miguel de Pablo**

By: \_\_\_\_\_  
**Gary L. Poertner**

Title: **President**

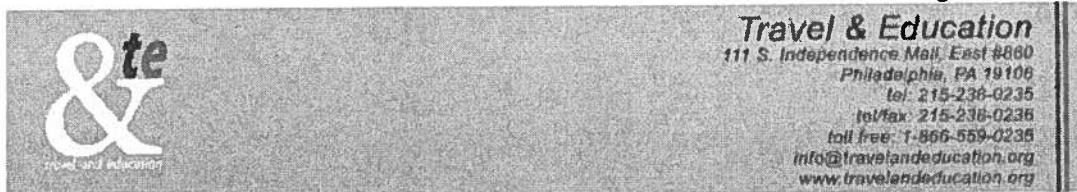
Title: **Deputy Chancellor, SOCCCD**

Address: **111 S. Independence, East #860**  
**Philadelphia, PA 19106**

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

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

Phone No.: **(949) 582-4347**

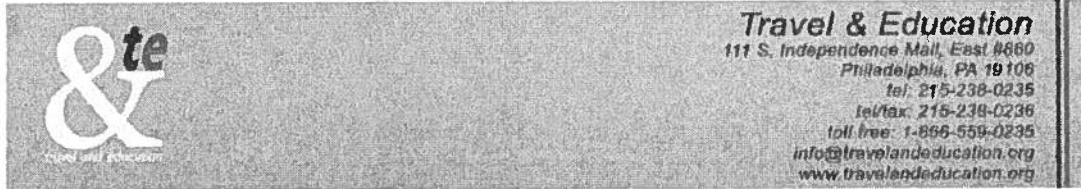


**TRAVEL & EDUCATION**  
**PROPOSAL 10 WEEK PROGRAM – SPRING 2011**  
**SADDLEBACK COLLEGE - SOCCCD**

<b>Departure from US:</b>	<b>Friday, January 28<sup>th</sup> 2011</b>
<b>Arrive in Madrid:</b>	<b>Saturday, January 29<sup>th</sup> 2011</b>
<b>Transfer to Salamanca:</b>	<b>Sunday, January 30<sup>th</sup> 2011</b>
<b>Transfer to Madrid:</b>	<b>Saturday, April 9<sup>th</sup> 2011</b>
<b>Departure from Madrid:</b>	<b>Sunday, April 10<sup>th</sup> 2011</b>

**PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:**

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport – Madrid – Santa Ana/John Wayne airport) and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; group transfers by private bus from Madrid to Salamanca.
- Museum entrances in Madrid and welcome meal.
- Group transfer at the end of the program from Salamanca to Madrid and overnight in Madrid (triple occupancy) with breakfast.
- Accommodation in Salamanca in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Salamanca consisting of an orientation meeting with a T&E representative, local area information, a welcome reception and a walking tour of Salamanca.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.
- Two full-day excursions by private bus to Segovia and Avila including entrances to the Alcazar in Segovia and la Alberca. Excursions are with the services of an English-speaking guide.
- 10-week social and cultural program (events such as cooking lessons, Spanish cinema, museum visits etc.) including a dinner at the Caves of Perdigon.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$50 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.
  - Accident and Sickness Insurance Benefits
  - Emergency Medical Evacuation Benefit
  - Repatriation of Remains Benefit

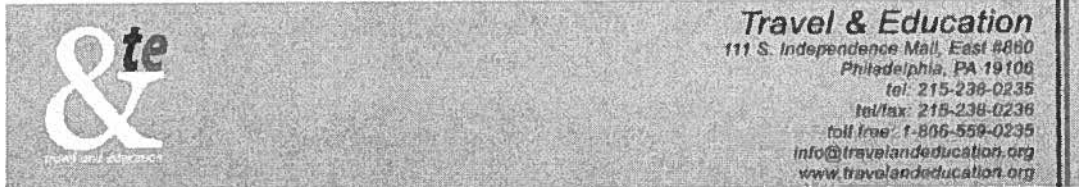


- Emergency Reunion Benefit
- 24 hour International Emergency Assistance
- Local medical insurance coverage with includes coverage for accidents while traveling between locations and during scheduled activities.
- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Mobile phones provided for each student which includes a local Spanish cell number with an initial credit of 5/10 € and free incoming local calls.
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials including our full color comprehensive "T&E Acceptance and Orientation Packet".
- Advance planning services offered by our T&E office in Philadelphia.

#### **FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

Faculty support services (target enrollment **12 students** with 1 faculty member)  
as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation T&E will reimburse SOCCCD faculty the optional student airfare fee of **\$1250** once the minimum program enrollment has been reached.
- T&E can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by Thursday, December 10th, 2010, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- T&E will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and **7 nights in hotel in Salamanca**.
- **Mobile phone will be provided with courtesy credit of 50 €**
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.



Faculty benefits are paid in full for an enrollment of 12 paying students or more, or pro rata for a lower enrollment.

### **PROGRAM FEES**

- **\$6750 US Dollars per participant for an enrollment of 12 to 19 paying student participants with 1 faculty administrative visit.**
- **\$6700 US Dollars per participant for an enrollment of 20 or more paying student participants with 1 faculty administrative visit.**

Should SOCCCD wish to run this program with an enrollment below 12 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. T&E would discuss these options with SOCCCD.

**This fee includes airfare with all the taxes**, excludes a **\$125** refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.

**The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option.**

### **OPTIONAL COMPONENTS**

- T&E will reserve spaces at the above prices according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent –agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after Friday, November 12th, 2010. T&E is financially committed to any confirmed airlines seats from Wednesday, October 20th, 2010 and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students





intend to purchase the transportation package listed above. However, should SOCCCD decide not to offer this transportation package to their students **T&E** must be notified before Wednesday, October 20th, 2010.

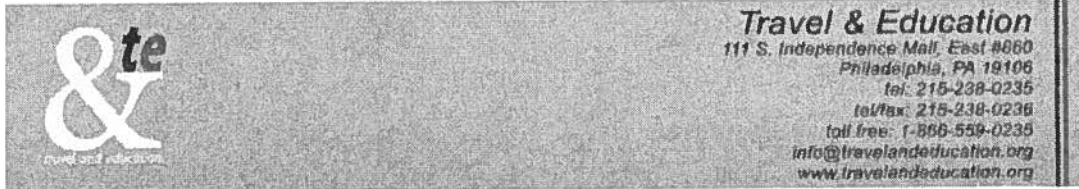
- Single Supplement for homestay accommodation in Salamanca is **\$350**.

### **PROGRAM APPLICATION PROCEDURE AND BILLING**

- We recommend the promotion of and initial receipt of deposits for this program as early as possible, latest by Thursday, October 1st, 2009. Penalties apply to changed program bookings after Friday, November 12th, 2009. Therefore **T&E** would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to **T&E** by Friday, November 12th, 2010. **T&E** would then bill the individual student for the balance of fees owing. Rate for airfare, \$200, must be received by Wednesday, October 20th, 2010 and the rest of the airfare, \$1000, must be received by November 12th, 2010. Full payment and confirmation of final numbers must be received by Thursday, December 9th, 2010. Please note that these are not postmark dates, but the dates by which funds must arrive in the **T&E** Philadelphia office.
- **T&E** reserves the right to withdraw students who are not paid in full by the final payment deadline.
- **T&E** can accept applications after Friday, November 12th, 2010, but cannot guarantee program costs after this date. Students applying after the application deadline date of Friday, November 12th, 2010 can only be accepted on a space-available basis.
- **T&E** accepts payment in the form of personal check or money order and VISA or Mastercard.

### **AIRFARE CONDITIONS**

- **T&E** will reserve spaces according to information on the student application form. Once airline tickets have been issued to students



they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.

- **T&E** cannot arrange airline tickets for students applying after Friday, November 12th, 2010. **T&E** is financially committed to any confirmed airline seats from Wednesday, October 20th, 2010 and therefore an airfare review will take place prior to this date. **T&E** requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then **T&E** must be notified before Wednesday, October 20th, 2010 and will be able to provide a land only fee.

### **REFUND POLICY**

Should an individual participant withdraw from the program they must do so in writing directly with **T&E** and the following policy will apply based on the date the withdrawal notice is received in our Philadelphia office.

#### **WITHDRAWAL**

#### **He/she receives....**

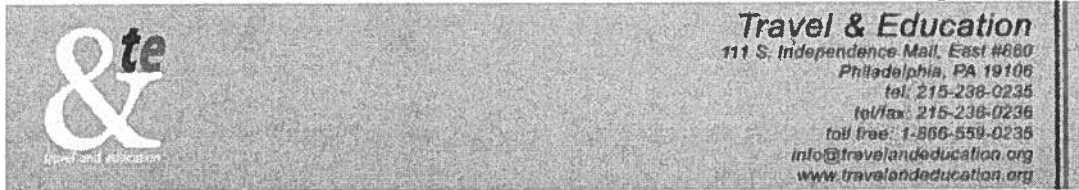
On or before Wednesday October 20<sup>th</sup>, 2010

a refund of all fees paid less \$200 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by **T&E** on behalf of the student

After Friday November 12<sup>th</sup> 2010, but on or before Thursday December 9<sup>th</sup>, 2010

a refund of all fees paid less \$400 deposit and \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by **T&E** on behalf of the student

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by Friday November 12<sup>th</sup> 2010.



- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, **T&E** will:
  - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
  - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to **T&E** for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

#### **ACCEPTANCE OF PROPOSAL**

**T&E** require written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required by Thursday, August 12th, 2010. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, **T&E** Director of US Operations in Philadelphia, fax number 215-238-0236.

PROPOSAL ACCEPTED BY \_\_\_\_\_  
South Orange County Community College District (Saddleback College)

DATE \_\_\_\_\_

# U.S. Department of State

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Tuesday, August 3, 2010

## Current Travel Warnings

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

[Mauritania](#) 08/02/2010  
[Mali](#) 07/29/2010  
[Uzbekistan](#) 07/22/2010  
[Pakistan](#) 07/22/2010  
[Mexico](#) 07/16/2010  
[Chad](#) 07/09/2010  
[Haiti](#) 06/24/2010  
[Israel, the West Bank and Gaza](#) 06/20/2010  
[Guinea](#) 06/16/2010  
[Nepal](#) 06/15/2010  
[Nigeria](#) 06/15/2010  
[Afghanistan](#) 05/25/2010  
[Burundi](#) 05/19/2010  
[Cote d'Ivoire](#) 05/12/2010  
[Niger](#) 05/11/2010  
[Georgia](#) 05/03/2010  
[Congo, Democratic Republic of the](#) 04/21/2010  
[Philippines](#) 04/02/2010  
[Algeria](#) 04/02/2010  
[Lebanon](#) 03/29/2010  
[Iran](#) 03/23/2010  
[Kenya](#) 03/16/2010  
[Colombia](#) 03/05/2010  
[Eritrea](#) 03/02/2010  
[Central African Republic](#) 02/26/2010  
[Yemen](#) 02/25/2010  
[Iraq](#) 02/25/2010  
[Saudi Arabia](#) 02/18/2010  
[Sudan](#) 12/31/2009  
[Somalia](#) 12/31/2009

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College: Student Out of State Travel – Louisville, Kentucky

**ACTION:** Approval

---

**BACKGROUND**

The Saddleback College Fine Arts and Media Technology Division is committed to offering high quality educational opportunities to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

**STATUS**

The Cinema/TV/Radio Department intends to send up to six students and a Saddleback College staff advisor to the College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Louisville, Kentucky. Dates of the conference, including travel, are from Wednesday October 27, 2010 through Sunday October 31, 2010. Funds for this conference have been approved and budgeted by the Associated Student Government and are available in the amount of \$4,000 and the amount of \$3,593 will be paid from the KSBR Foundation Account for a total not to exceed \$7,593. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to six students and a Saddleback College staff advisor to attend the College Broadcasters/ Associated Collegiate Press/College Media Advisers Conference in Louisville, Kentucky from 10/27/10 through 10/31/10 at a cost not to exceed \$7,593.

South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGE BROADCASTERS/ASSOCIATED COLLEGIATE PRESS/COLLEGE  
MEDIA ADVISERS CONFERENCE

LOCATION: Louisville, Kentucky

DATES: Oct. 27- 31, 2010

Co-sponsored by the Associated Collegiate Press and College Media Advisers in partnership with College Broadcasters Inc., the CBI/CMA/ACP annual fall conference is the largest college student media convention in the world. The event is expected to draw more than 3,000 students and advisers. The conference features more than 100 breakout sessions, a career fair, on-site critiques, discussion groups, and a tradeshow.

Up to 6 Cinema/TV/Radio students will be chosen to attend the event, based on applications that will be judged by the Cinema/TV/Radio faculty. The students will be expected to make presentations on their experiences to their respective classes. In addition, it is anticipated that through interaction with student media leaders at other colleges, our students will be inspired to take leadership roles in radio and television production at Saddleback College.

Anticipated Expenses:

Per student

Registration	85
Airfare (including fees)	420
Lodging \$168 per night /2 per room X 4	336
Meals (student rate) \$25 x 5 days	125
Ground Transportation	50
Total	1016 x 6 students = \$6096

Faculty/Staff member

Registration	105
Airfare	420
Lodging \$168 per night x 4 nights	672
Meals (at employee rate) \$50 x 5	250
Ground Transportation	50
Total faculty/staff	\$1497
Total	\$7593

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College: Substitution of Subcontractor: James B. Utt  
Memorial Learning Resource Center Renovation: Strang Heating and  
Air Conditioning, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On April 26, 2010, the Board approved the award of bid for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

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

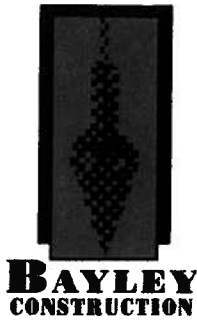
### **STATUS**

Bayley Construction, the general contractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College has informed the District that the listed HVAC subcontractor, Strang Heating and Air Conditioning, Inc., is unable to perform the work and has asked to be released of its obligation. Bayley Construction recommends that Central Tech Air Conditioning, Inc. be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Strang Heating & Air Conditioning, Inc. of this request was sent on August 12, 2010, EXHIBIT B.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the removal of Strang Heating and Air Conditioning, Inc. and its substitution by Central Tech Air Conditioning, Inc., as subcontractor on the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.



California Office  
3730 S. Susan St.  
Suite 200  
Santa Ana, CA  
92704-3456  
Tel 714-540-8863  
Fax 714-556-1484

August 9, 2010

Attn: Steve Baker  
**MC CARTHY BUILDING COMPANIES**  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**RE: JAMES B. UTT LEARNING RESOURCE CENTER at SADDLEBACK COLLEGE  
Subcontractor Substitution / Delisting Job #10058**

Washington Office  
8005 SE 28th Street  
P.O. Box 9004  
Mercer Island, WA  
98040-9004  
Tel 206-621-8884  
Fax 206-343-7728

Dear Steve:

Pursuant to Public Contract Code Article 4107 Bayley Construction is hereby requesting that Strang Mechanical be de-listed from the HVAC scope of work for the above referenced project. We will be substituting Central Tech Air Conditioning, Inc. for Strang Mechanical. Per their statement in the attached letter, they are unable to comply with Bayley Construction's contract general terms and conditions and are therefore withdrawing their bid (reference 4107,item # 1).

State Licenses

Arizona  
124221  
California  
734880  
Colorado  
1520912  
Idaho

RCE-20059

Nevada  
49114  
Oregon  
127881

Utah  
50771325501

Washington  
BAYLECG034JC

If you have any additional questions please contact me to discuss.

Sincerely,

**BAYLEY CONSTRUCTION**



Mark Freeman  
Project Manager  
File: HVAC Subcontractor





Phone: (619) 596-2665  
FAX: (619) 562-3734

JULY 23, 2010

**BAYLEY CONSTRUCTION**  
3730 S. Susan Street, Suite #200  
Santa Ana, California 92704

ATTN: **MARK W. FREEMAN**, Project Manager

REF: **JAMES B UTT LRC RENOVATION – SADDLEBACK COLLEGE**  
28000 Marguerite Parkway  
Mission Viejo, California 92692

Dear Sir,

To follow up on our earlier conversation, Strang Heating & Air Conditioning, Inc. is unable to comply with Bayley Construction's contract's general terms & conditions for this project. Thus this letter is to notify Bayley Construction that Strang Heating & Air Conditioning, Inc. is requesting to be delisted from this project.

If you should have any further questions, please don't hesitate to contact me.

Respectfully,

**STRANG HEATING & AIR CONDITIONING, INC.**

A handwritten signature in black ink, appearing to read "Richard Strang", is written over the company name.

Richard Strang



EXHIBIT B  
Page 1 of 1

August 12, 2010

Mr. Richard Strang  
Strang Heating & Air Conditioning, Inc.  
9025 Mission Gorge Rd.  
Santee, CA 92071

Subject: Substitution of Subcontractor

Dear Mr. Strang:

We have received from Bayley Contractors a request for substitution of the mechanical subcontractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College (please see attached copy).

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

Sincerely,

Walter R. Rice  
Assistant Director of Facilities Planning

WRR/lh

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College: Village Expansion: Notice of Completion

**ACTION:** Approval

---

### **BACKGROUND**

On January 20, April 27, and June 22, 2009, the Board of Trustees approved funding from basic aid for the Saddleback College Village Expansion project. The Board of Trustees approved a contract with MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000 on May 26, 2009. Previously approved change orders increased the amount by \$14,814.91 for a revised contract amount of \$1,064,814.91.

MJ contractors defaulted and the contract was taken over by the surety, International Fidelity Insurance Company enlisting a takeover contractor, Jaynes Corporation. After approval of this month's change order, the contract amount for the surety take over equals \$320,681.70.

### **STATUS**

The Construction Manager recommends that a Notice of Completion be filed for the Village Expansion project

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion attached as EXHIBIT A for the Village Expansion Project at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after filing.

EXEMPT PER GOVERNMENT CODE 6103

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA**

(Seal)

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College: Change Order Requests: Village Expansion

**ACTION:** Approval

---

### **BACKGROUND**

On January 20, April 27, and June 22, 2009, the Board of Trustees approved funding from basic aid for the Saddleback College Village Expansion project. The Board of Trustees approved a contract with MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000 on May 26, 2009. Previously approved change orders increased the amount by \$14,814.91 for a revised contract amount of \$1,064,814.91.

MJ contractors defaulted and the contract was taken over by the surety, International Fidelity Insurance Company enlisting a takeover contractor, Jaynes Corporation. The contract amount for the surety take over equals \$301,732.70.

### **STATUS**

EXHIBIT A describes the required modifications contained in Change Order Requests (COR) numbers 1, 2, 3, 4, 13, & 17. Approval of this COR will result in an increase of \$18,949 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$320,681.70.

Funds are available within the approved project budget which is \$4,315,675. Other costs covered by this project budget include architectural fees, inspections, testing, buildings and equipment.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers 1, 2, 3, 4, 13 & 17 for the Saddleback College Village Expansion project as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$18,949 in the total project cost. The revised contract total amount is \$320,681.70.

Saddleback College Portable Village Additions Project

EXHIBIT A

Bid No. 1089

Change Order No. 5

August 30, 2010

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #5 COR Total	REVISED CONTRACT AMOUNT
1089	General Contractor	International Fidelity Insurance Company		\$301,732.70	\$0.00	\$18,949.00	\$320,681.70
		1055 NW Maple Street, Suite 102 Issaquah, WA 98027	<b>TOTAL</b>	<b>301,732.70</b>			<b>320,681.70</b>

COR No.	Date	Description	Requested	Status	Amount
1	4/21/2010	Change to single photocell to control site lighting	by college/district	reviewed	\$698.00
2	5/7/2010	Fire alarm system additions per DSA request	by architect	reviewed	\$3,257.00
3	7/2/2010	Water supply line and backflow changes	college/district	reviewed	\$7,303.00
4	5/7/2010	Changes to fencing around powerhouse	by architect	reviewed	\$1,803.00
13	5/27/2010	Amendments for landscape areas	by college/district	reviewed	\$7,372.00
17	7/2/2010	Credit for asphalt landings	by architect	reviewed	(\$1,484.00)

**TOTAL THESE CHANGE ORDER REQUESTS**

**\$18,949.00**

EXHIBIT A  
Page 1 of 1

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education,  
Fall 2010

**ACTION:** Approval

---

**BACKGROUND**

The South Orange County Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College and Irvine Valley College perform an important community service and fulfill a vital part of their mission. Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

**STATUS**

The Board of Trustees approved the Fall 2010 Community Education courses, presenters, and compensation at the June 28, 2010, meeting. Additional courses, presenters, and compensation for Fall 2010 are presented in Exhibit A (Saddleback College) and Exhibit B (Irvine Valley College).

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the additional Fall 2010 Community Education courses, presenters, and compensation as presented in Exhibits A and B.

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

South Orange County Community College District  
 SADDLEBACK COLLEGE  
 COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL II 2010

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adults	First-Hand French	8/1 - 12/20	Nancy Allah (E)	50% net	\$59
	Italian Language	8/1 - 12/20	Debrah Zardeneta (E)	50% net	\$59
	Letterpress Workshop	8/1 - 12/20	Karen Taylor (E)	50% net	\$175
	Practical Norewegian	8/1 - 12/20	Berit Austin Funnemark	50% net	\$35
	Screenprinting Workshop	8/1 - 12/20	Karen Taylor (E)	50% net	\$175
	Screenwriters Boot Camp	8/1 - 12/20	Adam Coplan (E)	50% net	\$100
	Writing A Novel	8/1 - 12/20	Sam McCarver (E)	50% net	\$90
CFK	Natural A's	8/1 - 12/20	Curtis Adney (E)	50% net	\$59
	Princess Ballet	8/1 - 12/20	Roxanne Bell (I)	50% net	\$59

(E) Employee

(I) Independent Contractor



*South Orange County Community College District*  
**IRVINE VALLEY COLLEGE**  
*COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Fall 2010*

<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
Aerobics	8/30-12/10	Debbie Hackmann	65% gross	\$50-\$135
Aikido	9/11-10/30	Todd Yarnon	65% gross	\$80
Medical Billing	9/18/10-2/26/11	Wendy Flint	IVC receives \$305 per student	\$2,425
Online Career Training	ongoing	Rich Talmo	IVC receives \$30-\$300 per student	\$105-\$5,595
Pharmacy Technician	9/18/10-4/30/11	Victoria Suarez	IVC receives \$305 per student	\$2,425
Tai Chi Ch'uan	9/11-12/4	Joanna Schoon	65% gross	\$60-\$99

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD | ATEP: Industry Grant Acceptance, HAAS Factory Outlet - HAAS Automation, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

Haas Technical Education Centers (HTEC) is a global network and partnership between learning institutions. Haas Automation, Inc. - the largest computed numerically controlled (CNC) machine tool builder in the Western World, and Haas Factory Outlets. This partnership ensures that qualified learning institutions receive support to provide the highest quality CNC education.

### **STATUS**

In July 2010, Haas Factory Outlet, Anaheim, as the exclusive representative for Haas Automation, Oxnard California awarded ATEP the honor of becoming a certified Haas Technical Education Center (HTEC). With this award, the Haas Factory Outlet provided a financial grant valued at \$23,501. This will assist ATEP with the mission of assisting local company find and train workers in the manufacturing industry. Additionally, significant training and education resources including instructional material, staff training and technical resources are included with the industry grant. Haas will promote and recruit ATEP classes for technicians needing such training. This industry grant specially requests that ATEP work with displaced workers and new students desiring training for the CNC manufacturing industry.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this industry grant award from the Haas Factory Outlet, Anaheim, and Haas Automation, Inc. of \$23,501.00 to establish a Haas Technical Education Center at ATEP as shown in Exhibit A.



## Haas Factory Outlet

A Division of Machining Time Savers, Inc.

July 30, 2010

Advanced Technology & Education Park  
15445 Landsdowne Road  
Tustin, California 92782

Attention: Randy Peebles, Provost  
Bruce Sobczak, Director CACT

Gentlemen,

Haas Factory Outlet, Anaheim, California, the exclusive representative for Haas Automation, Oxnard, California, is pleased to award Advanced Technology & Education Park (ATEP) in Tustin, California the honor of becoming a certified Haas Technical Education Center (HTEC) in Orange County.

Becoming a HTEC means that your teaching organization and vision for the future matches our "Best Practices" model. This prestigious award is based on ATEP's desires to help local companies find extremely qualified workers in the manufacturing industry. Also this award is to empower the displaced workers and new students with a desire to enter the world market place in CNC manufacturing.

We at Haas Factory Outlet strongly believe that your model for future growth and compliance with the HTEC standards for CNC equipment and current facility model is a match for our relationship. ATEP and its subsequent growth model is also a fit for the highly technical Orange County marketplace.

Again we are pleased that ATEP has chosen to follow the HTEC model and blueprint to train those who desire a strong future in rebuilding America.

Sincerely,

Gary J. Sladek  
Vice President  
HFO/HTEC Anaheim

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Sub-Grantee Agreement from Coast Community College District for CTE Initiative (SB70/SB1133)

**ACTION:** Approval

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**BACKGROUND**

The overall goal of the Governor's Career Technical Education (CTE) Initiative (SB 70/SB 1133) is to strengthen California's workforce development efforts by linking the State's investment in economic development with its investment in public instruction and other significant public investments. Funds are used for projects that: bring together economic development initiatives and consortia composed of community colleges, high schools, and Regional Occupational Centers and Programs (ROCPs); develop regional articulation councils to create seamless, non-redundant education and training in California that corresponds to economic demand; strengthen existing CTE sectors; establish career exploration programs for middle school and high school students; and meet critical professional development needs and capacity building needs.

The intent of the Career Technical Education Community Collaborative Project RFA is to provide funds to those programs that successfully demonstrate their ability to implement a project that encompasses the four program areas that are required components of the RFA and a foundation to support a Workforce Innovation Partnerships grant. These four components include Career Exploration Development for 7<sup>th</sup> & 8<sup>th</sup> Graders, Career Technical Education Sectors, Teacher and Faculty Externships in Business and Industry, and CTE Professional Development.

**STATUS**

Chancellor's Office, California Community Colleges has provided funds to the Coast Community College District for support of the Career Technical Education Community Collaborative Projects Grant, Grant Agreement #09-140-830. The 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.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this award of \$16,000.00 from the California Community Colleges, Chancellor's Office for the Sub-Grantee Agreement between Coast Community College District and Saddleback College.

## COAST COMMUNITY COLLEGE DISTRICT

### SUBGRANTEE AGREEMENT

THIS SUBGRANTEE AGREEMENT entered into by and between Saddleback College, hereinafter referred to as SUBGRANTEE, and the Coast Community College District, hereinafter referred to as DISTRICT.

WHEREAS the California Governor's 2006-07 Budget called for expanded career technical educational opportunities for middle school and high school students, and improved linkages between the career and technical curricula of the public schools and community colleges.

The overall goal of the Governor's Career Technical Education (CTE) Initiative (SB 70/SB 1133) is to strengthen California's workforce development efforts by linking the State's investment in economic development with its investment in public instruction and other significant public investments. Funds are used for projects that: bring together economic development initiatives and consortia composed of community colleges, high schools, and Regional Occupational Centers and Programs (ROCPs); develop regional articulation councils to create seamless, non-redundant education and training in California that corresponds to economic demand; strengthen existing CTE sectors; establish career exploration programs for middle school and high school students; and meet critical professional development needs and capacity building needs.

The intent of the Career Technical Education Community Collaborative Project RFA is to provide funds to those programs that successfully demonstrate their ability to implement a project that encompasses the four program areas that are required components of the RFA and a foundation to support a Workforce Innovation Partnerships grant. These four components include Career Exploration Development for 7<sup>th</sup> & 8<sup>th</sup> Graders, Career Technical Education Sectors, Teacher and Faculty Externships in Business and Industry, and CTE Professional Development.

WHEREAS the Chancellor's Office, California Community Colleges has provided funds to the DISTRICT for support of the Career Technical Education Community Collaborative Projects Grant, Grant Agreement #09-140-830.

WHEREAS the 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; and

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

WHEREAS the DISTRICT and SUBGRANTEE mutually agree that SUBGRANTEE is specially qualified for and shall provide special services to the DISTRICT for the Project and agree to the following:

## **1. STATEMENT OF WORK**

This Agreement is based on the Governor's Career Technical Education Initiative (SB 70/SB 1133) Career Technical Education Community Collaborative Project, Grant Agreement #08-140-830 hereinafter referred to as the "Grant" funded through the Chancellor's Office, California Community Colleges attached hereto as Exhibit A and incorporated by reference. SUBGRANTEE agrees to carry out responsibilities specifically outlined in Exhibit B, and any other responsibilities as outlined in the Grant (including the Annual Workplan) as approved by the Chancellor's Office, California Community Colleges. SUBGRANTEE agrees that performance under this Agreement shall be performed within the California Community Colleges Chancellor's Office, Career Technical Education Community Collaborative Request for Applications Booklet 2007-08 Instructions Terms and Conditions attached hereto as Exhibit B, including Article I (Career-Technical Education/Economic and Workforce Development Pathways Program-Specific Legal Terms and Conditions) and Article II (Standard Legal Terms and Conditions) which is incorporated herein by reference as well as comply with all additional provisions of the Grant. Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized. **All performance shall be completed by June 30, 2011, except that the final invoice shall be due July 15, 2011.**

## **2. TERM**

The effective term of this Agreement shall be from the period beginning **September 1, 2010, and ending June 30, 2011**. The term dates are subject to early termination as outlined in sections 23 and 24 of this Agreement.

## **3. CONTINGENCY OF FUNDS**

SUBGRANTEE acknowledges that approval of and funding for this Agreement is contingent upon the Chancellor's Office, California Community Colleges approval, receipt of funds from, and obligation of funds by, the Chancellor's Office, California Community Colleges to DISTRICT. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, DISTRICT shall notify SUBGRANTEE immediately and in writing. Immediately upon such written notice SUBGRANTEE shall modify or cease operations as directed by DISTRICT. If modification of SUBGRANTEE'S operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, DISTRICT and SUBGRANTEE shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

## **4. PAYMENTS AND INVOICING**

The DISTRICT, under the terms of this Agreement, shall reimburse SUBGRANTEE for only those expenses as outlined in Exhibit A, for a total amount not to exceed **\$16,000**. SUBGRANTEE shall be responsible for all other expenses incurred in connection with the performance of this Agreement, and the DISTRICT shall not be responsible for payment of any

such expenses or costs. SUBGRANTEE agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved Grant Agreement and Budget (Exhibit A), and in accordance with all regulations required by the California Community Colleges Chancellor's Office, Career Technical Education Community Collaborative Request for Applications Booklet 2007-08 Instructions Terms and Conditions attached hereto as Exhibit B, including Article I (Career-Technical Education/Economic and Workforce Development Pathways Program-Specific Legal Terms and Conditions) and Article II (Standard Legal Terms and Conditions).

SUBGRANTEE shall submit invoices for the reimbursement of expenses of all eligible expenses as set forth in this Agreement. Invoices shall be itemized and include a copy of the general ledger or other documents, acceptable to the DISTRICT, that details the eligible expenditures for reimbursement. Additionally, each invoice shall include a list of all activities completed during the months included in the reimbursement invoice. Payment will be made upon approval by the DISTRICT of SUBGRANTEE invoice. SUBGRANTEE agrees to invoice no more than once a month and not less than once per quarter. SUBGRANTEE shall maintain accurate and complete records for a minimum of five (5) years after final payment under the grant Agreement.

## **5. REPORTING**

SUBGRANTEE will be responsible for collecting all data required by the Chancellor's Office when conducting the approved activities of the grant and SUBGRANTEE agreement. The SUBGRANTEE will submit the collected data along with a summary of activities for the quarter; reasons for lack of progress toward attainment of objectives; an explanation for major changes to the budget; and other data required as contained in the RFA specifications to the DISTRICT on a quarterly basis. **The quarterly due dates are October 15, 2010, January 15, 2011, April 15, 2011, and July 15, 2011.**

Additionally, SUBGRANTEE will be responsible for submitting a final narrative summary, which includes all information requested in Appendix A and the Reporting Requirements and Measurable Outcomes sections of the RFA Specification., no later **than July 15, 2011.**

The DISTRICT will be responsible for submitting progress, financial and final reports to the Chancellor's Office.

## **6. INDEPENDENT STATUS OF SUBGRANTEE**

While engaged in carrying out and complying with any of the terms and conditions of this Agreement, SUBGRANTEE shall act in an independent capacity and not as an officer, agent or employee of the DISTRICT or of the State of California.

## **7. WORKERS' COMPENSATION INSURANCE**

SUBGRANTEE shall provide workers' compensation insurance or self-insure its services for all of its employees who will be engaged in the performance of this Agreement and agrees to furnish to the DISTRICT satisfactory evidence thereof at any time the DISTRICT may request.

## **8. INDEMNIFICATION**

SUBGRANTEE shall indemnify, defend, and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, the DISTRICT and its Board of Trustees, and all officers, employees, and agents thereof from any and all claims and losses accruing or resulting to any and all employees, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this SUBGRANTEE Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation or other entity who may be injured or damaged by the SUBGRANTEE directly relating to or in the performance of this SUBGRANTEE Agreement.

DISTRICT shall indemnify, defend, and save harmless the SUBGRANTEE its directors, officers, employees, and agents thereof from any and all claims and losses accruing or resulting from DISTRICT's negligence or acts or omissions relating to or in the performance of this SUBGRANTEE Agreement.

## **9. PRODUCTS AND DELIVERABLES**

- a. Each deliverable to be provided under this SUBGRANTEE Agreement shall be submitted to and approved by the District and/or State Grant Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the District and/or State Grant Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by SUBGRANTEE, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this SUBGRANTEE Agreement in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."
- f. Any products developed as a result of this grant must be made available to the DISTRICT and/or State Grant Project Monitor upon request and posted to a website location to be determined by the Chancellor's Office.

## **10. TRAVEL**

For travel necessary to the performance of this SUBGRANTEE Agreement, SUBGRANTEE travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the SUBGRANTEE'S governing board. Travel and other expenses shall



be limited to those necessary for the performance of this SUBGRANTEE Agreement. Any out-of-state travel must be approved in advance by the DISTRICT in writing.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the SUBGRANTEE without duress from Chancellor's Office staff, SUBGRANTEE does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses.

## **11. STATEWIDE OR REGIONAL PROJECTS**

This SUBGRANTEE Agreement involves provision of coordination, technical assistance, or other services for the California Community College system, therefore, the following requirements shall apply:

- a. SUBGRANTEE agrees to consult regularly with the DISTRICT and the State Grant Project Monitor, representatives of the colleges, and other representatives to be served and to give every reasonable consideration to their views in the conduct of the project.
- b. SUBGRANTEE shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the DISTRICT and Chancellor's Office Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.
- c. If a position with a time base greater than halftime to perform grant activities is funded using these grant funds, SUBGRANTEE hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. SUBGRANTEE shall, in a timely manner, submit to the DISTRICT a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office agrees to give every reasonable consideration to executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the SUBGRANTEE.

## **12. INTELLECTUAL PROPERTY**

- a. SUBGRANTEE agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the SUBGRANTEE Agreement shall be and are Work for Hire. All rights, title, and interest in and to the Work first developed under the SUBGRANTEE Agreement shall be

assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this SUBGRANTEE Agreement.

- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. SUBGRANTEE'S that produce copyright materials as required under the SUBGRANTEE Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement to the Chancellor's Office. The Chancellor's Office shall acknowledge the SUBGRANTEE as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license SUBGRANTEE to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless DISTRICT and the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this SUBGRANTEE Agreement, even if such derivative works compete with those created under this SUBGRANTEE Agreement.

All materials first developed in draft and in final form pursuant to this SUBGRANTEE Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created; and the words "Chancellor's Office, California Community Colleges." Acknowledgment may be given to SUBGRANTEE or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the SUBGRANTEE that the copyright be registered with the U.S. Copyright Office, SUBGRANTEE will be responsible for applying for, paying the filing fees for, and securing said copyright.

- c. All technical communications and records originated or first prepared by the SUBGRANTEE pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including SUBGRANTEE'S administrative communications and records relating to this SUBGRANTEE Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or the SUBGRANTEE that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, SUBGRANTEE will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this SUBGRANTEE Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to SUBGRANTEE or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the SUBGRANTEE. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this SUBGRANTEE Agreement.

- e. All trademarks and servicemarks first created, developed or acquired pursuant to this SUBGRANTEE Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the SUBGRANTEE that a trademark or servicemark be registered with state or federal agencies, SUBGRANTEE will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this SUBGRANTEE Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this SUBGRANTEE Agreement to the SUBGRANTEE.
- f. In connection with any license granted pursuant to the preceding paragraphs, SUBGRANTEE agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the DISTRICT and Chancellor's Office for any and all claims arising out of or in connection with such license.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this SUBGRANTEE Agreement that create works for this Grant are for and are the property of the Chancellor's Office. No unpaid volunteer or other person shall produce copyright materials under this SUBGRANTEE Agreement without entering into a subcontract between such person(s) and SUBGRANTEE giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

### **13. REAL PROPERTY AND EQUIPMENT**

SUBGRANTEE agrees to obtain the permission of the DISTRICT prior to purchasing any real property and/or equipment with the Career Technical Education/Economic and Workforce Development Pathways Evaluation Grant funds.

### **14. SURVEYS**

If this SUBGRANTEE Agreement involves a survey of community college faculty, staff, students, or administrators, SUBGRANTEE shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the SUBGRANTEE from the DISTRICT, Chancellor's Office or another source.

### **15. AUDIT**

SUBGRANTEE agrees that the Chancellor's Office, the Bureau of State Audits, DISTRICT, or any other appropriate state or federal oversight agency, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement at any time during the Grant period (July 1, 2008 through December 31, 2009) and for a period of up to five (5) years after final payment under this

Agreement. SUBGRANTEE agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. SUBGRANTEE agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records

## **16. SUBCONTRACTS/SUBGRANTS**

Any third or subsequent tier subcontracts or subgrants are prohibited without additional written approval from the DISTRICT and the State Project Monitor.

## **17. NONDISCRIMINATION CLAUSE**

- a. During the performance of this Agreement, SUBGRANTEE shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. SUBGRANTEE shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. SUBGRANTEE shall also comply with the provisions of Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this SUBGRANTEE by reference and made a part hereof as if set forth in full.
- c. SUBGRANTEE shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.).
- d. SUBGRANTEE shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

## **18. PARTICIPATION IN GRANT-FUNDED ACTIVITIES**

- a. During the performance of this SUBGRANTEE Agreement, SUBGRANTEE shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this SUBGRANTEE Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

- b. Programs funded under this SUBGRANTEE Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this SUBGRANTEE Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. Exceptions to this paragraph are possible with the approval of the Chancellor's Office. In order to be considered for such an exception, SUBGRANTEE shall submit to DISTRICT documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination. DISTRICT will then forward the documentation to the Chancellor's Office for consideration and possible approval. DISTRICT will notify SUBGRANTEE as to the decision of the Chancellor's Office.

## **19. ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

- a. By signing this SUBGRANTEE Agreement, SUBGRANTEE assures DISTRICT that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et. seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. SUBGRANTEE shall, upon request by any person, make any materials produced with the funds generated by this SUBGRANTEE Agreement available in Braille, large print, electronic text, or other appropriate alternate format. SUBGRANTEE shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by SUBGRANTEE, whether purchased, leased or provided under some other arrangement for use in connection with this SUBGRANTEE Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. SUBGRANTEE shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et. seq.
- f. SUBGRANTEE shall indemnify, defend, and hold harmless DISTRICT and THE Chancellor's Office, their Board of Trustees, officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.

## **20. DRUG-FREE WORKPLACE CERTIFICATION**

By signing this SUBGRANTEE Agreement, the SUBGRANTEE hereby certifies under penalty of perjury under the laws of the State of California that the SUBGRANTEE will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The organization's policy of maintaining a drug-free workplace;
  3. Any available counseling, rehabilitation, and employee assistance programs; and
  4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who work under this SUBGRANTEE Agreement will:
  1. Receive a copy of the SUBGRANTEE'S drug-free policy statement; and
  2. Agree to abide by the terms of the SUBGRANTEE'S policy statement as a condition of this Agreement.

Failure to comply with these requirements may result in suspension of payments under this SUBGRANTEE Agreement or termination of the SUBGRANTEE Agreement or both and SUBGRANTEE may be ineligible for award of any future DISTRICT funds and/or state grants if it is determined that any of the following has occurred: (1) SUBGRANTEE has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

## **21. ELIGIBILITY OF NONCITIZENS**

Funds provided under this SUBGRANTEE Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). SUBGRANTEE certifies that all of its employees are qualified pursuant to these provisions.

## **22. CAPTIONS**

The clause headings appearing in this SUBGRANTEE Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

## **23. TERMINATION**

Either party may at its option, terminate this SUBGRANTEE Agreement at any time upon giving 30 days advance notice in writing to the other party in the manner herein specified. In such

event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, DISTRICT shall pay SUBGRANTEE for all satisfactory services rendered and expenses incurred including any non-cancelable obligations prior to such termination which could not by reasonable efforts of SUBGRANTEE have been avoided, but not in excess of the maximum payable under this Agreement. In such event, SUBGRANTEE agrees to relinquish possession of equipment purchased for this project to DISTRICT, or SUBGRANTEE may, with approval of DISTRICT, purchase said equipment.

#### **24. BREACH - SANCTIONS**

If, through any cause, SUBGRANTEE violates any of the terms and conditions of this SUBGRANTEE Agreement, whereby grant funds were received by SUBGRANTEE, or if SUBGRANTEE reports inaccurately, or if SUBGRANTEE offers gratuities in exchange for funding or consideration of funding, or if any audit reports makes disallowances, SUBGRANTEE shall promptly remedy its acts or omissions and/or repay DISTRICT all amounts due DISTRICT as a result thereof. For any such failures or violations DISTRICT shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as SUBGRANTEE fulfills its obligations or remedies all violations of this Agreement; and/or (2) collect outstanding amounts, as determined by DISTRICT to be due DISTRICT from SUBGRANTEE, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBGRANTEE has failed to repay all sums outstanding, a repayment schedule has not been made; and/or (3) terminate this Agreement in accordance with section 22 herein.

#### **25. LAW GOVERNING**

It is understood and agreed that this SUBGRANTEE Agreement shall be governed by the laws of the State of California both as to interpretation and performance. If any action is brought arising out of this Agreement, including but not limited, to any claim for breach of the same, interpretation of the same, cancellation or specific performance, said action shall be brought in the appropriate court in Orange County, California.

#### **26. UNION ORGANIZING**

SUBGRANTEE, by signing this Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this SUBGRANTEE Agreement, and hereby certifies that none of the funding provided under this Agreement will be used to assist, promote or deter union organizing.

If SUBGRANTEE incurs costs, or makes expenditures to assist, promote or deter union organizing, SUBGRANTEE will maintain records sufficient to show that no reimbursement from these funds has been sought for these costs, and SUBGRANTEE shall provide those records to DISTRICT upon request.

**27. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

SUBGRANTEE agrees to comply with 34 CFR Part 85, Governmentwide Debarment and Suspension (Nonprocurement).

In addition, SUBGRANTEE certifies by signing this Agreement, to the best of SUBGRANTEE'S knowledge and belief, that neither SUBGRANTEE nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Nor has SUBGRANTEE within a three-year period preceding this SUBGRANTEE Agreement been convicted of or had a civil judgment rendered against SUBGRANTEE for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Additionally, SUBGRANTEE certifies that SUBGRANTEE is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above and have not within a three-year period preceding this SUBGRANTEE Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

**28. AGREEMENT IS COMPLETE**

Except as provided herein, no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

**29. PROGRAM CONTACT INFORMATION**

All program related questions and communication should be addressed to:

Raine Hambly  
Coast Community College District  
1370 Adams Avenue  
Costa Mesa, CA 92626  
(714) 438-4699



**i. NOTICES**

All notices and other communications required or permitted to be given hereunder shall be deemed given when delivered in person or mailed by regular mail addressed to the recipient at the address specified below, unless that party shall have given such written notice of change of address to the sending party:

SUBGRANTEE Contact:

Dr. David Bugay  
Acting Vice Chancellor, Business Services  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
(949) 582-4999

District Contact:

Raine Hambly  
Educational & Grant Services Coordinator  
Coast Community College District  
1370 Adams Avenue  
Costa Mesa, CA 92626  
(714) 438-4888

IN WITNESS WHEREOF, said parties have executed this Agreement as of the date written below.

SADDLEBACK COLLEGE

COAST COMMUNITY COLLEGE  
DISTRICT

By \_\_\_\_\_  
Dr. David Bugay

By \_\_\_\_\_  
Raine Hambly

Title Acting Vice Chancellor, Business Services

Title Educational & Grant Services Coordinator

Date \_\_\_\_\_

Date \_\_\_\_\_

Coast Community College District

CTE Community Collaborative (SB70/1133)

6/1/2010 through 6/30/2011

Partner: Saddleback College

CTE Program: Family and Consumer Sciences

Pathway: Fashion Design and Merchandising

## PROJECT WORK PLAN

**Objective 1: Articulation** (articulation event with at least one articulation agreement finalized)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
As part of an all day activity for teachers and students, an articulation meeting will be held to review existing articulation agreements in Fashion Design.	Review of 100% of existing articulation agreements between participating schools.	April 2011	Project Director; Program Specialist; PLC Chair
As part of an all day activity for teachers and students, an articulation meeting will be held to review existing articulation agreements in Fashion Merchandising.	Review of 100% of Fashion Merchandising articulation agreements between participating schools.	April 2011	Project Director; Program Specialist; PLC Chair
As part of an all day activity for teachers and students, an articulation meeting will be held to review possible new articulation agreements in Fashion Design.	Development of at least 1 new articulation agreement in Fashion Design between participating schools.	April 2011	Project Director; Program Specialist; PLC Chair
As part of an all day activity for teachers and students, an articulation meeting will be held to review possible new articulation agreements in Fashion Merchandising.	Development of at least 1 new articulation agreement in Fashion Merchandising between participating schools.	April 2011	Project Director; Program Specialist; PLC Chair

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## PROJECT WORK PLAN

### Objective 2: Curriculum Development (align curriculum in program of study)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
The CTEoc PLC in Fashion Design will meet periodically to review regional curriculum in Fashion Design, Fashion Merchandising, and Interior Design.	At least 2 Fashion/Interior Design PLC meetings will be held.	June 2011	Kathy Johnson Debra Friedman Lindsay Fox
Curriculum Development and alignment will be agendized and discussed at each Fashion PLC meeting.	A minimum of two discussions regarding alignment of Fashion Design, Fashion Merchandising, and Interior Design curriculum will be facilitated.	December 2010 June 2011	Kathy Johnson Debra Friedman Lindsay Fox

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## PROJECT WORK PLAN

**Objective 3: Program External Coordination – Consultation with Business, Industry, Institutions of Higher Education, and Labor Organizations, meeting expenses included** (regional skills advisory event)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
Saddleback College will host a minimum of two PLC Meetings in Fashion Design and/or Fashion Merchandising and/or Interior Design during the 2010-2011 academic year.	Two PLC Fashion Meetings will be hosted.	December 2010 June 2011	Lindsay Fox Kathy Johnson Debra Friedman
Representatives from business, industry, and labor organizations will be invited to participate in planning for the Fashion Summit.	A minimum of one presentation will be made by a business, industry, or labor representative at the Fashion Summit.	May 2011	Lindsay Fox
The Community Collaborative Director will work with Vital Link to coordinate participation in a regional skills advisory event.	Participation in a regional skills advisory event coordinated by Vital Link as part of CTEoc.	June 2011	Mary Anstadt

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## PROJECT WORK PLAN

**Objective 4: Programs of study – Develop/Improve** (pair a secondary and post secondary instructor to develop a program of study)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
The Saddleback College Fashion Department faculty will work with local K-12 and ROP faculty to develop a minimum of one program of study in Fashion Design or Fashion Merchandising.	Establishment of a minimum of one program of study.	June 2011	Lindsay Fox

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Pathway: Fashion Design and Merchandising

## PROJECT WORK PLAN

### Objective 5: Program Marketing & Outreach, publication and printing costs included

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
Funding will be allocated to developing marketing materials for Fashion Design programs.	Marketing materials and/or posters advising students of programs in Fashion Design will be produced.	December 2010 April 2011	Lindsay Fox, Mary Anstadt
Funding will be allocated to providing marketing and outreach materials for the PLC coordinated Fashion Summit to be held at Saddleback College.	Adequate funding will be designated for outreach and marketing materials for the Fashion Summit.	February 2011	Lindsay Fox, Mary Anstadt
Funding will be allocated to providing printing costs related to materials needed for the PLC coordinated Fashion Summit.	Adequate funding will be designated to provide the printed materials needed for the Fashion Summit.	February 2011	Lindsay Fox, Mary Anstadt

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6/1/2010 through 6/30/2011

Partner: Saddleback College

CTE Program: Family and Consumer Sciences

Pathway: Fashion Design and Merchandising

## PROJECT WORK PLAN

**Objective 6: Teacher & Faculty Externships in Business & Industry** (paired secondary and post secondary instructors participate in an externship – target is Intersession 2010)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
One pair consisting of a secondary instructor and post secondary instructor will be provided funding for an externship in Fashion Design or Fashion Merchandising.	One pair of instructors will be provided funding for a paid externship.	January 2011	Mary Anstadt Lindsay Fox Debra Friedman
The funded internship pair will complete a Powerpoint presentation that will be posted on the Saddleback College CTE web page.	One Powerpoint presentation will be completed and posted.	March 2011	Participating Instructors Mary Anstadt Darren England
The funded pair will present a workshop on their experience as part of the Fashion Summit.	One workshop will be presented during the Fashion Summit.	March 2011	Participating Instructors Lindsay Fox

Coast Community College District

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## PROJECT WORK PLAN

**Objective 7: Work-Based Learning: Internships, Cooperative Education, School-Based Enterprises, Job Shadowing, Etc.** (Summer program or event that incorporates work-based learning for secondary and/or middle school students)

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
Saddleback College will host a Fashion Summit in Spring 2011 that will provide students in participating K-12, ROP, and college programs with opportunities to explore and report on work based learning and/or job shadowing opportunities.	A Fashion Summit to be held Spring 2011 with invitations extended to no fewer than 100 students.	May 2011	PLC membership Lindsay Fox



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Cooperative Work Experience Education Plan

**ACTION:** Approval

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**BACKGROUND**

Title 5 regulations governing Cooperative Work Experience education were recently updated. Although the changes to Title 5 are permissive, districts wishing to utilize any of the new provisions must submit a locally board-approved plan to the State Chancellor's Office by August 31, 2010. New provisions include changes in credits earned, repetition, and student qualifications.

**STATUS**

Don Busche, Acting Vice President for Instruction, Saddleback College, coordinated the development of a revised district-wide plan with Don Taylor, Dean of Advanced Technology and Applied Science, Saddleback College, and David Gatewood, Dean of Career Technical Education and Workforce Development, Irvine Valley College. The revised plan is submitted as Exhibit A.

**RECOMMENDATION:**

The Chancellor recommends that the Board of Trustees approve the revised District Cooperative Work Experience Education Plan, Exhibit A.

**California Community College District  
Cooperative Work Experience Education Plan**

Exhibit A  
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**PART I  
CONTACT INFORMATION**

**DISTRICT/College(s)**

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Irvine Valley College	Saddleback College	

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

**Name:** Dr. Robert Bramucci

**Title:** Vice Chancellor, Tech. and Learning Services

**District:** South Orange County Community College District

**Email:** rbramucci@socccd.edu

**Phone:** (949)582-4960

**PART II**  
**RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**  
(§55251)

Date plan approved by local board: \_\_\_\_\_ (*Please also attach Board minutes or other documentation.*)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

**California Community College District  
Cooperative Work Experience Education Plan**

Exhibit A  
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**(2) Specific description of (§55251):**

**(a) District responsibilities (§55251):**

*Background: Title 5 criteria and requirements*

**District Services.** (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

The Saddleback College Cooperative Work Experience Education website provides access to the CWE Student Workbook, which discusses what is required of each member on the Student-Employer-College team. (Available at: <http://www.saddleback.edu/cwe/intro.html#4>)

**California Community College District**  
**Cooperative Work Experience Education Plan**

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**(a) District responsibilities**

*Background: Title 5 criteria and requirements*

**Records.** (§55256).

(a) The district shall maintain records which shall include at least the following::

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
  - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
  - (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
  - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
  - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

☒ District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

**California Community College District**  
**Cooperative Work Experience Education Plan**

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**(b) Student responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Student Qualifications.** (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
  - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
  - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

The student is expected to be enrolled in and attend any practicum, internship, or concurrent course that may be required in the student's program of study.

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**Cooperative Work Experience Education Plan**

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**(c) Employer responsibilities (§55251):**

*Background: Title 5 criteria and requirements*

**Records.** (§55256).

- (a) The district shall maintain records which shall include at least the following:
- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
  - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

**Job Learning Stations.** (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

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**Cooperative Work Experience Education Plan**

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**(c) Employer responsibilities (§55251):**

*Background: Title 5 criteria and requirements*

**Consultation(s) in person with the employer.** (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

☒ District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

☐ District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

The colleges will substitute approved alternatives to in person consultations in special circumstances, when in the professional judgment of the instructor/coordinator, the benefits of in person consultations are not materially diminished. The special circumstances include, but are not limited to:

- The worksite is hosted by a reliable entity with a strong track record of cooperative work experience with the college.
- The student and supervisor are repeating Cooperative Work Experience and the circumstances of the work experience education site are well understood by the instructor/coordinator.
- Under the rare circumstance that extraordinary conditions occur that impair the ready ability for an in-person consultation, yet the quality of the work experience education is not compromised.
- Work hours of the student and/or the supervisor do not match the CWE instructor's/coordinator's.
- Student and supervisor are working in virtual offices.
- When distance (i.e. out of state or overseas location) is a major complicating factor and the hiring distant adjunct faculty is not be feasible.

The types of approved, acceptable tools that may be used in lieu of an in-person visit include, but are not limited to:

- Phone
- Teleconference
- E-mail
- Partner with instructors from other colleges
- Videoconference
- Internet
- U.S. Postal Service



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Cooperative Work Experience Education Plan**

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**(d) Other cooperating agencies in the operation of the program, if any. (§55251)**

Comments on other cooperating agencies in the operation of the program, if any.

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Cooperative Work Experience Education Plan**

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**(3) Specific description of each type of CWEE (§55251):**

**Types of Cooperative Work Experience Education (§55252)**

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

**Check all that will be offered at the district:**

- ☐ (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- ☒ (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- ☐ Minor Students in Work Experience  
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- ☐ Work Experience Programs for Students with Developmental Disabilities. (§55250.4)  
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.  
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- ☐ Work Experience Education Involving Apprenticeable Occupations. (§55250.5)  
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

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Cooperative Work Experience Education Plan**

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**(4) A description of HOW the district will (§55251)**

**(a) *Provide guidance services* (§55251):**

Describe the specifics on how district will achieve this requirement.

A Cooperative Work Experience program (CWE) instructor/coordinator will be assigned to each student in the program. All CWE instructors/coordinators will have completed an in-service preparation program regarding CWE regulations and the duties and responsibilities of a CWE instructor/coordinator. In addition, the CWE instructor/coordinator will be a discipline expert in the field in which the student is employed.

Each college will provide appropriate and continuous guidance services for students throughout their enrollment in CWE in the following ways:

a) All full-time new students are encouraged to meet with a college counselor and discuss their education plans and course of study. Since many career technical certificates recommend or require one or more semesters of Cooperative Work Experience, CWE is an integral part of the counseling session.

b) Each department/school at the colleges is lead by a department/school chair who is available for ongoing assistance to students in the coordination of their programs. Through the department/school chair, the student may be referred directly to a CWE instructor/coordinator for specific assistance and information.

c) The CWE instructor/coordinator will meet with each assigned student two scheduled hours during the first two weeks of the semester (or any appropriate schedule that totals 2 hours in the first trimester of the semester). The CWE instructor/coordinator will be available to CWE students during an office hour and/or by telephone and e-mail throughout the semester.

d) CWE students will have access to the services provided by the Saddleback College Center for Career and Life Development and/or the Irvine Valley College Career and Job Placement Center.

**(b) *Assign a sufficient number of qualified certificated personnel to direct the program* (§55251):**

Describe the specifics on how district will achieve this requirement.

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The number of work experience students assigned to a CWE instructor/coordinator is determined by the needs of the program and by the negotiated faculty workload. The South Orange County Community College District Master Agreement with the South Orange County Community College District Faculty Association, specifies that a CWE faculty assignment will be limited to one class with an enrollment of at least one but no more than thirty-five (35) students.

Enrollments are monitored and the assignment of classes is determined by the Division Dean. Mutual consent of the faculty member and the Dean is required before an CWE assignment is made.

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**(1) Initiate and maintain learning stations (§55251)**

**Background: Title 5 criteria and requirements**

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

**Work Experience Outside of District. (§55250.6).**

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

**Wages and Workers' Compensation. (§55250.7).**

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

**Job Learning Stations. (§55257)**

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

- a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on -the-job learning objectives.
- b) Job learning stations offer reasonable probability of continuous work experience for students during the current work experience enrollment term.
- c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- d) Employers, as required by law, agree to comply with all appropriate federal and state employment regulations.

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**(2) Coordinate the program and supervise students** (§55251)

Describe the specifics on how district will achieve this requirement.

Prior to being assigned a CWE class, each new or prospective CWE instructor/coordinator meets with their respective division dean, or designee for inservice training on CWE regulations and the duties and responsibilities of a CWE instructor/coordinator. This training includes the expectations and requirements for supervision and collecting and maintaining appropriate documentation.

Saddleback College requires the student to download a Cooperative Work Experience Education Student Workbook from the CWEE website. This workbook includes instructions on how to create learning objective and the forms that are used to document and verify the formulation of acceptable learning objectives.

During the final two weeks of each semester, all CWE instructors/coordinators submit all required forms and documentation, with appropriate signatures, to their division or program dean or designee. The division dean or designee examines all materials to assure they are complete and contain all required verifications.

Payment to the CWE instructor/coordinator for the CWE class not authorized and submitted until all paywork is submitted and approved.

**(3) Shared supervision with employer to include (at least once each term)** (§55251)

**(c) Assure on-the-job experiences are documented with written/measurable** (§55251)

Describe the specifics on how district will achieve this requirement.

The District assures that students' on-the-job learning experiences are properly documented by requiring each CWE instructor/coordinator to maintain the following records:

a) The number of units of Cooperative Work Experience Education in which each student is enrolled, where employed, and job held.

b) The business or agency representative report of the student's hours worked and a performance rating. Work hours are verified by weekly time sheets submitted on a timeline set by the CWE instructor/coordinator.

c) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade signed by the instructor, employer or designated representative, and student.

d) Records that are signed and dated by academic personnel documenting shall include but are not limited to:

1) Consultation(s), in person or by approved alternative method(s), with the employer or designated representative.

2) Personal consultation(s) with the student.

3) Evaluation of the student's achievement of the on-the-job learning objectives.

4) The final grade.

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- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

Once students have received instruction regarding measurable CWE learning objectives, the student discusses the matter with his/her supervisor and produces a minimum of three learning objectives that the student intends to accomplish. The objectives are growth oriented and must be of value to the student and the employer. Additionally, the objectives must increase the student's knowledge and make him/her a more valued employee. The objectives are submitted to the CWE instructor/coordinator for review and correction, is necessary, to ensure appropriate form and content. When the objectives have been reviewed and agreed to by the employer and are approved by the CWE instructor/coordinator, they are signed by the student and the CWE instructor/coordinator.

When the CWE instructor/coordinator visits the employer/supervisor, they discuss the learning objectives and the employer evaluates (grades) the student's. The grade is based upon the value of the learning objectives to the student's growth as it relates to the job, and the degree to which the student has accomplished the objectives.

- (e) Describe basis for awarding grade and credit (§55251)

*Background: Title 5 criteria and requirements*

**Work Experience Credit.** (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

☒ District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

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**(f) Provide adequate clerical & instructional services (§55251)**

Comments, if any.

Irvine Valley College and Saddleback College provide sufficient clerical and support staff to meet the objectives of the District Cooperative Work Experience Education Plan.

All Cooperative Work Experience students are entitled to full use of the instructional and student services provided to the students at Irvine Valley College or Saddleback College.

**(b) If district changes the plan, will submit changes for approval (§55251)**

Check to indicate compliance

☒ Yes



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Renewal of Microsoft Licensing Agreements for District-wide Software Use

**ACTION:** Approval

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### **BACKGROUND**

Microsoft software products are utilized extensively throughout the district. The licensing agreements are renewed yearly through an agreement with the Foundation for California Community Colleges (FCCC).

### **STATUS**

District IT staff seeks to renew Microsoft campus licensing agreements with ComputerLand of Silicon Valley through the agreement with FCCC. The total cost of the Microsoft campus agreements for both colleges and the District, Exhibits A and B, is \$107,413. Funds for the license renewal are available through an established general fund account.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the renewal of software licensing agreements for district-wide Microsoft software use for the 2010-11 academic year with ComputerLand of Silicon Valley at a cost not to exceed \$107,413.

**Renewal Worksheet #14384-10764-18488-2 of Saddleback College****Validated Renewal Worksheet for Campus Agreement Licensing**

**Saddleback College  
Foundation for California Community Colleges (FCCC)  
Microsoft Campus Agreement 2010 (Year 3 of 3)**

Please use this quote to generate and submit your PO no later than **Friday, August 27, 2010** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

Submit Purchase Order by fax or e-mail:

ComputerLand of Silicon Valley  
482 West San Carlos Str.  
San Jose, CA 95110  
Federal Tax ID 77-0269631

by FAX: 408-519-3260  
by E-mail: [svork@cland.com](mailto:svork@cland.com)

**• Choose a Desktop Bundle for Faculty and Staff**

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	<b>Enhanced Faculty/Staff Desktop Bundle with <u>Enterprise CALs and MDOP</u> consisting of:</b>  <ul style="list-style-type: none"> <li>▶ Office Enterprise or Pro Plus for Windows and Office for Mac p/n C27-00017CFB</li> <li>▶ Windows Enterprise Upgrade</li> <li>▶ Core CALs</li> <li>▶ Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* Office SharePoint Server Enterprise CAL</li> <li>* Office Communications Server Standard CAL</li> <li>* Office Communications Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* ForeFront Security Suite (*must include one of the two ForeFront Client Sec Mgmt Consoles under the Server options)</li> <li>* Forefront Unified Access Gateway CAL</li> </ul> </li> <li>▶ Visual Studio Professional p/n C5E-00181CF</li> <li>▶ Microsoft Desktop Optimization Pack p/n WSB-00068CF</li> </ul>	\$64.50	✓	818	\$52,761.00

**• Choose Optional Faculty/Staff Desktop Products**

Optional Faculty/Staff Desktop Products	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
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1.	SQL Server CAL	359-00765CF	\$4.00	✓	818	\$3,272.00
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### • Server License Options

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	ILM Server Live Edition (for Live@Edu deployment only- requires Win Svr Ext Connector & SQL per Processor licensing)	4GN-00080CF	\$180.00	1	\$180.00
2.	SQL Server Enterprise per Processor (no SQL CALs needed)	810-03312CF	\$2,365.00	5	\$11,825.00
3.	SQL Server Standard per Processor (no SQL CALs needed)	228-03159CF	\$567.00	3	\$1,701.00
4.	Windows Server Enterprise	P72-00165CF	\$126.00	30	\$3,780.00
5.	Windows Server External Connector (needed for all Windows servers accessed from outside the college, not including fac/staff home machines)	R39-00374CF	\$181.00	1	\$181.00
6.	Windows Server Standard	P73-00203CF	\$39.00	60	\$2,340.00

**TOTAL \$76,040.00**

**Renewal Worksheet #52002-46675-75395-2 of Irvine Valley College****Validated Renewal Worksheet for Campus Agreement Licensing**

**Irvine Valley College  
Foundation for California Community Colleges (FCCC)  
Microsoft Campus Agreement 2010 (Year 3 of 3)**

Please use this quote to generate and submit your PO no later than **Friday, August 27, 2010** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

Submit Purchase Order by fax or e-mail:

ComputerLand of Silicon Valley  
482 West San Carlos Str.  
San Jose, CA 95110  
Federal Tax ID 77-0269631

by FAX: 408-519-3260  
by E-mail: [syork@cland.com](mailto:syork@cland.com)

**• Choose a Desktop Bundle for Faculty and Staff**

	Desktop Bundle for Faculty & Staff	Item Price (per FTE)	Select	FTE Count	Ext. Price
1.	<b>Enhanced Faculty/Staff Desktop Bundle with <u>Enterprise CALs and MDOP</u> consisting of:</b> <ul style="list-style-type: none"> <li>• Office Enterprise or Pro Plus for Windows and Office for Mac p/n C27-00017CFB</li> <li>• Windows Enterprise Upgrade</li> <li>• Core CALs</li> <li>• Enterprise CALs which include: <ul style="list-style-type: none"> <li>* Exchange Server Enterprise CAL</li> <li>* Office SharePoint Server Enterprise CAL</li> <li>* Office Communications Server Standard CAL</li> <li>* Office Communications Server Enterprise CAL</li> <li>* System Center Client Management Suite</li> <li>* Active Directory Rights Management Services</li> <li>* ForeFront Security Suite (*must include one of the two ForeFront Client Sec Mgmt Consoles under the Server options)</li> <li>* Forefront Unified Access Gateway CAL</li> </ul> </li> <li>• Visual Studio Professional p/n C5E-00181CF</li> <li>• Microsoft Desktop Optimization Pack p/n WSB-00068CF</li> </ul>	\$64.50	✓	458	\$29,541.00

**• Choose Optional Faculty/Staff Desktop Products**

Optional Faculty/Staff Desktop Products	Part Number	Item Price (per FTE)	Select	FTE Count	Ext. Price
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1.	SQL Server CAL	359-00765CF	\$4.00	✓	458	\$1,832.00
						<b>TOTAL \$31,373.00</b>

Copyright © 1998-2010 by CCT Technologies, Inc. – dba ComputerLand of Silicon Valley. All rights reserved. • Microsoft products Copyright © 2010 Microsoft Corporation. [Microsoft Terms of Use](#). • Browser recommendation: [Firefox 3](#), Internet Explorer 6, or higher. • Minimum screen resolution 1024x768 pixels.

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

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**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 P11-00544 through P11-01163 amounting to \$9,642,204.00 are submitted to the Board of Trustees for approval. Confirming requisitions dated July 3, 2010 through August 10, 2010 totaling \$86,965.27 are also submitted.

**RECOMMENDATION**

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

Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00544	QUALITY OFFICE FURNISHINGS		CLASSROOM FURNITURE FOR REMODELED A203	2,965.16
P11-00546	SEHI PROCOMP COMPUTER PRODUCTS		Toner for HR printers HP 4100TN	.00
P11-00547	FISHER SCIENTIFIC		SUPPLIES FOR MLT CLASS - M. THAWLEY	111.04
P11-00548	COMPUTERLAND OF SILICON VALLEY		Microsoft licenses	12,634.58
P11-00549	FISHER SCIENTIFIC		SUPPLIES FOR CLIN. CHEM- M. THAWLEY	204.07
P11-00550	AT&T MOBILITY GOVERNMENT SALES		Annual: Telephone Service	35,000.00
P11-00551	IRVINE RANCH WATER DIST.		Annual Water Service	150,000.00
P11-00552	IRVINE RANCH WATER DIST.		Annual Sewage & Royalty fees	19,500.00
P11-00553	SOUTHERN CALIFORNIA EDISON CO.		Annual: Electric Service	980,000.00
P11-00554	WARE DISPOSAL CO., INC.		Annual Maintenance: : Trash Removal	25,500.00
P11-00555	VEOLIA ES TECHNICAL SOLUTIONS, LLC		for removal and disposal of hazardous substances	2,000.00
P11-00556	UNITED SITE SERVICES OF CA, INC.		for fencing costs at ATEP	12,000.00
P11-00557	RALPHS GROCERY CO. CONTROLLER'S OFFICE		Blanket PO for Nutritional Supplies	4,000.00
P11-00558	REGENTS OF UNIV.OF CALIFORNIA ATTN: DONNA M. AMES		Renew MDTP License	800.00
P11-00559	COMPRESSOR PARTS & REPAIR INDUSTRIES		HVAC SUPPLIES	93.08
P11-00560	ZEISER KLING CONSULTANTS, INC.	IVC Barranca Rd	GEOTECHNICAL	9,400.00
P11-00561	AFFILIATED COMPUTER SERVICES		Affiliated Computer Services	2,301.00
P11-00562	SHRED-IT CAMPO ENTERPRISES, INC.		Document Destruction Service	1,070.00
P11-00563	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		CONSULTANT AGRMT, LRC, SA & CC BLDG.	26,900.00
P11-00564	AMERICAN GEOTECHNICAL		CONSULTANT AGRMT LRC TESTING & INSPECTION	46,940.00
P11-00565	EXPERIAN ACCOUNTING, C/O DAVE		Experian	924.00
P11-00566	MARTECH SYSTEMS, INC.		Ticket Office software upgrade	109.00
P11-00567	XEROX CORPORATION ATTN: ARDIE HOOD		Lease for Xerox 7665P; Months 37-48	12,441.01
P11-00568	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		Annual Maintenance -- RICOH COPIER	780.81
P11-00569	DOUGLAS WESTLAKE		Piano tuning & repair services	5,500.00
P11-00570	TURSI'S SOCCER SUPPLY, INC.		MEN'S SOCCER GEAR	6,359.96
P11-00571	MEDCO SUPPLY COMPANY		Athletic Training Supplies	3,466.95
P11-00572	AMERICAN STEEL CARPORTS		STORAGE SHED AT THE GROUND YARD	14,885.70
P11-00573	DATALINK CORPORATION		IT Software Engineering/Development Services	189,280.00
P11-00574	CATALYST CONSULTING		Business Analysis/Project Mgmt Services	272,000.00

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

ESCAPE ONLINE

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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00575	WIRED PLANET		Contract DistrictWebsite Maintenance	10,000.00
P11-00576	SOUTHERN CALIFORNIA GAS CO.		NATURAL GAS	900.00
P11-00577	A & M COMMERCIAL SWEEPING, INC		STREET SWEEPING SERVICES	2,000.00
P11-00578	EBERHARD EQUIPMENT		RENTAL & MAINTENANCE OF GROUNDS EQUIPMENT	3,000.00
P11-00579	REFRIGERATION SUPPLIES DIST.		HVACR SUPPLIES	1,000.00
P11-00580	IRVINE PIPE & SUPPLY		MAINTENANCE MATERIALS	500.00
P11-00581	WHITE CAP INDUSTRIES		MAINTENANCE SUPPLIES	1,000.00
P11-00582	W. W. GRAINGER BRANCH #468		BUILDING MAINTENANCE SUPPLIES	1,000.00
P11-00583	BARCLAYS LAW PUBLISHERS		T 5 California Community Colleges US Renewal	150.00
P11-00584	PACIFIC PARKING SYSTEMS, INC.		Ext. Warranty & Maintenance Agrmt (ATTMT)	820.00
P11-00585	QUEZADA PRO LANDSCAPE, INC.		TREE SERVICES	3,670.00
P11-00586	HOIST SERVICE CO., INC.		TRANSPORTATION ANNUL LIFT INSPECTION	400.00
P11-00587	EBSCO SUBSCRIPTION SERVICE		Library subscription per Ana Maria Cobos request	25.18
P11-00588	BAKER & TAYLOR		Ebook hosting fee per Ana Maria Cobos	64.84
P11-00589	DANA POINT FUEL DOCK		Fuel for Sailboat Usage	600.00
P11-00590	PORT SUPPLY		Purchase of Supplies	600.00
P11-00591	SAFE NAVIGATION, INC.		Purchase of Instructional Supplies and Charts	500.00
P11-00592	HOME DEPOT MISSION VIEJO STORE #614		Purchase of Supplies for Environmental Studies	500.00
P11-00593	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER	1,900.00
P11-00594	GoEngineer		Software License (ATCHMT)	2,414.25
P11-00595	ADVANTAGE OPTICS		3 SFP GBICS	420.86
P11-00596	PHOENIX BUSINESS MACHINES, INC	SC WAREHOUSE	COPIER MAINTENANCE	350.00
P11-00597	UNITED FABRICARE SUPPLY, INC.		Laundry supplies M&W team sports	47.64
P11-00598	P & R PAPER SUPPLY COMPANY		M/W Athletics Laundry Supplies	1,937.38
P11-00599	XEROX CORPORATION ATTN: ARDIE HOOD		Maintenance Agreement for Xerox	965.44
P11-00600	MARVAC ELECTRONICS		Football Headphone Replacement Parts	159.14
P11-00601	TEAM ATHLETICS		M Basketball Practice Uniforms	1,601.00
P11-00602	RECORDING FOR THE BLIND & DYSLEXIC		RECORDING FOR BLIND/DYSLEXIC	950.00
P11-00603	OCE'		OCE MAINTENANCE AGREEMENT	258.60
P11-00604	ADVANTA ENERGY		ENERGY CONSULTANT SERVICES	9,600.00
P11-00605	WAUSAU TILE, INC.		UMBRELLA FOR VILLAGE AREAS	9,075.00
P11-00606	PROAIR CONSTRUCTION SVCS. INC.		A/C TAS SERVER ROOM	9,420.00
P11-00607	HPL MECHANICAL CONTRACTOR, INC.		BUILDING 300 CHILLED WATER LINE REPAIR @MECH ROOM	6,083.50

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ESCAPE ONLINE

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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00608	DIETZ HYDROSEEDING CO.		TURF OVERSEEDING FOR VILLAGE	5,486.25
P11-00609	ORANGE COUNTY MINING COMPANY		Food for Event	1,341.54
P11-00610	JOHNSON FLOORING, INC.		GYM CLEANING	6,750.00
P11-00611	TREESMITH ENTERPRISES, INC.		GROUNDS WORK	8,000.00
P11-00612	SECURITAS SECURITY SVCS, USA		SECURITY SERVICES	48,000.00
P11-00613	UNITED INTERIORS		Ergonomic Request for Monitor Arms	349.57
P11-00614	SEHI PROCOMP COMPUTER PRODUCTS		Toner for HP Printers	1,360.19
P11-00615	WARD'S NATURAL SCIENCE		Purchase of Instructional Supplies	750.00
P11-00616	WARD'S NATURAL SCIENCE		Purchase of Instructional Supplies	500.00
P11-00617	XEROX CORPORATION ATTN: ARDIE HOOD		PO for Xerox Services 7/1/10-6/30-11	550.00
P11-00618	CCAR (COORDINATING COMMITTEE FOR AUTOMOTIVE REPAIR)		online safety tests	199.00
P11-00619	CERAMICS MONTHLY		Subscription renewal	34.95
P11-00620	CINTAS CORPORATION		Shredding service for IVC bins	4,000.00
P11-00621	SO. COAST FIRE PROTECTION		Annual Maintenance: Fire Inspections	3,700.00
P11-00622	BEN'S ASPHALT & MAINTENANCE CO., INC.		AREA FOR BLEACHERS A BASEBALL FIELD (ADA ACCESS)	9,960.00
P11-00623	ARNOLD O. BECKMAN HIGH SCHOOL ASSOCIATED STUDENT BODY		Renewing banner sponsorship with Beckman HS	200.00
P11-00624	PETCO		Pet supplies for the CDC.	650.00
P11-00625	AIR SOURCE INDUSTRIES, INC.		Airsource Blanket PO	400.00
P11-00626	CHRIS HOGSTEDT		Blanket - Chris Hogstedt	1,200.00
P11-00627	RALPHS GROCERY CO. CONTROLLER'S OFFICE		For fresh groceries and food items for the CDC.	400.00
P11-00628	QUEST DIAGNOSTICS		Blanket PO for Quest Diagnostics	7,000.00
P11-00629	ROCKVIEW FARMS		For milk for the CDC children.	4,300.00
P11-00630	SMART & FINAL IRIS CO.		For food and supplies for the CDC.	5,500.00
P11-00631	eLumen Collaborative LLC		Annual License Renewal eLumen Collaborative	7,000.00
P11-00632	WESTMINSTER PRESS, INC.		Payment for printing of E.I. Schedules	4,893.75
P11-00633	CAREER CRUISING		Renewal of Career Cruising Annual Licence	495.00
P11-00634	BERG WHOLESALE		LOCKSMITH SUPPLIES	3,000.00
P11-00635	BRIDGES TRANSITIONS, CO.		BRIDGES.COM ANNUAL RENEWAL	850.00
P11-00636	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	1,000.00
P11-00637	JOHN DEERE LANDSCAPES, INC.		FOR GROUNDS SUPPLIES	1,000.00
P11-00638	HYDRO-SCAPE PRODUCTS, INC.		LANDSCAPE IRRIGATION SUPPLIES	500.00
P11-00639	SHRED-IT CAMPO ENTERPRISES, INC.		DOCUMENT DESTRUCTION SERVICE	600.00
P11-00640	CULLIGAN WATER CONDITIONING		Dept. Supply	572.40
P11-00641	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		RICOH COPIER FOR MAILROOM	730.19
P11-00642	WARE DISPOSAL CO., INC.		TRASH REMOVAL SERVICES	4,000.00

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ESCAPE ONLINE

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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00643	CONSORTIUM OF SO. CALIFORNIA COLLEGES & UNIVERSITIES		CSCCU Membership	250.00
P11-00644	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Library ebook collection per Ana Maria Cobos	4,246.00
P11-00645	ORKIN EXTERMINATING, INC. ACURID		BEE SERVICE AGREEMENT	2,100.00
P11-00646	WITT COMPANY		Maintenance for RISO Printers	2,580.00
P11-00647	HAITBRINK ASPHALT PAVING, INC.		PARKING LOT SUPPORT	3,000.00
P11-00648	ROTO-ROOTER SERVICE & PLUMBING COMPANY		FOR PLUMBING WORK AND DRAIN MAINTENANCE	2,000.00
P11-00649	MESA GOLF CARTS		ELECTRIC CART MAINTENANCE	2,000.00
P11-00650	EDU BUSINESS SOLUTIONS		Maint, Support & Upgrades for PSP Software	2,428.20
P11-00651	WITT COMPANY		Blanket PO for Inks & Masters for RISO Printers	3,800.00
P11-00652	MILLENNIUM BUSINESS SERVICES		Blanket PO for Shrinkwrap	4,600.00
P11-00653	LEE ARMSTRONG CO., INC.		Remove/Replace Carpet	4,480.00
P11-00654	DIVERSIFIED BUSINESS SERVICES		ACCREDITATION: USB Drives for Accreditation	1,263.93
P11-00655	McKESSON GENERAL MEDICAL CORP		Medical Supplies	617.85
P11-00656	DUNN-EDWARDS CORPORATION		* ANNUAL GROUND SUPPLIES	18,403.11
P11-00657	HOME DEPOT TUSTIN STORE # 603		TO PURCHASE SUPPLIES FOR BIOLOGY	1,000.00
P11-00658	WELLS FARGO #1598		Bursar's Credit Card Fee	45.00
P11-00659	WELLS FARGO #1606		Bursar's Credit Card Fee	45.00
P11-00660	ALFAX FURNITURE		TABLE SKIRT FOR DISPLAY TABLE	304.21
P11-00661	GRACE TRAINING SUPPLY		GRACE KITS FOR NURSING	19,109.25
P11-00662	KAESER & BLAIR, INC. dba SNAP MARKETING & PROMO.		Pens and Highlighters for Marketing	2,632.21
P11-00663	SYSTEMS SOURCE, INC.		Monitor Clamps for IT	332.06
P11-00664	SEHI PROCOMP COMPUTER PRODUCTS		scanner for math faculty	99.20
P11-00665	LIFETIME MEMORY PRODUCTS, INC.		Computer Memory Upgrade	656.06
P11-00666	GRACE TRAINING SUPPLY		GRACE KITS FOR NURSING	2,006.88
P11-00667	CLARK SECURITY PRODUCTS		computer padlocks for RapidTech	733.67
P11-00668	SARS SOFTWARE PRODUCTS, INC.		SARS Software Licenses 2010-2011	7,290.00
P11-00669	MILLENNIUM BUSINESS SERVICES	SC WAREHOUSE	REPLENISH ORDER	432.83
P11-00670	CARQUEST AUTO PARTS		BLANKET PURCHASE ORDER FOR AUTO SUPPLIES	500.00
P11-00671	DELL MARKETING		TONER 4 PRINTER	536.12
P11-00672	NAT'L ASSO OF COLL/EMPLOYEES		NACELink CSM Online Job Board	4,000.00
P11-00673	PITNEY-BOWES		MAILING SYSTEM LEASE	9,492.00
P11-00674	VFS FIRE & SECURITY SERVICES		Fire Sprinkler System Annual Inspection-Actions	688.00
P11-00675	ALL SIGNS AMERICA		FOR SIGNAGE AND BANNERS	1,000.00
P11-00676	LIEBERT CASSIDY WHITMORE		Mbrship Subscription for HR	2,500.00
P11-00677	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		Subscription renewal	75.00

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

ESCAPE ONLINE

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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00678	XEROX CORPORATION ATTN: ARDIE HOOD		Blanket PO for Xerox Supplies	9,500.00
P11-00679	BOB PARRETT CONSTRUCTION		Ceiling/Drywall Remediation FA-202	5,349.00
P11-00680	HOME DEPOT MISSION VIEJO STORE #614	SC Strength Ctr	Home Depot Blanket PO for supplies	200.00
P11-00681	MILLENNIUM BUSINESS SERVICES		Dixie Bullock Business Cards	41.33
P11-00682	NAT'L ASSOC. OF BROADCASTERS		National Assn Broadcasters Membership	360.00
P11-00683	BIOMETRICS4ALL		LIVESCAN - START UP	6,995.00
P11-00684	AMTECH RELIABLE ELEVATOR CO.		ANNUAL ELEVATOR SERVICES	22,000.00
P11-00685	ORKIN EXTERMINATING, INC. ACURID		ANNUAL PEST CONTROL	14,818.00
P11-00686	PYRO-COMM SYSTEMS		FIRE ALARM TESTING	10,835.00
P11-00687	WESTERN EXTERMINATOR COMPANY		GOPHER CONTROL SERVICES	10,740.00
P11-00688	PROAIR CONSTRUCTION SVCS. INC.		HS 2 COIL REPLACEMENT	38,360.00
P11-00689	PROAIR CONSTRUCTION SVCS. INC.		BGS AH-4 COIL REPLACEMENT	14,220.00
P11-00690	DHK PLUMBING & PIPING, INC.		PE 300 BUILDING CHILLED WATER LINE REPAIR	21,872.08
P11-00691	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		VILLAGE 8 ROOF	72,025.00
P11-00692	LAKE FOREST BEAUTY COLLEGE		Blanket P.O. needed to pay for invoices.	398,000.00
P11-00693	PRO FOAM PRODUCTS, LLC dba PRO SOUND FOAM		VILLAGE #5	7,581.43
P11-00694	SADDLEBACK GOLF CARS, INC.		GOLF CART SUPPLIES/REPAIR	500.00
P11-00695	PUBLIC ECONOMICS, INC.		ATEP and Redevelopment Consulting Services	90,000.00
P11-00696	SAMY'S CAMERA		Supplies for large-format printers	570.94
P11-00697	MISSOURI TURF PAINT		SOCCER FIELD LINING PACKAGE	245.38
P11-00698	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		CTEoc Program Administration	675.00
P11-00699	SCANTRON CORPORATION		* Placement Testing Scantron Forms/Lang.Lab.	151.59
P11-00700	FISHER SCIENTIFIC		SUPPLIES FOR COAG. CLASS	33.43
P11-00701	THOMSON REUTERS (HEALTHCARE) INC.		SOFTWARE SUBSCRIPTION FOR NURSING	500.00
P11-00702	MELISSA DATA CORPORATION D.B.A. MAILERS SOFTWARE		Software Renewal-Data Quality COM Object Suite	5,983.38
P11-00703	NEUDESIC, LLC		Soft Dev - Sherpa, MySite Upgrade, SmartSched	2,031,250.00
P11-00704	NEUDESIC, LLC		SIS Year 5 - Production Support	445,920.00
P11-00705	NEWBEGINNINGS, INC.		HR Comm Relations	500.00
P11-00707	CHUCK ROGERS THEATRE ARTS		supplies for remainder of SCLO	2,000.00
P11-00708	DIANE LEWIS		remaining reimbursements for SCLO costume supplies	750.00
P11-00709	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT		remaining graphics and duplicating for SCLO	200.00
P11-00710	HOME DEPOT MISSION VIEJO STORE #614		blanket PO for remaining SCLO scenery items	500.00

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

ESCAPE	ONLINE
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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-00711	TIM SWISS		remaining SCLO sound/lighting purchases	400.00
P11-00712	CA DEPT OF TOXIC SUBSTANCES CONTROL		CA ENVIRONMENTAL PROTECTION AGENCY	314.50
P11-00713	ALLSTAR MICROELECTRONICS, INC		11 Computer Video Cards	465.94
P11-00714	FRY'S ELECTRONICS		OPEN PO FOR COMPUTER SUPPLIES	5,000.00
P11-00715	MILLENNIUM BUSINESS SERVICES		Business Cards	100.05
P11-00716	EMISSION COMPLIANT CONTROLS CORPORATION		CP SHED	26,285.31
P11-00717	DLS BUILDERS		FINE ARTS REPAIRS & EXTERIOR FINISHES	393,925.00
P11-00718	HOME DEPOT EAST IRVINE STORE #8525		BLANKET PURCHASE ORDER FOR SUPPLIES	1,000.00
P11-00719	HOME DEPOT EAST IRVINE STORE #8525		BLANKET PURCHASE ORDER FOR SUPPLIES	3,000.00
P11-00720	CENTER FOR PHLEBOTOMY EDUCATION, INC.		* MATERIALS FOR PHLEB CLASS	910.60
P11-00721	HOME DEPOT MISSION VIEJO STORE #614		Blank purchase order for home depot	500.00
P11-00722	HOME DEPOT MISSION VIEJO STORE #614		Photography supplies	600.00
P11-00723	RUSSELL SIGLER, INC.		HVAC SUPPLIES	1,000.00
P11-00724	KUSUNOKI, GARY I.		HEARING EXAMINER	1,200.00
P11-00725	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES		BlackBoard Academic Suite Renewal 2010/11	171,104.00
P11-00726	OFFICE MAX A BOISE COMPANY		Office Max Supplies	5,500.00
P11-00727	INTUIT		Intuit Quickbooks Software License Renewal	924.38
P11-00728	BLACKBOARD CONNECT, INC.		Bb Messaging Service	70,500.00
P11-00729	BLACKBOARD INC.		Bb Service Level Upgrade	175,100.00
P11-00730	BEACH PAVING, INC.		COMPLETE DG AROUND BALL FIELD ALONG PERIMETER	13,500.00
P11-00731	TMPG, INC.		Software to assist w/closed captioning-DSPS-PTANG	139.90
P11-00732	GREENLEIGH & WONG TECHNICAL SERVICE LLC		OPEN PO FOR AV LAMP REPAIRS	5,000.00
P11-00733	US FOODS		For food and supplies for the CDC.	12,000.00
P11-00734	RALPHS GROCERY CO. CONTROLLER'S OFFICE		TO PURCHASE ITEMS FOR BIO. LAB CLASSES.	600.00
P11-00735	NORTHWOOD HIGH SCHOOL		Ad for Northwood High School Football Prog.	250.00
P11-00736	CINTAS CORPORATION		UNIFORM AND TOWEL SERVICE	1,500.00
P11-00737	SOUTHERN COUNTIES OIL CO. DBA/SC FUELS		BLANKET PURCHASE ORDER FOR DIESEL FUEL	2,400.00
P11-00738	CONSOLIDATED ELECTRICAL DIST.		BLANKET PURCHASE ORDER FOR SUPPLIES	1,000.00
P11-00739	ENTERPRISE RENT-A-CAR		OPEN P.O. FOR VEHICLE RENTAL	5,000.00
P11-00740	DUNN-EDWARDS CORPORATION		BLANKET PURCHASE ORDER FOR SUPPLIES	1,500.00
P11-00741	EWING IRRIGATION PRODUCTS		Blanket Purchase Order for Irrigation Supplies	1,500.00
P11-00742	DEMCO INC.		Library Furniture - DVD, File Cabinet	670.75

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00743	JANUS CORPORATION		MOLD REMEDIATION IN PD100 AND A100	6,555.00
P11-00744	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		TESTING AND MANAGEMENT OF MOLD REMEDIATION	4,000.00
P11-00745	SARS SOFTWARE PRODUCTS, INC.		RENEWAL OF SARS SUPPORT *invoice attached	7,290.00
P11-00746	POWER FORD TUSTIN		TRUCK MAINTENANCE/REPAIRS	500.00
P11-00747	WELLS FARGO #3317	SC Strength Ctr	DVD's for History of Film Classes	102.70
P11-00748	SO. ORANGE CO. COMM. COL.DIST		Return to Title IV Funds - SEE ATTACHMENTS	22.00
P11-00749	ASSOCIATED WRITING PROGRAMS GEORGE MASON UNIV.		AWP Annual Institutional Membership	425.00
P11-00750	ROTH CARNEY KNUDSEN LLP		INVESTIGATIVE SERVICES	40,000.00
P11-00751	VOCATIONAL BIOGRAPHIES, INC.		Vocational Biographies Online 10 -11	.00
P11-00752	PB AMERICAS, INC.		I.T.SERVER ROOM RENOVATIONS AT SC	5,660.00
P11-00754	USA MOBILITY		PAGER RENTAL AND MAINTENANCE CONTRACT	1,200.00
P11-00755	RED STONE, INC		INSPECTOR FOR I.T.SERVER RM	69,120.00
P11-00756	WELLS FARGO EDUCATION FINAN- CIAL SERVICES		WFCC ANNUAL FEE	45.00
P11-00757	WELLS FARGO #2078		WFCC ANNUAL FEE	45.00
P11-00758	WELLS FARGO #3317 (DISTRICT)		WFCC ANNUAL FEE	45.00
P11-00759	LIEBERT CASSIDY WHITMORE		Attorney Services FY 2010-11	200,000.00
P11-00760	SO. ORANGE CO. COMM. COL. DIST WORKERS COMPENSATION		Reimburse Checking Account Workers' Comp Claims	39,000.00
P11-00761	SO. ORANGE CO. COMM. COL. DIST		Reimburse SOCCCD Checking	100,000.00
P11-00762	WORKERS' COMP FIRST AID ACCOUNT		WORKERS' COMP FIRST AID ACCOUNT	5,000.00
P11-00763	HIGHER EDUCATION PUBLICATIONS		Publication for HR	73.41
P11-00764	CAMPUS CAREER COUNSELOR SUBSCRIPTIONS		Campus Career Counselor 1-yr. Subscription 10-11	69.00
P11-00765	COMPONENTSOURCE		Infragistics NetAdvantage .NET Renewal	1,360.00
P11-00766	WELLS FARGO #4198		Photo Lab Instructor's Work Stool	1,139.70
P11-00767	SO. ORANGE CO. COMM. COL.DIST		Return to Title IV Funds	170.00
P11-00768	WELLS FARGO BANK TRUST DIVISION		Wells Fargo Bank Fees	50,000.00
P11-00769	ORKIN EXTERMINATING, INC. ACURID		CLEANING CEILING TILE FOR RAT/MICE AT T BLD	2,938.00
P11-00770	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Office Supplies	400.00
P11-00771	HAITBRINK ASPHALT PAVING, INC.		STRIPES/PARKING LOT 4	3,980.00
P11-00772	HAITBRINK ASPHALT PAVING, INC.		ASPHALT PATCH NEAR FOOTBALL FIELD	400.00
P11-00773	KEENAN & ASSOCIATES		Media Liability Coverage	5,741.00
P11-00774	FISHER SCIENTIFIC		Biology Instructional Supplies	4,627.63
P11-00775	FREY SCIENTIFIC		Biology Instructional Supplies	48.81
P11-00776	CAROLINA BIOLOGICAL SUPPLY		Biology Instructional Supplies	989.47

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P11-00777	DELTA BIOLOGICALS		Biology Instructional Supplies	1,174.50
P11-00778	BIO-RAD LABORATORIES, INC.		BIOLOGY INSTRUCTIONAL SUPPLIES	1,266.03
P11-00779	LIFE SCIENCE GROUP			
P11-00779	FISHER SCIENTIFIC		CHEMISTRY	6,833.49
P11-00780	SARGENT-WELCH LLC VWR		GENERAL/INSTRUCT SUPPLIES	
P11-00781	INTERNATIONAL COMPANY		BIOLOGY SUPPLIES	1,848.00
P11-00781	SARGENT-WELCH LLC VWR		PHYSICS SUPPLIES & EQUIP	1,846.40
P11-00781	INTERNATIONAL COMPANY			
P11-00782	FISHER SCIENTIFIC		PHYSICS SUPPLIES	274.18
P11-00783	VWR INTERNATIONAL, INC.		PHYSICS SUPPLIES	250.20
P11-00784	CALIFORNIA OFFICE SYSTEMS		Folding machine	386.43
P11-00785	POSTMASTER		Payment for Mailing Catalogs	155.00
P11-00786	B & H PHOTO		*Photograph paper	8,479.24
P11-00787	SCANTRON CORPORATION		* Item Analysis Scantrons	112.22
P11-00788	ORANGE CO. FARM SUPPLY		Biology Student Projects	.00
P11-00789	DELL MARKETING		computer, see attachment	1,196.66
P11-00790	XEROX CORPORATION ATTN: ARDIE HOOD		Xerox Copier - Chancellor Copy Room	3,519.12
P11-00791	SEHI PROCOMP COMPUTER PRODUCTS		COLOR INK FOR COLOR PRINTER FOR BROCHURES	949.39
P11-00792	SIMS TREE HEALTH SPEC., INC.		Landscape Survey/dying plants at HS	790.00
P11-00793	KAESER COMPRESSORS, INC.		RAPIDTECH NEW EQUIPMENT	8,408.08
P11-00794	MARLA'S MANIA		Name Badges w/Saddleback Logo, as needed	1,162.54
P11-00795	LAWRENCE R. WLEZIEN, INC.	SC Loop Road	CONSULTANT AGRMT.	30,000.00
P11-00796	MICHAEL WOLF INTERIORS INC.		VILLAGE	3,575.55
P11-00797	FREY SCIENTIFIC		PHYSICS EQUIP	567.34
P11-00798	CAROLINA BIOLOGICAL SUPPLY		CHEMISTRY	268.96
P11-00799	FREY SCIENTIFIC		GENERAL/INSTRUCT SUPPLIES	
P11-00800	SARGENT-WELCH LLC VWR		CHEMISTRY	251.86
P11-00801	INTERNATIONAL COMPANY		GENERAL/INSTRUCT SUPPLIES	
P11-00801	AT&T MOBILITY GOVERNMENT SALES		Calling Card Expense for John Williams	234.05
P11-00802	PIHRA		ANNUAL PIHRA MEMBERSHIP	100.00
P11-00803	RICOH BUSINESS SOLUTIONS	IVC Warehouse	MAINTENANCE FOR MP1600SPF COPIER IVC WAREHOUSE	.00
P11-00804	IDEAL DATA SOLUTIONS, INC.		Services for Filing 1099	550.00
P11-00805	SPECTRUM LABORATORY PRODUCTS		BIOLOGY INSTRUCTIONAL SUPPLIES	600.00
P11-00806	SCIENCE KIT, INC.		Biology Instructional Supplies	1,482.91
P11-00807	WARD'S NATURAL SCIENCE		BIOLOGY INSTRUCTIONAL SUPPLIES	478.25
P11-00808	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	747.55
P11-00809	WELLS FARGO #3317 (DISTRICT)		* VENDOR: SIMPLEHUMAN	7,317.30
P11-00810	SARGENT-WELCH LLC VWR		BIOLOGY SUPPLIES	131.67
P11-00811	INTERNATIONAL COMPANY			55.72
P11-00811	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	194.02
P11-00812	SPECTRUM LABORATORY PRODUCTS		PHLEBOTOMY SUPPLIES	186.54
P11-00813	SARGENT-WELCH LLC VWR		PHLEBOTOMY SUPPLIES	86.70
P11-00814	INTERNATIONAL COMPANY			
P11-00814	FISHER SCIENTIFIC		BIOLOGY SUPPLIES	.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00815	FISHER SCIENTIFIC		PHLEBOTOMY SUPPLIES/MLT EQUIP	5,879.42
P11-00816	CAROLINA BIOLOGICAL SUPPLY		BIOLOGY SUPPLIES	981.56
P11-00817	DELTA BIOLOGICALS		BIOLOGY SUPPLIES	25.54
P11-00818	UNITED INTERIORS		Ergonomic furniture for Ticket Office	.00
P11-00819	DAVID B. COLEMAN COLEMAN'S LANDSCAPE CONTRACTOR		NELSON QUICK COUPLER	4,398.00
P11-00820	SPSS, INC.		SPSS Base Maintenance Renewal	2,929.81
P11-00821	MATERIAL CONNEXION		sample materials and data base access	2,792.50
P11-00822	DEMCO INC.		Demco Portable Lectern/ Mic	741.02
P11-00823	SEHI PROCOMP COMPUTER PRODUCTS		EPSON PRINTERS/SCANNERS *quote attached	8,848.49
P11-00824	MUIR-CHASE PLUMBING, CO.		WATER VALVE REPLACEMENTS	5,322.00
P11-00825	MILLENNIUM BUSINESS SERVICES	IVC Life Sci	* Business cards for faculty	163.88
P11-00826	AMERICAN VOLLEYBALL COACHES ASSOCIATION		AVCA Membership/IVC W. Volleyball	145.00
P11-00827	S & B FOODS		Community Relations	500.00
P11-00828	TELEMANAGEMENT TECHNOLOGIES INC.		Call Accounting SQL System	15,950.00
P11-00829	SCANTRON CORPORATION		* Scantron forms for Division SLO's	286.73
P11-00830	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		Attorney Services FY 2010-11	240,000.00
P11-00831	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.		Baseball Bleacher Seating	6,000.00
P11-00832	SCIENCE KIT, INC.		CHEMISTRY GENERAL/INSTRUCT SUPPLIES	21.49
P11-00833	SPECTRUM LABORATORY PRODUCTS		CHEMISTRY GENERAL/INSTRUCT SUPPLIES	2,242.08
P11-00834	VWR INTERNATIONAL, INC.		CHEMISTRY GENERAL/INSTRUCT SUPPLIES	530.71
P11-00835	WARD'S NATURAL SCIENCE		CHEMISTRY GENERAL/INSTRUCT SUPPLIES	143.48
P11-00836	TASTE CATERING, INC.		CATERING: FACULTY ORIENTATION	454.65
P11-00837	XEROX CORPORATION ATTN: ARDIE HOOD		Xerox Maintenance Agreement	1,120.77
P11-00838	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER-CHANCELLOR'S OFFICE	9,981.02
P11-00839	SMART LEVELS MEDIA		Academic Senate Information Cards	132.29
P11-00840	BRAVO SIGN & DESIGN		WATER PROOF PROJECT-MCKINNEY THEATER	6,818.35
P11-00841	FREY SCIENTIFIC		BIOLOGY SUPPLIES	78.58
P11-00842	SCIENCE KIT, INC.		BIOLOGY SUPPLIES	15.19
P11-00843	SPECTRUM LABORATORY PRODUCTS		BIOLOGY SUPPLIES	989.48
P11-00844	WARD'S NATURAL SCIENCE		BIOLOGY SUPPLIES	1,469.06
P11-00845	MILLENNIUM BUSINESS SERVICES		Master Plate charge for Business Cards	1,010.00
P11-00846	ALERT SERVICES, INC.		athletic training supplies	10,356.95
P11-00847	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES		Presidium Blackboard Helpdesk Services	47,960.00
P11-00848	REALVOLLEYBALL.COM		WOMEN'S VOLLEYBALL GEAR	6,171.99

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00849	DAVID B. COLEMAN COLEMAN'S LANDSCAPE CONTRACTOR		B200 ANNEX LANDSCAPING	11,885.00
P11-00850	TOMARK SPORTS EQUIPMENT		LOCKS FOR MEN'S AND WOMEN'S LOCKER ROOM	2,817.71
P11-00851	GUNTHER'S ATHLETIC SERVICE		LAUNDRY BAGS FOR MEN'S SOCCER TEAM	489.24
P11-00852	AACC CONVENTION		EXHIBIT ENTRANCE FEE FOR S. THARPE	27.19
P11-00853	HAITBRINK ASPHALT PAVING, INC.		Village Asphalt Improvements Lower Campus	10,800.00
P11-00854	WELLS FARGO #3317		* Non-instructional supplies-Reading Lab.	77.43
P11-00855	PROAIR CONSTRUCTION SVCS. INC.		Replace Piping for A/C at Central Plant	13,850.00
P11-00856	JIST PUBLISHING		* Ex-Offenders Books for Career Library	80.58
P11-00857	HAITBRINK ASPHALT PAVING, INC.		BUILD TRASH ENCLOSURE AT SCC	12,710.00
P11-00858	PROAIR CONSTRUCTION SVCS. INC.		PE-100 Coil Replacement/Repipe AHU 1 & 2	32,694.00
P11-00859	TUSTIN TOUCHDOWN CLUB % MELANIE WILKERSON		Advertising for Tustin HS Football Program	200.00
P11-00860	PROAIR CONSTRUCTION SVCS. INC.		FINE ARTS THEATER A/C	40,064.00
P11-00861	LFR PRODUCTIONS		* Training DVDs	452.60
P11-00862	PARADISE BAKERY & CAFE		St. Svs. Classified Staff Development Event	512.43
P11-00863	NU FLOW		CHILLED WATER SUPPLY & RETURN SUPPLY LINES - HS	39,475.00
P11-00864	MC CALLUM GROUP, INC.		Legislative Publication	15,000.00
P11-00865	A-1 FENCE COMPANY		REMOVE/REUSE FENCE- MAIN FB FIELD GATE	1,397.00
P11-00866	KAPCO LIBRARY PRODUCTS		* Instructional supplies.	150.38
P11-00867	CALIFORNIA OPTICAL SUPPLIES		* Microfiber cloths for photography	80.60
P11-00868	MICRO CENTER		COMPUTER AND ELECTRONIC SUPPLIES	3,000.00
P11-00869	SO COAST HIGHER EDUCAT. COUN. % SHANNON CROGAN		Membership	50.00
P11-00870	CHEF WORKS, INC.		Dept. Supply	265.89
P11-00871	HAZARD COMMUNICATION SPECIALISTS, INC.		Dept. Supply	38.63
P11-00872	MISSION PRINTING COMPANY		* Brochures	380.63
P11-00873	ART CULINAIRE		Dept. Resource	68.00
P11-00874	SMART LEVELS MEDIA		* POSTCARDS	108.43
P11-00875	PASCO SCIENTIFIC		PHYSICS SUPPLIES	842.95
P11-00876	FLOOR TECH GROUP		REPLACE FLOOR IN A204	2,034.00
P11-00877	NU AGE DEVELOPMENT, INC.		RENOVATION WORK FOR A203	14,419.00
P11-00878	McMASTER CARR SUPPLY COMPANY		PHYSICS INSTRUCTIONAL SUPPLIES	330.59
P11-00879	SIGMA-ALDRICH CHEMICAL CO.		BIOLOGY PERISHABLE REAGENTS	1,000.00
P11-00880	CAROLINA BIOLOGICAL SUPPLY		TO PURCHASE CULTURES FOR BIOLOGY.	600.00
P11-00881	HARDY DIAGNOSTICS		TO PURCHASE MICROBIOLOGICAL ITEMS.	700.00
P11-00882	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		TO PURCHASE MATERIALS FOR BIO. 6L & 15	2,300.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00883	SEPULVEDA BUILDING MATERIALS		TO PURCHASE ITEMS FOR THE GREEN HOUSE AREA.	700.00
P11-00884	PRECISION FLOOR COVERING		ROOFING AND DECK WORK AT SSC	40,066.56
P11-00885	CAROLINA BIOLOGICAL SUPPLY		HORTICULTURE SUPPLIES	406.62
P11-00886	MOUSER ELECTRONICS INC.		12V BACKUP BATTERIES	1,266.35
P11-00887	U.S. PLASTICS COMPANY		BIOLOGY SUPPLIES	412.13
P11-00888	AMERICAN SCIENCE & SURPLUS		PHYSICS INSTRUCTIONAL SUPPLIES	385.81
P11-00889	LIFETIME MEMORY PRODUCTS, INC.		computer supplies	828.98
P11-00890	SUSAN M. COLEMAN DBA EDUCATION 4 WORK		Set up Blanket PO for Grant related CONTRACT SVCS	45,000.00
P11-00891	INDUSTRIAL METAL SUPPLY CO.		OPEN PURCHASE ORDER FOR SUPPLIES	100.00
P11-00892	OCB REPROGRAPHICS, INC.		OPEN PURCHASE ORDER FOR PRINTING SERVICES	300.00
P11-00893	RJ COACHING AND CONSULTING RITA M. JONES		Blanket PO for Grant related CONTRACT SVCS	35,000.00
P11-00894	JOHNSTONE SUPPLY		OPEN PURCHASE ORDER FOR PARTS	1,500.00
P11-00895	MC FADDEN-DALE INDUSTRIAL		BLANKET PURCHASE ORDER FOR PARTS	500.00
P11-00896	ORANGE CO. FARM SUPPLY		BLANKET P.O. FOR SUPPLIES	1,000.00
P11-00897	PARKWAY LAWNMOWER SHOP		OPEN PURCHASE ORDER FOR PARTS	1,500.00
P11-00898	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND		CTEP Computer-Based Assessments	3,750.00
P11-00899	POWER FORD TUSTIN		BLANKET P.O. FOR SUPPLIES	1,000.00
P11-00900	REFRIGERATION SUPPLIES DIST.		OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES	700.00
P11-00901	TURF TIRE DISTRIBUTORS		BLANKET P.O. FOR PARTS	1,000.00
P11-00902	ARROWHEAD/NESTLE ATTN: TERRIS BARRON		BLANKET PURCHASE ORDER FOR SUPPLIES	700.00
P11-00903	WALTERS WHOLESALE ELECTRIC		OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES	2,000.00
P11-00904	YALE CHASE MATERIALS HANDLING		Open Purchases for Supplies	1,500.00
P11-00905	CHARGINGCHARGERS.COM, INC.		Battery Charger	318.55
P11-00907	CAREERBUILDER, LLC		RECRUITMENT/ADVERTISING FOR SOCCCD	7,673.80
P11-00908	CLARKE & ASSOCIATES, INC.		FOR LAB	1,416.38
P11-00909	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO for PE & Athletic Dept. Supplies	3,500.00
P11-00910	NEWBEGINNINGS, INC.		Faculty Breakfast - Flex Week 8/18/10	190.31
P11-00911	NEWBEGINNINGS, INC.		Flex Week - SC Welcome Breakfast entire college	1,296.84
P11-00912	NEWBEGINNINGS, INC.		Flex Week - Classified Lunch 8/18/10	416.25
P11-00913	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER MAINTENANCE/USAGE	2,000.00
P11-00914	CABLES PLUS		CAT5E CABLES *quote attached	296.67
P11-00915	KEENAN & ASSOCIATES		Keenan W/C Run Off Claim Admin	3,500.00
P11-00916	APPLE COMPUTER, INC.		Apple Computer for BSTIC	409,706.92

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P11-00917	WRIGHTSOFT CORPORATION		HVAC SOFTWARE	830.06
P11-00918	F & E HEDMAN		Annual Maintenance: Check signer	450.00
P11-00919	XEROX CORPORATION ATTN: ARDIE HOOD		Annual Maintenance: A&R Copier	.00
P11-00920	SAFEGUARD BUSINESS SYSTEMS		* OFFICE SUPPLIES	26.40
P11-00921	ARBOR SCIENTIFIC		PHYSICS INSTRUCTIONAL SUPPLIES	198.07
P11-00922	MERCK AND CO., INC. ORDER MANAGEMENT CENTER		VACCINE	2,828.47
P11-00923	GOVCONNECTION		USB ADAPTER	31.19
P11-00924	WITMER PUBLIC SAFETY GROUP OFFICER STORE		T3/BICYCLE HELMETS	495.90
P11-00925	HORIZON		FOOTBALL FIELD SUPPLIES	1,419.40
P11-00926	WEST-LITE SUPPLY CO.		Photography lamps	127.78
P11-00927	LEGEND, INC.		LAB SUPPLIES (PROTRACTORS)	105.70
P11-00928	DRAMATISTS PLAY SERVICE, INC.		Librettos for Bat Boy: The Musical	163.61
P11-00929	OMEGA ENGINEERING, INC.		MICRO-SUPPLIES	95.00
P11-00930	TRI-BEST VISUAL DISPLAY		bulletin board for DMP (see note & attached quote)	887.40
P11-00931	MODERN BIOLOGY		BIOLOGY SUPPLIES	580.00
P11-00932	MICHAEL WOLF INTERIORS INC.		SHADES FOR VILLAGE OFFICE ADD ON	4,117.08
P11-00933	BAL MAIDEN FILMS		* Dept. Resource	46.31
P11-00934	LEE ARMSTRONG CO., INC.		FLOORING FOR PIANO ROOM	3,980.00
P11-00935	SPECTRUM LABORATORY PRODUCTS		OCEANOGRAPHY LAB SUPPLIES	245.34
P11-00936	WEST-LITE SUPPLY CO.		* PHYSICS SUPPLIES	55.90
P11-00937	WELLS FARGO #3317		* German Instructional DVD's	52.17
P11-00938	TRI-BEST VISUAL DISPLAY		WHITE BOARDS FOR ANNEX CLASSROOM/LABS	1,606.19
P11-00939	MISSION VIEJO GLASS		REPLACE MENS RM MIRROR FA	1,190.00
P11-00940	SOUTHLAND INSTRUMENTS, INC.		Annual Maintenance: Geology Microscopes	1,817.00
P11-00941	MAQUINSAL SEWING MACHINE CO.		Student Fashion Supplies	174.08
P11-00942	RALPHS GROCERY CO. CONTROLLER'S OFFICE		Geology dept. open PO at Ralph's	.00
P11-00943	HOME DEPOT EAST IRVINE STORE #8525		Purchase of geologic sciences supplies	200.00
P11-00944	HOME DEPOT EAST IRVINE STORE #8525		Supplies for astronomy department	.00
P11-00945	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER/PRINTER/FAX	14,735.04
P11-00946	PROAIR CONSTRUCTION SVCS. INC.		AC REPAIR - VILLAGE 3	1,340.00
P11-00947	MARKETLAB, INC.		MICRO SUPPLIES	158.48
P11-00948	REPRO XPRESS		GREAT LAWN BID 300 IVC	850.00
P11-00949	FOUNDATION FOR CA. COMM. COLL ATTN: TRACIE CALLAHAN/FUSION		FUSION LICENSE FOR B.D'LENA	16,768.70
P11-00950	SEWUP JPA KEENAN & ASSOCIATES		FOR HOPE PARKING LOT AT ATEP	197.00
P11-00951	KEENAN & ASSOCIATES		HOPE PARKING LOT RENO AT ATEP	11.34
	ACCOUNTS RECEIVABLE			

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00952	EUREKA CAREER INFO. SYSTEMS		Eureka Site License Contract 09-10 Pay in advance	2,147.81
P11-00953	McMASTER CARR SUPPLY COMPANY		PHYSICS SUPPLIES	60.47
P11-00954	LAGUNA NIGUEL CHAMBER OF COMMERCE		Membership	125.00
P11-00955	RICOH BUSINESS SOLUTIONS		MAILROOM MAINTENANCE AGREEMENT	48.07
P11-00956	LEE ARMSTRONG CO., INC.		Remove Carpet/Install VCT FA-202	6,187.00
P11-00957	KATHY WEATHERWAX		CoTrainer	1,470.00
P11-00958	XEROX CORPORATION ATTN: ARDIE HOOD		ANNUAL MAINTENANCE AGREEMENT XEROX	2,007.60
P11-00959	BJB ENTERPRISES, INC.		open purchase for casting supplies	1,000.00
P11-00960	PB AMERICAS, INC.		CONSULTANT AGREEMENT FOR LCP FOR FA REPAIRS	4,930.00
P11-00961	WELLS FARGO #3317 (DISTRICT)		* German Instructional DVD's	83.94
P11-00962	HORIZON		GROUND'S SUPPLIES	2,140.20
P11-00963	W. W. GRAINGER		HVAC SUPPLIES	1,810.86
P11-00964	EDMUND SCIENTIFICS		Optics Supplies	290.24
P11-00965	DAINOFF DESIGNS, INC. ATLAS BOOK & COPY HOLDERS		MICROBIOLOGY SUPPLIES-BOOK HOLDER	221.96
P11-00966	THE LAB DEPOT		MICRO SUPPLIES	67.12
P11-00967	HARBOR FREIGHT TOOLS		PHYSICS SUPPLIES	183.62
P11-00968	ALL ELECTRONICS CORP.		ELECTRONIC SUPPLIES	56.54
P11-00969	MILLENNIUM BUSINESS SERVICES		Business Cards for Beep Colclough	50.03
P11-00970	BATTERY ZONE		PHYSICS SUPPLIES	670.65
P11-00971	B & H PHOTO		* Photography supplies	1,826.62
P11-00972	AARDVARK CLAY AND SUPPLIES		Ceramics Supplies	5,203.14
P11-00973	NASCO WEST INDUSTRIES, INC.		PHYSICS INSTRUCTIONAL SUPPLIES	144.55
P11-00974	REMET CORP.		PHYSICS SUPPLIES	171.12
P11-00975	WESTERN PACIFIC DISTRIBUTORS, INC.		HVAC SUPPLIES	.00
P11-00976	W. W. GRAINGER		ORGANIC CHEMISTRY LAB SUPPLIES	248.66
P11-00977	APPLE COMPUTER, INC.		Apple Purchases for Webmasters in BSTIC	12,463.68
P11-00978	MILLENNIUM BUSINESS SERVICES		Business cards for Brooke Choo	72.86
P11-00979	WELLS FARGO #3317 (DISTRICT)		** Faculty Resource	31.17
P11-00980	AIR SOURCE INDUSTRIES, INC.		* yearly Liquid nitrogen and Oxygen tank refills	500.00
P11-00981	HITT MARKING DEVICES, INC.		* CUSTOM STAMP FOR APPROVALS CP	17.35
P11-00982	FREESTYLE		* Photography supplies	798.86
P11-00983	VERIZON WIRELESS GOVERNMENT ACCOUNTS		VERIZON Wireless WiFi (MiFi) Service	6,300.00
P11-00984	SUPERIOR PAPER & PLASTIC INC.		Blanket purchase order for supplies for the CDC	3,000.00
P11-00985	ATRIUM HOTEL AT ORANGE COUNTY AIRPORT		NAT'L TEACHER TRAINING WORKSHOP	19,000.00
P11-00986	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCCAA		Library ebook collections per Ana Maria Cobos	96,717.95

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PO Number	Vendor Name	Site	Description	Account Amount
P11-00987	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Library e-book collection per Ana Maria Cobos	5,300.00
P11-00988	SAN JUAN COMPANY		Transmitter Site Lease	11,000.00
P11-00989	ALLIED REFRIGERATION, INC.		BLANKET PURCHASE ORDER FOR PARTS	1,000.00
P11-00990	UNISOURCE CORPORATION FACILITIES SUPPLY		JANITORIAL OPEN REQUISITION	3,000.00
P11-00991	SCANTRON CORPORATION		* Scantron form 882 - E	218.01
P11-00992	KAESER & BLAIR, INC. dba SNAP MARKETING & PROMO.		* lapel pins for employees	5,189.50
P11-00993	XEROX CORPORATION ATTN: ARDIE HOOD		MAINTENANCE AGREEMENT FOR EMT COPIER	537.75
P11-00994	XEROX CORPORATION ATTN: ARDIE HOOD		MAINTENANCE FOR COPIER FOR MEDICAL ASSISTING	414.36
P11-00995	VIVIAN DE LEON		Student Scholarship toward tuition/books	95.00
P11-00996	HAAS FACTORY OUTLET		Mini Mill Machine Equip (ATCHMT)	.00
P11-00997	HAAS FACTORY OUTLET		TOOL RM LATHE EQUIP (ATCHMT)	31,980.38
P11-00998	JANE L. COLLIER		Trainer	1,080.00
P11-00999	INTERSTATE BATTERIES OF CALIFORNIA COAST		BLANKET PURCHASE ORDER FOR BATTERY SUPPLIES	1,500.00
P11-01000	WELLS FARGO #3317 (DISTRICT)		ISSA-Information Systems Security Association Inc	110.00
P11-01001	IRVINE PIPE & SUPPLY		BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES	1,500.00
P11-01002	AACRAO DISTRIBUTION CENTER		* purchase AACRAO 2010 FERPA Guide	380.00
P11-01003	BOARD OF REGISTERED NURSING		CERTIFICATE RENEWAL	300.00
P11-01004	RED STONE, INC		INSPECTOR COST FOR FA REPAIRS & NEW EXTERIOR	43,200.00
P11-01005	PHOENIX BUSINESS MACHINES, INC		RICOH: Maint Renewal IT Copier - Aficio 3235C	1,990.00
P11-01006	BONDED WET-DRY CLEANERS		dry cleaning for Damn Yankees costumes	217.50
P11-01007	QUEST DIAGNOSTICS		Purchase laboratory testing for students	19,000.00
P11-01008	XEROX CORPORATION ATTN: ARDIE HOOD		Maintenance for copier MFP8560D1	1,000.00
P11-01009	BRAVO SIGN & DESIGN		SM NO FOOD/DRINK SIGNS	612.81
P11-01010	RGP PLANNING & DEVELOPMENT SERVICES		ATEP Project	100,000.00
P11-01011	ENVIRON		ATEP Project	50,000.00
P11-01012	JOYCE INSPECTION & TESTING		PAC/PE LANDSCAPE PROJECT	69,552.00
P11-01013	FOSTER CARE AUXILIARY OF OC		Trainer	600.00
P11-01014	COX COMMUNICATIONS, INC.		COX Communications Intercampus LAN Service	48,000.00
P11-01015	gkkworks/CCS Group	IVC Life Sci	FOR LIFE SCI AT IVC	10,000.00
P11-01016	BOB PARRETT CONSTRUCTION		SSC LEARNING DISABILITY VISION LITE INSTALLATION	990.00
P11-01017	BOB PARRETT CONSTRUCTION		ABATEMENT OF ACM AT T BUILDING	6,676.00
P11-01018	KEENAN & ASSOCIATES		Loss Control/Risk Mgmt. Agreement	25,000.00
P11-01019	SARAH DUFEK		Trainer	180.00
P11-01020	LYNN YOUNG		PRIDE Trainer	2,520.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-01021	LISA TULLY		Trainer	180.00
P11-01022	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		FUNDS FOR BUSINESS REPLY MAIL	1,200.00
P11-01023	TRI-AD		* Brochures & OTC Flyers	43.63
P11-01024	PC MALL GOV. INC.		Supplies for grant project	372.25
P11-01025	McKESSON GENERAL MEDICAL CORP		VACCINES	1,749.78
P11-01026	SEHI PROCOMP COMPUTER PRODUCTS		Photography printer ink cartridges	305.65
P11-01027	BRAND ATHLETICS		WBB 2010/11 supplies	4,209.79
P11-01028	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER		WOMEN'S VOLLEYBALL GEAR	2,401.20
P11-01029	EIGER SPORTS WEAR		SLIDERS FOR MEN'S SOCCER TEAM	1,972.50
P11-01030	MEDICAL ECONOMICS		MAGAZINE SUBSCRIPTION FOR MEDICAL ASSISTING	95.00
P11-01031	LCS CONSTRUCTORS, INC.		FUME HOOD MAINTENANCE	11,700.00
P11-01032	THE BLIND FACTORY		BLINDS FOR WINDOWS IN M100	225.00
P11-01033	INTERSTATE ELECTRIC		* SIGNAGE MATERIALS	1,021.16
P11-01034	SAMY'S CAMERA		* Signage Materials	228.38
P11-01035	WOLFRAM RESEARCH		Math software/ see attachment	3,699.83
P11-01036	JOSEPH JAY MENDOZA		Class Monitor	140.00
P11-01037	SWACC % KEENAN & ASSOCIATES		2010/2011 SWACC Member Risk Management Fund	12,688.00
P11-01038	ALLSTEEL, INC. % CORPORATE BUSINESS INTERIORS		FURNITURE FOR VILLAGE-7	1,531.54
P11-01039	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		Biology Supplies	.00
P11-01040	OCE'		SX 1480 (TRANSCRIPT)FAX MAINTENANCE AGREEMENT	300.00
P11-01041	EDMUND SCIENTIFICS		PHYSICS INSTRUCTIONAL SUPPLIES	135.49
P11-01042	HILTI		ANNUAL HVAC EQUIPMENT	.00
P11-01043	HILTI		PLUMBING EQUIPMENT	298.81
P11-01044	CHRISTIAN HIRA NIMBLE CONSULTING		Database Design: SIS, MySite and Sherpa	231,000.00
P11-01045	DUNN-EDWARDS CORPORATION		PAINTING EQUIPMENT	866.74
P11-01046	MOLE-RICHARDSON	SC Strength Ctr	parts and replacement fixtures for lighting kits	3,781.33
P11-01047	L.A. TIMES		Pay for yearly renewal of LA Times subscription.	162.24
P11-01048	SCHOOLS FIRST FCU ATTN: JO AN POIREL		Premium for Sabbatical Bonds	8,898.00
P11-01049	HARDY DIAGNOSTICS		MICRO-SUPPLIES	6,653.77
P11-01050	XAP CORPORATION ATTN: ALLY GIGGANS		Board of Governors Online Grant Application	4,372.00
P11-01051	GUNTHER'S ATHLETIC SERVICE		BASKETBALLS FOR MEN'S AND WOMEN'S BASKETBALL TEAMS	1,534.91
P11-01052	FRANKLIN COVEY CATALOG SALES DEPARTMENT		OFFICE SUPPLY	156.81
P11-01053	DELL MARKETING		RT NON-INST SUPPLY	152.67
P11-01054	CHEVRON AND TEXACO BUSINESS CARD SERVICES		FY 2010-11 Use of Gasoline by Various Departments	4,903.26
P11-01055	LAB SAFETY SUPPLY INC.		Art Supplies	509.11
P11-01056	LAGUNA CLAY CO.		Ceramics Supplies	1,174.50
P11-01057	XEROX CORPORATION ATTN: ARDIE HOOD		Staples for Xerox 7665 copier	592.69

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PO Number	Vendor Name	Site	Description	Account Amount
P11-01058	SEW TRUE SUPPLY		Student Fashiion Supplies	447.30
P11-01059	DELL MARKETING		Toner Cartridge for Career Center Printers	1,161.19
P11-01060	VOIGT GLOBAL DISTRIBUTION INC.		MICRO MEDIA SUPPLIES	502.07
P11-01061	CHEFS' TOYS		Food/Nutrition Supplies	1,061.99
P11-01062	ERC WIPING PRODUCTS, INC.		Fitness Equipment Supplies	1,324.06
P11-01063	QUALITY OFFICE FURNISHINGS		B309 TABLES FOR ELECTRONIC LAB	5,349.25
P11-01064	HARDY DIAGNOSTICS		MICRO SUPPLIES	174.32
P11-01065	KRACKELER SCIENTIFIC, INC.		MICRO SUPPLIES	182.36
P11-01066	SADDLEBACK GOLF CARS, INC.		OPEN PURCHASE ORDER FOR SUPPLIES	800.00
P11-01067	HOME DEPOT MISSION VIEJO STORE #614		Blanket Purchase Order for Child Dev. Center	300.00
P11-01068	HOME DEPOT MISSION VIEJO STORE #614		RAPIDTECH - HOME DEPOT OPEN PO	3,000.00
P11-01069	JACQUELINE GOODE		Trainer	480.00
P11-01070	JENNIFER SNIDER		PRIDE Panel	50.00
P11-01071	ADCLUB ADVERTISING SERVICE		Recruitment/Advertising for SOCCCD	74,000.00
P11-01072	GOVCONNECTION		Purchase External Hard Drive for Curriculum Office	167.48
P11-01073	MEDCO SUPPLY COMPANY		ATHLETIC TRAINING SUPPLIES	7,394.85
P11-01074	FISHER SCIENTIFIC		EQUIPMENT FOR THE MLT LAB	15,953.53
P11-01075	AMERICAN RED CROSS ORANGE COUNTY CHAPTER		CPR Class Instructional Supplies	280.59
P11-01076	EBERHARD EQUIPMENT		MAINTENANCE EQUIPMENT	3,081.33
P11-01077	MEDIX CORPORATION		SUPPLIES FOR HEMATOLOGY & COAG CLASSES	1,609.45
P11-01078	MOUSER ELECTRONICS INC.		Replacement Instructional Chem Supplies	65.09
P11-01079	AMERICAN SCIENCE & SURPLUS		GEOLOGY SUPPLIES	63.33
P11-01080	WORLD SPORTING GOODS, INC.		Football Program - Sled Supplies	398.44
P11-01081	HOME DEPOT MISSION VIEJO STORE #614		To purchase misc. lab supplies	500.00
P11-01082	GREEN THUMB INTERNATIONAL		To purchase misc. supplies	500.00
P11-01083	MONSTERSLAYER, INC.		* Art Supplies	321.91
P11-01084	AdvanceTek		Software Dev Svcs:	184,800.00
P11-01085	ALFAX FURNITURE		SIS/MySite/SmartSched/Sherpa boards to replace damaged cork boards	123.28
P11-01086	B & H PHOTO		Flash drives for photography classes	1,695.63
P11-01087	B & H PHOTO		Memory card for new camera	118.75
P11-01088	MOORE MEDICAL CORP.		Ibuprofen	39.75
P11-01089	SMARDAN SUPPLY - EL MONTE		PLUMBING SUPPLIES	240.28
P11-01090	GRACE TRAINING SUPPLY		SUPPLIES FOR NURSING	644.84
P11-01091	ISA MEDIA, LTD.		payment for ISC advertising	5,940.00
P11-01092	BUDDY'S ALL STARS		Volleyball Team Supplies F '10	291.44
P11-01093	SORIANO ELECTRIC RICK SORIANO		for electrical work at ATEP on as needed basis	3,000.00
P11-01094	DIVERSIFIED BUSINESS SERVICES		T-SHIRTS FOR MEN'S BASKETBALL	895.21
P11-01095	NIKON INSTRUMENTS, INC.		MIRCO SUPPLIES	861.30
P11-01096	WELLS FARGO #3317 (DISTRICT)		*PURCHASE FROM ALLEN DESIGNERS Dept. Supplies	32.42

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PO Number	Vendor Name	Site	Description	Account Amount
P11-01097	CLARK SECURITY PRODUCTS		for locksmith supplies and other related supplies	1,200.00
P11-01098	B & H PHOTO		* SUPPLIES FOR EMT	235.13
P11-01099	NAT'L ASSN FOR TECH PRE LEADERSHIP		For CTE Library	32.63
P11-01100	SALLIE MILLER		Trainer	600.00
P11-01101	YALE CHASE MATERIALS HANDLING	SC WAREHOUSE	FORKLIFT/DELIVERY REPAIRS	7,500.00
P11-01102	HITT MARKING DEVICES, INC.		Sample of stamp attached	62.64
P11-01103	OCE'		RENTAL AGREEMENT	639.45
P11-01104	HOME DEPOT MISSION VIEJO STORE #614	SC WAREHOUSE	WAREHOUSE SUPPLIES	1,000.00
P11-01105	ORCHARD SUPPLY HARDWARE	SC WAREHOUSE	WAREHOUSE SUPPLIES	1,000.00
P11-01106	MICHELE DUGAN		Trainer	900.00
P11-01107	COX COMMUNICATIONS, INC.		COX COMMUN. INTERCAMPUS WAN SRVC (ATTCHMT)	46,440.00
P11-01108	NCMPR % AMBER CHIANG		Public Relations Organization Membership	395.00
P11-01109	ACCUVANT INC.		FY09-10 Basic Aid Approved SAN Upgrade Project	9,037.20
P11-01110	CAAHEP		INSTITUTIONAL FEE FOR 2010-2011	450.00
P11-01111	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		10/11 CCLC MEMBERSHIP DUES	12,211.25
P11-01112	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		CCLC League Dues Formula/Spec Assessmt	40,670.00
P11-01113	CROWN VALLEY MARKETPLACE		Student Supplies	3,000.00
P11-01114	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		CCLC Policy & Procedure Services	1,500.00
P11-01115	ARTSCENE		Subscription renewal	525.00
P11-01116	TROXELL COMMUNICATIONS, INC.		PROJECTOR FOR VIL 32-1	336.04
P11-01117	PROAIR CONSTRUCTION SVCS. INC.		T BUILDING EXHAUST	2,982.00
P11-01118	LIBRARY ADVANTAGE		* Purchase instructional supplies.	154.38
P11-01119	GRAINGER PARTS OPERATIONS		* GENERAL USE CART FOR FACILITIES	583.24
P11-01120	ADRIANA SAN ROMAN-BALL		Trainer	120.00
P11-01121	HAITBRINK ASPHALT PAVING, INC.		PARKING LOT NEAR VILLAGE & COLLEGE DR.	6,870.00
P11-01122	HAITBRINK ASPHALT PAVING, INC.		VIL #8 PARKING LOT	8,100.00
P11-01123	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		BLANKET PO FOR BOOKSTORE	2,000.00
P11-01124	E-Z UP FACTORY OUTLET E-Z UP DIRECT.COM		E-Z UP Dome 2 Canopy	341.46
P11-01125	CLARK SECURITY PRODUCTS		MASTERLOCK CABLES AND PADLOCKS	794.12
P11-01126	JOHN WILEY & SONS		Subscription to Department Chair journal	99.00
P11-01127	CLARK SECURITY PRODUCTS		ANNUAL LOCKSMITH SUPPLIES	11,541.49
P11-01128	CONSTRUCTION HARDWARE		ANNUAL LOCKSMITH SUPPLIES	9,690.70
P11-01129	GLOBAL EQUIPMENT CO.	IVC Warehouse	WAREHOUSE MATERIAL	1,399.01
P11-01130	MOUSER ELECTRONICS INC.		PHYSICS SUPPLIES	34.23
P11-01131	GAYLORD BROTHERS, INC.		* Purchase instructional supplies	81.69
P11-01132	RIO GRANDE ALBUQUERQUE		Jewelry Making Supplies	319.85

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P11-01133	SCHLAIFER'S ENAMELING SUPPLIES INC.		ART SUPPLIES	.00
P11-01134	SCANTRON CORPORATION		Renewal of Software Maint. and Support	7,782.00
P11-01135	WELLS FARGO #3317		TEXTBOOK FOR NURSING DEPT.	74.69
P11-01136	BUTLER CHEMICALS, INC.		SSC CAFETERIA CHEMICAL PROGRAM	6,500.00
P11-01137	SMART LEVELS MEDIA		TAG - You're In! Vinyl Banner	68.97
P11-01138	ROBERT SKEELS & CO. INC.		ANNUAL LOCKSMITH SUPPLIES	8,957.16
P11-01139	MONTGOMERY HARDWARE		ANNUAL LOCKSMITH SUPPLIES	5,529.83
P11-01140	WELLS FARGO #2078		GreenFax/Meixler (Recruitment)	400.00
P11-01141	GRANICUS, INC.		Board Meeting Streaming Video Monthly Support	12,900.00
P11-01142	PACIFIC CASCADE CORP. THE PARKING ZONE		PARKING SUPPLIES	117.45
P11-01143	ACOUSTICAL MATERIAL SERVICES		ACOUSTICAL SUPPLIES	5,651.80
P11-01144	CENTAR INDUSTRIES INCORPORATED		RESTROOM HARDWARE	188.68
P11-01145	ORANGE CO. FARM SUPPLY		Horticulture Supplies	1,189.14
P11-01146	LIBERTY PAPER A DIVISION OF DD OFFICE PROD		* Paper to make copies	260.84
P11-01147	KAESER & BLAIR, INC. dba SNAP MARKETING & PROMO.		Sharpie Mini Markers	141.78
P11-01148	CDW-G COMPUTER CENTERS		Camera for Video Conferencing Project	4,562.06
P11-01149	AURORA ENTERPRISES		Anti-Spam/Anti-Virus Annual Maintenance Renewal	31,603.73
P11-01150	CDW-G COMPUTER CENTERS		Drives for IT	1,058.79
P11-01151	S & B FOODS CATERING DIVISION		HR Community Relations	400.00
P11-01152	MILLENNIUM BUSINESS SERVICES		* Business Cards - Job Opportunities	41.33
P11-01153	WELLS FARGO #2078		Talk Corporation - Employment Verification	200.00
P11-01154	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		Maintenance Agreement *c attached	1,014.00
P11-01155	MILLENNIUM BUSINESS SERVICES		* Service Pin Cards and Envelopes	823.62
P11-01156	XEROX CORPORATION ATTN: ARDIE HOOD		XEROX COPIER-OFFICE OF PURCHASING	3,533.04
P11-01157	YVETTE ESTRADA		PRIDE Panel	100.00
P11-01158	ROSALBA CERVANTES		PRIDE Monitor	350.00
P11-01159	GUISELLE SCOTT		Foster Parent CoTrainer	1,050.00
P11-01160	ARACELLI TRUJILLO		PRIDE Panel	100.00
P11-01161	CDW-G COMPUTER CENTERS		PGP Encryption Renewal	375.00
P11-01162	CITRIX SYSTEMS, INC.		GoToMyPC Access Services	6,962.40
P11-01163	MARKET-BASED SOLUTIONS		Agreement to purchase emission credits	6,455.00

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

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Includes P11-00544 - P11-01163

Board Meeting Date 08/30/10

PO Number	Vendor Name	Site	Description	Account Amount
			Total	616
				<u>9,642,204.00</u>

Fund Summary			
Fund	Description	PO Count	Amount
			.00
01	General Fund	546	4,842,589.81
12	Child Development Fund	9	30,700.00
40	Capital Outlay Fund	55	4,596,370.56
68	Self-Insurance Fund	6	172,543.63
Total		616	9,642,204.00

PO Changes	
<u>New PO Amount</u>	<u>Change Amount</u>
Total PO Changes	

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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## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

8/30/2010

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

Req #	Req Date	Vendor	Comment	Total Amt
RQ11-00984	7/6/2010	WENDY GABRIELLA	Conference Attendance	2,316.90
RQ11-00986	7/6/2010	KENT MADOLE	Reimb.-Lawn Mower repair	104.97
RQ11-00989	7/6/2010	THE GALE GROUP	Library books	198.91
RQ11-00992	7/6/2010	WILL GLEN	REIMBURSEMENT	32.60
RQ11-00993	7/6/2010	NICOLE LOFTUS	Conference	177.46
		SADDLEBACK BOOKSTORE - #296		
RQ11-01013	7/7/2010	FOLLETT HIGHER EDUCATION GROUP	Egypt Students May Final Bus Passes	770.00
			REIMBURSE FOR ITEMS PURCHASED.	59.21
RQ11-01014	7/7/2010	DONNA FRIEDMAN	Workshop Reimbursement	90.00
RQ11-01015	7/7/2010	MARYAM AFSHARI	CONFERENCE	320.00
RQ11-01016	7/7/2010	RICHARD GROSCOST	Nursing conference reimbursement	409.60
RQ11-01017	7/7/2010	CRISTI BRISTOL	Apple Store - Shops at Mission Viejo	182.70
RQ11-01026	7/7/2010	WELLS FARGO #3317 (DISTRICT)	Student art supplies	24.45
RQ11-01036	7/8/2010	DICK BLICK COMPANY	reimb for field studies	419.30
RQ11-01042	7/8/2010	JEFF KAUFMANN	REIMBURSEMENT	88.77
RQ11-01044	7/8/2010	THOMAS L. SMITH	Green CCC Summit	375.00
RQ11-01098	8/5/2010	ROCKY CIFONE	reimbursement for dowser	249.00
RQ11-01104	7/12/2010	TIM SWISS		
		FOLLETT HIGHER EDUCATION GROUP	Refund	652.50
RQ11-01109	7/12/2010	EVE SHIEH	Student Trustee Conference	462.19
RQ11-01124	7/12/2010	WILLIAM HEWITT	Reimbursement	87.93
RQ11-01129	7/12/2010	WILLIAM HEWITT	Reimbursement	87.93
RQ11-01136	7/12/2010	WILLIAM HEWITT		
RQ11-01137	7/12/2010	BART MC HENRY	Reimbursement	9.86
			Reimbursement for purchase of electronics	147.69
RQ11-01138	7/12/2010	RAY CHANDOS	Repair for Horticulture growth chamber	190.00
RQ11-01143	7/12/2010	PACIFIC COAST TECHNICIANS	Catering for IVC Leadership Meeting	284.82
RQ11-01170	7/13/2010	S & B FOODS	2010 Education Law Conference	84.07
RQ11-01173	7/13/2010	TEDDI LORCH	2010 Education Law Conference	84.07
RQ11-01188	7/13/2010	ESTER GRAHAM	MEMBERSHIPS	495.00
RQ11-01195	7/14/2010	WELLS FARGO #1598	CONFERENCE FOR GLEN	1,409.06
RQ11-01198	7/14/2010	WILL GLEN	PD RETREAT	97.90
RQ11-01201	7/14/2010	WELLS FARGO #1598	REIMBURSEMENT FOR COMPUTER MOUSE FOR CLASSROOM	48.92
RQ11-01212	7/15/2010	JAMES REPKA	REIMBURSEMENT FOR LAB SUPPLIES	45.68
RQ11-01213	7/15/2010	JOHN ROBINSON	lunch service for classified senate retreat	195.41
RQ11-01239	7/15/2010	TUTTO FRESCO ITALIANA	Board Name Plates	30.45
RQ11-01249	7/15/2010	A-1 AWARDS	PURCHASING FANS--LOWE'S	304.42
RQ11-01256	7/15/2010	WELLS FARGO #4198	INT'L STUDENT OFFICE ORIENTATION	622.87
RQ11-01257	7/15/2010	NEWBEGINNINGS, INC.	Name Plates for BOT Room	30.45
RQ11-01259	7/15/2010	A-1 AWARDS	Reception for Dixie Bullock	297.98
RQ11-01260	7/15/2010	NEWBEGINNINGS, INC.	FINE ARTS GREEN ROOM LIGHTS	1,294.13
RQ11-01276	7/16/2010	HOME DEPOT MISSION	Reimbursement for Art Supplies	29.31
RQ11-01285	7/16/2010	VIEJO STORE #614		
RQ11-01289	7/16/2010	SHANNON FASLER	Businesss Phychologist Services	500.00
		DR. NANCY CARRITTE		
		INDUSTRIAL PSYCHOLOGIST		

RQ11-01291	7/19/2010	MKH ELECTRONICS	Athletic Trainers Equipment Repair	413.13
RQ11-01292	7/19/2010	STEPHENS ENTERPRISES	Basketball Supplies	750.37
RQ11-01295	7/19/2010	RIDDELL AMERICAN SPORTS		
RQ11-01320	7/19/2010	CORP	Football Equipment Reconditioning	1,995.93
RQ11-01327	7/19/2010	NEWBEGINNINGS, INC.	College Picnic * C Attached	1,631.25
		LAWRENCE R. WLEZIEN, INC.	TOPOGRAPHIC SURVEY	2,000.00
RQ11-01336	7/19/2010	DONALD MINEO	Reinbursement for Classified	
			Retreat July 2010	67.81
RQ11-01339	7/20/2010	TOD A. BURNETT	SC Team Management	
RQ11-01349	7/20/2010	KARIMA FELDHUS	Retreat/Conference	7,250.00
RQ11-01357	7/20/2010	MALIA HILL	ACCCA Admin 201 Registration	4,000.00
RQ11-01358	7/20/2010	ARLENE THOMAS	Reimbursement to Faculty	23.90
RQ11-01359	7/20/2010	HALEY NGUYEN	Reimbursement to Faculty	114.15
RQ11-01363	7/20/2010	JESS PEREZ	Reimbursement to Faculty	60.92
RQ11-01364	7/20/2010	SIGNS PLUS MORE	Expense Reimbursment	422.41
		KEENAN & ASSOCIATES	Gym Banners - Statistical Updates	125.00
RQ11-01376	7/21/2010	ACCOUNTS RECEIVABLE		
RQ11-01379	7/21/2010	WELLS FARGO #4198	Overpayment Adjustment	81.42
			Fax Machine Replacement Parts	150.00
RQ11-01381	7/21/2010	WELLS FARGO #1598	Purchase a "Support Incident" from	
RQ11-01385	7/21/2010	WELLS FARGO #4198	Microsoft Corp	259.00
RQ11-01390	7/21/2010	EDWARD TACKETT	Kinesiology Class Supplies	110.00
			REIMBURSEMENT	44.23
RQ11-01407	7/22/2010	WELLS FARGO #3317 (DISTRICT)	NCMPR 2010 Medallion Awards	
RQ11-01408	7/22/2010	THOMAS L. SMITH	Entry Fee	30.00
RQ11-01410	7/22/2010	BRAD MCREYNOLDS	Reimbursement	194.66
RQ11-01411	7/22/2010	ELWIN KISHIMOTO	Reimbursement - Cabinets	558.98
			repair of glass kilns	80.00
RQ11-01419	7/22/2010	WELLS FARGO #4198	5 PR OF "SHOE TREADS" FOR	
		CA DEPT OF TOXIC SUBSTANCES	CUSTODIAL STAFF SAFETY	192.54
RQ11-01420	7/22/2010	CONTROL		
RQ11-01426	7/23/2010	DAVID CHU	EPA ID AND MANIFEST FEE	272.50
RQ11-01435	7/23/2010	JESS PEREZ	GUEST LECTURER	250.00
		HERFF JONES, INC.	Expense Reimbursement	119.39
RQ11-01447	7/26/2010	DIPLOMA SPECIALISTS	* Payment for purchase of 100	
RQ11-01453	7/26/2010	BAKER & TAYLOR	diploma covers	887.68
			Library books	39.33
RQ11-01457	7/26/2010	WELLS FARGO #1598	CEMT Resource Books- VENDOR -	
RQ11-01467	7/27/2010	A-1 AWARDS	AMAZON.COM	256.77
			Name Plates for BOT Room	60.90
RQ11-01477	7/27/2010	JOHN W. EDWARDS	REIMBURSEMENT FOR HOME	
RQ11-01478	7/27/2010	ARLENE THOMAS	DEPOT SUPPLIES	157.91
RQ11-01488	7/27/2010	LISA CAVALLARO	Reimbursement to Faculty	131.56
RQ11-01490	7/27/2010	KEVIN O'CONNOR	Conference Reimbursement	100.00
RQ11-01492	7/27/2010	DAVID D. GATEWOOD	Conference Reimbursement	375.00
RQ11-01495	7/27/2010	AA EQUIPMENT RENTALS	CalWomenTech Conference	338.40
			MOWER BLADE PURCHASE	183.73
RQ11-01496	7/27/2010	WELLS FARGO #4198	Women's Golf Team Supplies--	
			Callaway Golf	1,800.00
RQ11-01503	7/27/2010	WELLS FARGO #1598	CREDIT CARD CHEMISTRY LABS	
RQ11-01510	7/28/2010	MARYAM AFSHARI	SUPPLIES PHONE ORDER	142.50
RQ11-01517	7/28/2010	MARK KRUHMIN	Workshop Reimbursement	154.00
			Reimbursement	38.12
RQ11-01535	7/29/2010	MUSIC THEATRE INTERNATIONAL	balance on Urinetown materials	
			rental	45.28
RQ11-01537	7/29/2010	KEITH SHACKLEFORD	LOCKS FOR THE SOCCER FIELD	331.00
RQ11-01538	7/29/2010	WELLS FARGO #4198	Athletics Supply Cart Replacement	
			Parts-Pep Boys	400.00
RQ11-01541	7/29/2010	WELLS FARGO #4198	Conference Room Cabinets &	
RQ11-01546	7/29/2010	DESIGN FOR SCIENCE	Supplies	1,500.00
			FOR CHEM LAB	1,000.00

RQ11-01548	7/29/2010	WELLS FARGO #1598	PAC Website software 32 bit-aspjpeg.exe	195.00
RQ11-01558	7/29/2010	JANE C. KIM	Reimbursement	592.00
RQ11-01562	7/29/2010	IRMA SALAZAR	Conference Reimbursement	600.00
RQ11-01564	7/29/2010	DARRELL DEETER	Conference Reimbursement	1,000.00
RQ11-01565	7/29/2010	DR. KRIS LEPPHEN-CHRISTENSEN	Conf. Reimbursement	459.00
RQ11-01567	7/29/2010	WELLS FARGO #3317 (DISTRICT)	LexisNexis - PERB Case Book	312.32
RQ11-01568	7/29/2010	ROBIN ROGERS-CLOUD	Conference Reimbursement	500.00
RQ11-01569	7/29/2010	MELINDA SMITH	Conference Reimbursement	500.00
RQ11-01571	7/29/2010	SAMANTHA J. VENABLE	Conference Reimbursement	1,000.00
RQ11-01572	7/29/2010	JAN VENTURA	Conference Reimbursement	1,000.00
RQ11-01578	7/30/2010	WELLS FARGO #1606	Lockable Cash Drawers for the	
RQ11-01579	7/30/2010	ANTHONY TENG	Bursar's Office	374.26
RQ11-01582	7/30/2010	LARRY RADDEN	Reimbursement Tony Teng	150.00
RQ11-01583	7/29/2010	UNIVERSITY HIGH SCHOOL	Reimbursement	269.17
RQ11-01584	7/30/2010	WELLS FARGO #3317	University HS Football Program Ad	500.00
RQ11-01585	7/30/2010	LARRY RADDEN	amazon.com	879.33
RQ11-01589	7/30/2010	TARA RITACCO	Reimbursement	700.00
RQ11-01590	7/30/2010	CHERYL LOMMATSCH BARRETT	Conference Reimbursement	475.00
RQ11-01592	7/30/2010	TERENCE NELSON	Conference Reimbursement	500.00
RQ11-01596	8/2/2010	MICHAEL ENGELS	Beverages-Std.Svs.Clssf.Staff	
RQ11-01597	8/2/2010	WILLIAM HEWITT	Dev.Day 7/30/10	38.07
RQ11-01598	8/2/2010	WILLIAM HEWITT	Conference Reimbursement	88.00
RQ11-01602	8/2/2010	OLD TOWN MUSIC	Reimbursement for Bill Hewitt	95.61
			Reimbursement for Bill Hewitt	43.46
			Music	102.54
RQ11-01609	8/2/2010	WELLS FARGO #1598	CONF REGISTRATION FOR GLEN	659.95
RQ11-01611	8/2/2010	WILL GLEN	REIMBURSE GLEN	97.90
RQ11-01614	8/2/2010	CLARK SECURITY PRODUCTS INC. ATTEN: JOAN EMRICK	ELECTRONIC LOCKS	180.39
RQ11-01615	8/2/2010	JOHN WILLIAMS	John Williams at EDUCAUSE	
			Conference	1,642.86
RQ11-01617	8/2/2010	WELLS FARGO #4198	PrecisionRoller.com	
RQ11-01619	8/2/2010	WELLS FARGO #3317 (DISTRICT)	XeroxReplacementFuserAssembly	148.99
			Techsmith Online Store	99.00
RQ11-01621	8/2/2010	WELLS FARGO #1598	NCMPR Medallion Awards	
RQ11-01646	8/3/2010	LYNBERG & WATKINS	Submissions	180.00
			Professional Legal Fees	500.00
RQ11-01651	8/3/2010	JACQUELINE L. FRANKS	EST.REIMBURSEMENT AFSI	
			GRAD/EVAL.	60.00
RQ11-01652	8/3/2010	JIM GASTON	Reimbursement for two July	
RQ11-01657	8/3/2010	ANGELA OROZCO-MAHANEY	Conference Trips	3,733.41
			REIMBURSEMENT	23.79
RQ11-01663	8/4/2010	MARK KRUHMIN	Reimbursement for compressor	
RQ11-01664	8/4/2010	JENNIFER MC CUE	purchase	76.11
			Reimbursement	180.00
RQ11-01665	8/4/2010	H & L CHARTER CO., INC	Transportation for Lake Arrowhead	
			Conference	1,210.00
RQ11-01671	8/4/2010	CHARLES MYERS	Reimbursement for Production	
RQ11-01673	8/4/2010	SPORTS UNLIMITED	music CD's	33.64
RQ11-01676	8/4/2010	DR. ROBERT BRAMUCCI	MEN'S BASKETBALL T-SHIRTS	287.10
			Conference expenses	740.00
RQ11-01679	8/4/2010	WELLS FARGO EDUCATION FINAN-	CREDIT CARD PURCHASE OF	
RQ11-01684	8/4/2010	CIAL SERVICES	SPECIAL TUFF SHED KEYS	50.01
			Music ordered and received	615.57
RQ11-01686	8/4/2010	EMERSON MUSIC	SHIPPING/HANDLING-TONER	6.19
RQ11-01691	8/4/2010	RICOH AMERICAS CORPORATION	Refreshments	54.38
RQ11-01693	8/4/2010	PETERSON, LILIA	PUBLIC POOL CONFERENCE	601.00
RQ11-01694	8/4/2010	KNORR SYSTEMS, INC.	CONFERENCE REIMB.	806.40
RQ11-01698	8/4/2010	ELIZABETH CIPRES	NCMPR District 6 Conference	645.36
		DIANE OAKS		

RQ11-01699	8/5/2010	CA STATE TEACHER'S RETIREMENT SYSTEM	Calstrs ESL	8,580.96
RQ11-01708	8/5/2010	OCEANSIDE PHOTO & TELESCOPE	Telescope maintenance service	240.00
RQ11-01712	8/5/2010	JESS PEREZ	Expense Reimbursement	94.38
RQ11-01716	8/5/2010	TERESA FLUEGEMAN	Green CCC Summit	159.76
			IVC Candidate Reimbursement -	
RQ11-01723	8/5/2010	COOPER	Cooper	933.80
RQ11-01724	8/5/2010	BRUCE SOBCZAK	Green CCC Summit	159.76
RQ11-01725	8/5/2010	MATT SUAREZ	Green CCC Summit	159.76
RQ11-01726	8/5/2010	RANDY W. PEEBLES	Green CCC Summit	277.00
			EEO Tech Assistance Seminar 9/12-	
RQ11-01727	8/5/2010	WELLS FARGO #2078	9/14/10 Graham	1,080.00
			EEO Tech Assistance Seminar 9/12-	
RQ11-01728	8/5/2010	WELLS FARGO #2078	9/14/10 - Lorch	1,086.00
RQ11-01729	8/5/2010	HOWARD DWIGHT	Reimbursement for office supply	17.80
RQ11-01746	8/6/2010	MARIANNE THAWLEY	BOOKS FOR MLT PROGRAM	68.23
RQ11-01747	8/6/2010	MARIANNE THAWLEY	CONFERENCE	192.00
			Interpreting for deaf instruct. on 1st	
RQ11-01748	8/6/2010	LINKS SIGN LANGUAGE	dy of SL 1	316.00
RQ11-01751	8/6/2010	INTERPRETING SERVICES	insidecomputer.com	27.93
RQ11-01755	8/9/2010	WELLS FARGO #3317 (DISTRICT)	* Whaler Repair	1,290.84
RQ11-01764	8/9/2010	AMBER MARINE	Xerox Periodic Payment	557.95
RQ11-01765	8/9/2010	XEROX CORPORATION	Xerox Periodic Payment	534.00
RQ11-01767	8/9/2010	XEROX CORPORATION	Ammunition	652.23
			ASQ Orange Empire Monthly	
RQ11-01781	8/10/2010	TEDDI LORCH	Dinner Meeting	50.00
RQ11-01784	8/10/2010	DAVID BUGAY	Conference for David Bugay	430.80
			CONFERENCE/CLASS	
RQ11-01788	8/10/2010	CATHERINE AYAD	REIMURSEMENT	808.00
RQ11-01790	8/10/2010	WELLS FARGO #3317 (DISTRICT)	CablePlusUSA.com	130.26
RQ11-01795	8/10/2010	EEDEC % DANIELLE HEINBUCH	Annual District Dues 2010-2011	250.00
RQ11-01796	8/10/2010	JOHN DAVISON	Reimb for book mailing	31.93
RQ11-01798	8/10/2010	ELIZABETH CIPRES	ACCCA - CONF. REIMB.	460.00
RQ11-01805	8/10/2010	FANTASY DESIGNS	Football Uniform Supplies	393.17
RQ11-01806	8/10/2010	MARVIN ANDY GROUND	Expense reimbursement	130.41
RQ11-01807	8/10/2010	NEWBEGINNINGS, INC.	Catering for New Faculty Reception	184.88
			Complete Inspection and	
RQ11-01808	8/10/2010	TOMARK SPORTS EQUIPMENT	service/Hart Gymnasium	1,995.00
			Catering for New Full-Time Faculty	
RQ11-01809	8/10/2010	NEWBEGINNINGS, INC.	Orientation	215.33

**\$86,965.27**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Checks No. 094330 through 095373, processed through the Orange County Department of Education, totaling \$7,223,738.35; and Checks No. 009875 through 009921, processed through Saddleback College Community Education, totaling \$55,889.85; and Checks No. 008739 through 008746, processed through Irvine Valley College Community Education, totaling \$10,373.33 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 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
094330	07/07/2010	AERA ENGINE REBUILDERS ASSN.	384.00
094331	07/07/2010	APPLE COMPUTER INC.	3,455.67
094332	07/07/2010	BAYLEY CONSTRUCTION	152,731.78
094333	07/07/2010	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	5,834.00
094334	07/07/2010	CLASS LEASING, INC.	206,564.40
094335	07/07/2010	COMPUTER COMFORTS, INC.	109.38
094336	07/07/2010	DELL MARKETING L.P. C/O DELL USA L.P.	18,859.50
094337	07/07/2010	ENVIRON	3,322.57
094338	07/07/2010	gkkworks	7,546.33
094339	07/07/2010	INTERNATIONAL FIDELITY INSURANCE COMPANY	204,350.39
094340	07/07/2010	iPARADIGMS, LLC	38,601.10
094341	07/07/2010	A.T. KRATTER & COMPANY, INC.	1,645.38
094342	07/07/2010	MARK IV COMMUNICATIONS, INC.*	2,100.00
094343	07/07/2010	McMASTER CARR SUPPLY CO.	42.64
094344	07/07/2010	R2A ARCHITECTURE	42,105.85
094345	07/07/2010	RGP PLANNING & DEVELOPMENT SERVICES	9,306.31
094347	07/08/2010	AT&T	14.56
094348	07/08/2010	JOHN RICHARDS	300.40
094349	07/08/2010	SADDLEBACK GOLF CARS, INC.	109.33
094350	07/08/2010	BARBARA SENDABA	43.00
094351	07/08/2010	THOMAS L. SMITH	244.46
094352	07/08/2010	UNITED INTERIORS	10,831.29
094353	07/08/2010	WALTERS WHOLESALE ELECTRIC	109.21
094354	07/08/2010	TED WEATHERFORD	89.98
094355	07/08/2010	LAGUNA GRAPHIC ARTS, INC.	3,421.73
094356	07/08/2010	LAKE FOREST BEAUTY COLLEGE	34,559.88
094357	07/08/2010	LAWNMOWERS ETC., LLC	1,255.30
094358	07/08/2010	DIANE LEWIS	714.57
094359	07/08/2010	LIEBERT CASSIDY WHITMORE	3,067.00
094360	07/08/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	1,495.00
094361	07/08/2010	RAVEN LAURA MANSEN	1,000.00
094362	07/08/2010	MC CALLUM GROUP, INC.	21,968.86
094363	07/08/2010	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	1,139.47
094364	07/08/2010	MC KESSON MEDICAL SURGICAL	5,736.58
094365	07/08/2010	DAVID MILLER	50.00
094366	07/08/2010	SALLIE MILLER	525.00
094367	07/08/2010	CASEY MOIR	48.95
094368	07/08/2010	MELANIE MORELAND	105.00
094369	07/08/2010	MORGEN MARKETING	1,003.00
Unpaid Sales Tax			80.94
Expensed Amount			1,083.94
094370	07/08/2010	MOULTON-NIGUEL WATER DIST.	11,033.33
094371	07/08/2010	NEWBEGINNINGS, INC. CATERING DIVISION	353.71
094372	07/08/2010	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE	868.91
094373	07/08/2010	OLD TOWN MUSIC	285.02
094374	07/08/2010	KAESER & BLAIR, INC.	5,797.00
094375	07/08/2010	PACIFIC CLIPPINGS	59.00
094376	07/08/2010	PARKWAY LAWNMOWER SHOP	171.49
094377	07/08/2010	BOB PARRETT CONSTRUCTION	14,971.00
094378	07/08/2010	PAYAM-E-ASHENA	200.00
094379	07/08/2010	HARTE-HANKS SHOPPERS, INC. SOUTHERN CALIFORNIA DIVISION	171.45
094380	07/08/2010	PHOENIX GROUP	1,169.62
094381	07/08/2010	PRAXAIR	104.78

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

ESCAPE ONLINE

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Checks Dated 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
094382	07/08/2010	QUARTERMASTER	1,165.63
094383	07/08/2010	RIDDELL ALL AMERICAN	1,899.96
094384	07/08/2010	CHUCK ROGERS THEATRE ARTS	898.49
094385	07/08/2010	SADDLEBACK COLLEGE FOUNDATION	800.00
094386	07/08/2010	SCANTRON CORPORATION	2,988.46
094387	07/08/2010	JARED SCOTT	440.00
094388	07/08/2010	SEPULVEDA BUILDING MATERIALS	256.65
094389	07/08/2010	SIEMENS WATER TECHNOLOGIES	252.00
094390	07/08/2010	SIGNS PLUS MORE	283.59
094391	07/08/2010	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	883.54
094392	07/08/2010	SPORTS UNLIMITED	751.47
094393	07/08/2010	STATER BROTHERS MARKETS CASH REPORTING	29.40
094394	07/08/2010	FRANK STRNAD	505.00
094395	07/08/2010	SYSTEMS SOURCE, INC.	303.44
094396	07/08/2010	TELERIK INC. BOSTON OFFICE	584.10
094397	07/08/2010	TERMITE TERRY PEST CONTROL	150.00
094398	07/08/2010	TOMARK SPORTS, INC.	1,090.00
094399	07/08/2010	TRAVEL VIDEO STORE.COM	19.95
Unpaid Sales Tax			1.75
Expensed Amount			21.70
094400	07/08/2010	TUTTLE-CLICK FORD	323.44
094401	07/08/2010	U.S. DATA TRUST CORPORATION	12,273.00
094402	07/08/2010	UNITED RENTALS	430.50
094403	07/08/2010	VER SALES, INC.	1,004.21
094404	07/08/2010	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	1,677.50
094405	07/08/2010	VWR INTERNATIONAL, INC.	56.55
094406	07/08/2010	WAXIE	1,027.46
094407	07/08/2010	KATHY WEATHERWAX	315.00
094408	07/08/2010	WESTWIND SAILING, LLC	1,500.00
094409	07/08/2010	WILLIAMS RECORDING	400.00
094410	07/08/2010	WIRED PLANET	150.00
094411	07/08/2010	XEROX CORP.	30.95
094412	07/08/2010	YALE CHASE MATERIALS HANDLING	139.57
094413	07/08/2010	YAMAHA GOLF CARS OF CA, INC.	9,566.74
094414	07/08/2010	LYNN YOUNG	540.00
094415	07/08/2010	GREEN THUMB INTERNATIONAL	853.30
094416	07/08/2010	GROUNDS FOR PLAY	2,507.78
094417	07/08/2010	MULBERRY FARMS	44.63
094418	07/08/2010	A-1 AWARDS	284.92
094419	07/08/2010	ACADEMIC SUPERSTORE	429.89
094420	07/08/2010	ALLIED 100, LLC dba AED SUPERSTORE	32.70
Unpaid Sales Tax			2.18
Expensed Amount			34.88
094421	07/08/2010	AFFILIATED COMPUTER SERVICES	351.60
094422	07/08/2010	AIR CLEANING TECHNOLOGY	2,200.00
094423	07/08/2010	ALL THE KING'S FLAGS	637.84
094424	07/08/2010	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	255.00
094425	07/08/2010	ANDERSEN'S DOOR SERVICE, INC.	195.00
094426	07/08/2010	ARROWHEAD DRINKING WATER	43.49
094427	07/08/2010	BESAFE TECHNOLOGIES, INC.	738.15
094428	07/08/2010	BLICK ART MATERIALS	266.41
094429	07/08/2010	CAPISTRANO-LAGUNA BEACH ROP	2,000.00
094430	07/08/2010	CAPISTRANO UNIFIED SCHOOL DISTRICT	10,569.09
094431	07/08/2010	LISA CARMEL	50.00

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094432	07/08/2010	CCCCIO	300.00
094433	07/08/2010	CCCGCA C/O RON EASTMAN	150.00
094434	07/08/2010	CCCWBCA CAROL KADINGO, TREASURER	100.00
094435	07/08/2010	CDW GOVERNMENT, INC.	1,499.00
094436	07/08/2010	ROSALBA CERVANTES	70.00
094437	07/08/2010	ROCKY CIFONE	29.97
094438	07/08/2010	CLARK SECURITY PRODUCTS INC.	14.42
094439	07/08/2010	COACH AMERICA	918.78
094440	07/08/2010	COASTLINE ROP	3,224.63
094441	07/08/2010	COMPREHENSIVE CONTROL SYSTEMS,	12,766.00
094442	07/08/2010	COMPUTERLAND	3,866.75
094443	07/08/2010	CONSOLIDATED ELECTRICAL DIST.	76.23
094444	07/08/2010	COPYNET OFFICE SOLUTIONS, INC	492.00
094445	07/08/2010	JOHN DEERE LANDSCAPES, INC.	245.14
094446	07/08/2010	FAIRCHILD PUBLISHING dba: DETAILS	12.00
094447	07/08/2010	DirecTV	68.05
094448	07/08/2010	DRAMATISTS PLAY SERVICE, INC.	1,328.46
094449	07/08/2010	MARGARET DUNSMORE	700.00
094450	07/08/2010	EDITS	1,291.63
094451	07/08/2010	EXCELSIOR ELEVATOR CORPORATION	1,950.00
094452	07/08/2010	FREEWAY AUTO SUPPLY	103.53
094453	07/08/2010	DEPT. OF INDUSTRIAL RELATIONS (ACCOUNTING)	105.00
094454	07/08/2010	ROCKVIEW FARMS	313.38
094455	07/08/2010	US FOODS	603.52
094456	07/08/2010	USA SHADE & FABRIC STRUCTURES, INC.	4,900.00
094457	07/08/2010	SAMUEL FRENCH	133.60
094458	07/08/2010	HARTE-HANKS SHOPPERS, INC. SOUTHERN CALIFORNIA DIVISION	171.45
094459	07/08/2010	JIM PHANEUF	140.97
094460	07/08/2010	QUEST DIAGNOSTICS	1,363.52
094461	07/08/2010	RALPHS Customer charges	24.39
094462	07/08/2010	JOHN RICHARDS	166.82
094463	07/08/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	3,360.00
094464	07/08/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	5,535.00
094465	07/08/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	832.00
094466	07/08/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	675.00
094467	07/08/2010	FHEG - SADDLEBACK BOOKSTORE STORE #296	172.86
094468	07/08/2010	SCANTRON CORPORATION	97.00
094469	07/08/2010	GUISELLE SCOTT	210.00
094470	07/08/2010	JARED SCOTT	130.00
094471	07/08/2010	SELF	13.00
094472	07/08/2010	SEW BEAUTIFUL	18.00
094473	07/08/2010	LYNN SHAW	7,500.00
094474	07/08/2010	SHINODA DESIGN CENTER	521.89
094475	07/08/2010	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
094476	07/08/2010	SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION	1,800.00
094477	07/08/2010	SOC CCD REVOLVING FUND	63.34
094478	07/08/2010	VEHICLE ENHANCMENT SPEC., INC. dba SOUTH COUNTY AUTO BODY	510.81
094479	07/08/2010	ALENA STRICKLAND	210.00
094480	07/08/2010	STUDENT INSURANCE COMPANY	83,315.00
094481	07/08/2010	SUN TAMERS WINDOW TINTING	322.00
094482	07/08/2010	SURFACE	19.95
094483	07/08/2010	PATRIC TAYLOR	164.79
094484	07/08/2010	UNISOURCE WORLDWIDE INC.	750.67
094485	07/08/2010	UNLIMITED ENVIRONMENTAL, INC.	26,500.00
094486	07/08/2010	VFS FIRE & SECURITY SERVICES	495.00
094487	07/08/2010	W MAGAZINE SUBSCRIPTION SERVICES	10.00

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094488	07/08/2010	WBSF	396.69
094489	07/08/2010	WEST PAYMENT CENTER	61.99
094490	07/08/2010	WESTWIND SAILING, LLC	399.57
094491	07/08/2010	MARY WILLIAMS	489.00
094492	07/08/2010	MICHAEL E. WILSON	8,658.00
094493	07/08/2010	MICHELE WOLFF	10.64
094494	07/08/2010	WOMEN'S WEAR DAILY	233.81
094495	07/08/2010	XEROX CORP.	200.00
094496	07/08/2010	XPEDX	773.89
094497	07/08/2010	NINA M. YAMASAKI	210.00
094498	07/08/2010	TAO YANG CAL POLY SAN LUIS OBISPO - IME	435.52
094499	07/09/2010	SMART & FINAL IRIS CO.	494.20
094500	07/09/2010	GoEngineer	1,461.25
094501	07/09/2010	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	145,609.00
094502	07/09/2010	CHIEF, LOC CDS	325.00
094503	07/09/2010	RPM CONSULTANT GROUP	2,370.00
094504	07/09/2010	AT&T	11.70
094505	07/09/2010	R2A ARCHITECTURE	89.07
094506	07/09/2010	SHRED-IT CAMPO ENTERPRISES, INC.	500.00
094507	07/09/2010	SIEMENS WATER TECHNOLOGIES	331.05
094508	07/09/2010	SOUTHERN CALIFORNIA EDISON CO.	3,877.92
094509	07/09/2010	SOUTHERN CALIFORNIA EDISON CO.	244.51
094510	07/09/2010	TUSTIN UNIFIED SCHOOL DISTRICT	998.53
094511	07/09/2010	U.S. DATA TRUST CORPORATION	4,344.00
094512	07/09/2010	UNISOURCE WORLDWIDE INC.	4,993.69
094513	07/09/2010	XEROX CORP.	6,375.91
094514	07/09/2010	PRECISION FLOOR COVERING	906.63
094515	07/09/2010	JAMES L. RYNNING	503.61
094516	07/09/2010	PAM SCHADER	189.44
094517	07/09/2010	JAMIE SMITH	586.51
094518	07/09/2010	SWACC % KEENAN & ASSOCIATES	796,971.00
094519	07/09/2010	UNITED RENTALS	2,389.75
094520	07/09/2010	UNLIMITED ENVIRONMENTAL, INC.	23,334.64
094521	07/09/2010	BOB PARRETT CONSTRUCTION	10,528.00
094522	07/09/2010	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	725.00
094523	07/09/2010	DAVID BUGAY	25.00
094524	07/09/2010	BEN DOLAN	523.32
094525	07/09/2010	DAVID FRETZ	535.00
094526	07/09/2010	CHIN LAM	37.50
094527	07/09/2010	TEDDI LORCH	1,139.84
094528	07/09/2010	BARBARA LUTHER	455.00
094529	07/09/2010	STEPHEN ROCHFORD	50.00
094530	07/09/2010	MICHELLE SCHARF	90.00
094531	07/09/2010	AMY L. STINSON	230.24
094532	07/09/2010	LAURA VIDAL-PRUDHOLME	387.50
094533	07/09/2010	RICOH AMERICAS CORPORATION	241.75
094534	07/09/2010	CHUCK ROGERS THEATRE ARTS	431.16
094535	07/09/2010	U.S. DATA TRUST CORPORATION	3.00
094536	07/09/2010	THOMAS A. FUENTES	54.58
094537	07/09/2010	BILL JAY	31.46
094538	07/09/2010	DAVID B. LANG	100.72
094539	07/09/2010	MARCIA MILCHIKER	29.24
094540	07/09/2010	NANCY PADBERG	85.27
094541	07/09/2010	DONALD P. WAGNER	108.90
094542	07/09/2010	JOHN WILLIAMS	12.80
094543	07/09/2010	ANNE AKERS	20.80

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094544	07/09/2010	BI'ANCA BAILEY	15.56
094545	07/09/2010	THOMAS A. FUENTES	49.62
094546	07/09/2010	BILL JAY	42.90
094547	07/09/2010	DAVID B. LANG	91.56
094548	07/09/2010	NICOLE LOFTUS	74.88
094549	07/09/2010	MARCIA MILCHIKER	26.58
094550	07/09/2010	NANCY PADBERG	77.52
094551	07/09/2010	EVE SHIEH	27.76
094552	07/09/2010	DONALD P. WAGNER	99.00
094553	07/09/2010	JOHN WILLIAMS	11.64
094554	07/09/2010	BI'ANCA BAILEY	21.40
094555	07/09/2010	KAREN BRONSON	57.00
094556	07/09/2010	LUCY BROWN SADDLEBACK COLLEGE	23.27
094557	07/09/2010	DAVID BUGAY	33.47
094558	07/09/2010	LURDES CASILLAS SADDLEBACK COLLEGE	13.90
094559	07/09/2010	RUBY HAZZARD	25.00
094560	07/09/2010	DAVIT S. KHACHATRYAN	113.24
094561	07/09/2010	TONI LAKOW	13.14
094562	07/09/2010	TEDDI LORCH	25.67
094563	07/09/2010	LORI MANGELS	73.21
094564	07/09/2010	ANITA MC DONALD	12.83
094565	07/09/2010	MOIRA MC GEE	17.95
094566	07/09/2010	RAMON MONTIEL	35.62
094567	07/09/2010	JAKE MUNNS	71.70
094568	07/09/2010	DIANE OAKS	82.20
094569	07/09/2010	ALEXANDER OVERDUIN	28.40
094570	07/09/2010	SOKHA SONG	19.25
094571	07/09/2010	MATT SUAREZ	99.22
094572	07/09/2010	A TO Z CIRCUIT BREAKERS	8.46
094573	07/09/2010	A-1 INTERNATIONAL VIDEO & TV INC.	600.00
094574	07/09/2010	ADI	466.48
094575	07/09/2010	MELODY AKHAVAN	550.00
094576	07/09/2010	AVACOM	98.75
094577	07/09/2010	BEE MAN	2,600.00
094578	07/09/2010	BERG WHOLESAL	2,167.80
094579	07/09/2010	BLACKBOARD INC.	8,175.00
094580	07/09/2010	BLACKBOARD CONNECT, INC.	13,687.64
094581	07/09/2010	CAPISTRANO UNIFIED SCHOOL DISTRICT	1,256.36
094582	07/09/2010	CINTAS DOCUMENT MANAGEMENT	113.15
094583	07/09/2010	CLARK SECURITY PRODUCTS INC.	270.86
094584	07/09/2010	DELL MARKETING L.P. C/O DELL USA L.P.	10,189.27
094585	07/09/2010	DHARMA TRADING CO.	231.91
094586	07/09/2010	DUNN-EDWARDS CORPORATION	31.13
094587	07/09/2010	EXCELSIOR ELEVATOR CORPORATION	1,950.00
094588	07/09/2010	EXPERIAN	55.15
094589	07/09/2010	FUSIONSTORM	5,760.00
094590	07/12/2010	EmbroidMe Irvine	57.86
094591	07/12/2010	OFFICEMAX CONTRACT INC.	2,611.21
094592	07/12/2010	GALLS INC. %GALLS RETAIL CA LOCK BOX	609.95
094593	07/12/2010	JIM GASTON	140.97
094594	07/12/2010	GILMAN GEAR	257.29
094595	07/12/2010	GOLF VENTURES WEST	112.78
094596	07/12/2010	W. W. GRAINGER	238.16
094597	07/12/2010	GRAYBAR ELECTRIC CO.	3,254.26
094598	07/12/2010	MARLYS GRODT & ASSOCIATES	1,000.00
094599	07/12/2010	HAITBRINK ASPHALT PAVING, INC.	11,150.00
094600	07/12/2010	HORIZON	5,934.60

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094601	07/12/2010	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	1,574.12
094602	07/12/2010	IRVINE PIPE & SUPPLY	730.21
094603	07/12/2010	FHEG SADDLEBACK COLLEGE BKSTORStore No 296 MA 296239	1,565.41
094604	07/12/2010	JOHNSTONE SUPPLY	461.22
094605	07/12/2010	RJ COACHING AND CONSULTING RITA M. JONES	7,500.00
094606	07/12/2010	JOSTEN'S	324.08
094607	07/12/2010	TAMARA KING	135.00
094608	07/12/2010	MC CALLUM GROUP, INC.	1,000.00
094609	07/12/2010	APPLE COMPUTER INC.	11,380.65
094610	07/12/2010	BLACKBOARD INC.	1,050.00
094611	07/12/2010	BLACKBOARD CONNECT, INC.	45,000.00
094612	07/12/2010	DATALINK CORPORATION	24,288.00
094613	07/12/2010	NEUDESIC, LLC	70,908.50
094614	07/12/2010	PB AMERICAS, INC.	983.34
094615	07/12/2010	PCN3, INC.	56,151.48
094616	07/12/2010	PUBLIC ECONOMICS, INC.	1,014.31
094617	07/12/2010	R2A ARCHITECTURE	899.27
094618	07/12/2010	RJT COMPUQUEST	12,610.00
094619	07/12/2010	SPECTRUM CHEMICAL MFG. CORP.	133.54
094620	07/12/2010	TROXELL COMMUNICATIONS, INC.	508.95
094621	07/12/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	5.83
094622	07/12/2010	RALPHS Customer charges	2,244.54
094623	07/13/2010	LAGUNA BEACH UNIF. SCHOOL DIST	3,092.98
094624	07/13/2010	LOOMIS, FARGO & CO., INC	502.72
094625	07/13/2010	MARCIVE, INC.	95.37
094626	07/13/2010	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	65.13
094627	07/13/2010	JENNA MC CARTY	1,538.00
094628	07/13/2010	MOULTON-NIGUEL WATER DIST.	9,460.15
094629	07/13/2010	JOHN NASTEFF	1,500.00
094630	07/13/2010	NEUDESIC, LLC	53,747.00
094631	07/13/2010	NEWBEGINNINGS, INC. CATERING DIVISION	568.49
094632	07/13/2010	DIANE OAKS	25.00
094633	07/13/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	210.00
094634	07/13/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	210.00
094635	07/13/2010	OCB REPROGRAPHICS, INC.	44.59
094636	07/13/2010	ONE DAY PAINT & AUTO BODY	1,805.30
094637	07/13/2010	ONESOURCE DISTRIBUTORS, LLC	1,151.66
094638	07/13/2010	ORCHARD SUPPLY HARDWARE	171.02
094639	07/13/2010	ORKIN INC.	620.25
094640	07/13/2010	HOME DEPOT CREDIT SERVICES	6,844.81
094641	07/13/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	6,974.00
094642	07/13/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	2,399.50
094643	07/13/2010	OCE-USA, INC.	4,299.89
094644	07/13/2010	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	3,281.80
094645	07/13/2010	TOD A. BURNETT	580.35
094646	07/13/2010	ROCKY CIFONE	331.40
094647	07/13/2010	TERESA FLUEGEMAN	293.40
094648	07/13/2010	JAMEE MORALES	212.00
094649	07/13/2010	MARIA NUNEZ	175.40
094650	07/13/2010	GLENN ROQUEMORE	83.00
094651	07/13/2010	AIR SOURCE INDUSTRIES, INC.	50.89
094652	07/13/2010	LEE ARMSTRONG CO., INC.	875.00
094653	07/13/2010	ARROWHEAD DRINKING WATER	24.28
094654	07/13/2010	ARROWHEAD DRINKING WATER	25.79
094655	07/13/2010	ASI	3,310.73

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094656	07/13/2010	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	500.00
094657	07/13/2010	CLARK SECURITY PRODUCTS INC.	294.85
094658	07/13/2010	DATA SPECIALTIES, INC	861.00
		Unpaid Sales Tax	75.34
		Expensed Amount	936.34
094659	07/13/2010	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	384.00
094660	07/13/2010	FIGURE 53, LLC	449.00
		Unpaid Sales Tax	39.29
		Expensed Amount	488.29
094661	07/13/2010	FISHER SCIENTIFIC	95.49
094662	07/13/2010	DEFOE FURNITURE 4 KIDS	684.00
094663	07/14/2010	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	3,236.50
094664	07/14/2010	AT&T	62.14
094665	07/14/2010	AT&T	22.74
094666	07/14/2010	AT&T	35.62
094667	07/14/2010	AT&T	5,179.68
094668	07/14/2010	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	5,198.00
094669	07/14/2010	SAN DIEGO GAS & ELECTRIC	39,446.44
094670	07/14/2010	SOUTHERN CALIFORNIA GAS CO.	1.29
094671	07/14/2010	MATT SUAREZ	12,040.16
094672	07/14/2010	SYSTEMS SOURCE, INC.	299.43
094673	07/14/2010	VEOLIA ES TECHNICAL SOLUTIONS, LLC	150.00
094674	07/14/2010	LEE ARMSTRONG CO., INC.	48,840.00
094675	07/14/2010	ASI	1,848.75
094676	07/14/2010	BEACH PAVING, INC.	14,950.00
094677	07/14/2010	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	10,745.88
094678	07/14/2010	MC KENNA LONG & ALDRIDGE, LLP	15,151.85
094679	07/14/2010	SO. COAST FIRE PROTECTION	300.00
094680	07/14/2010	XEROX CORP.	95,366.15
094681	07/14/2010	ACE MAINTENANCE MART	189.23
094682	07/14/2010	ALERT SERVICES, INC.	1,439.17
094683	07/14/2010	COAST FITNESS REPAIR SHOP	1,064.91
094684	07/14/2010	EmbroidMe Irvine	457.46
094685	07/15/2010	HIGHER ONE INC.	94.80
094686	07/15/2010	JOHNSON & ASSOCIATES	197.50
094687	07/15/2010	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	317.64
094688	07/15/2010	LIGHT IMPRESSIONS/NCDC/o Millennium Funding	104.04
094689	07/15/2010	MC KESSON MEDICAL SURGICAL	53.67
094690	07/15/2010	TIMOTHY MURPHY	1,250.00
094691	07/15/2010	NIELSEN, MERKSAMER, PARRINELLOMUELLER & NAYLOR, LLP	1,500.00
094692	07/15/2010	OC REGISTER	2,604.55
094693	07/15/2010	DONNA PRIBYL	31.51
094694	07/15/2010	XEROX CORP.	391.16
094695	07/15/2010	JONES DAY	8,960.00
094696	07/15/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	4,850.00
094697	07/15/2010	LAURA DILL	600.00
094698	07/15/2010	JENNIFER FOROUZESH	1,100.00
094699	07/15/2010	RUSSELL HAMILTON	87.50
094700	07/16/2010	SPARKLETTS	1,200.64
094701	07/16/2010	FOLLETT HIGHER EDUCATION GROUP	652.50
094702	07/16/2010	XEROX CORP.	7,028.30
094703	07/16/2010	XEROX CORP.	210.84

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094704	07/19/2010	PACIFIC PARKING SYSTEMS, INC.	3,360.00
094705	07/19/2010	THE PATON GROUP	15,000.00
094706	07/19/2010	TED PELLA, INC.	95.41
094707	07/19/2010	HARTE-HANKS SHOPPERS, INC. SOUTHERN CALIFORNIA DIVISION	171.45
094708	07/19/2010	PHOENIX GROUP	2,203.96
094709	07/19/2010	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	175.00
094710	07/19/2010	PSI-PAYPHONE STATIONS INNOVAT.	1,950.00
094711	07/19/2010	QUEZADA PRO LANDSCAPE, INC.	3,670.00
094712	07/19/2010	REGENTS - UC SAN DIEGO MATHEMATICS DEPT.	800.00
094713	07/19/2010	JAMES REPKA Saddleback College	329.48
094714	07/19/2010	S & B FOODS CATERING DIVISION	1,000.00
094715	07/19/2010	SARS SOFTWARE PRODUCTS, INC.	7,290.00
094716	07/19/2010	FHEG SADDLEBACK BOOKSTORE STORE 296 M.A. 2969839	770.00
094717	07/19/2010	SCANTRON CORPORATION	32.17
094718	07/19/2010	SCHOOLS EXCESS LIABILITY FUND	50,011.50
094719	07/19/2010	SECURE LIVE SCAN	195.00
094720	07/19/2010	SEVENTEEN HEARST MAGAZINES DIVISION	10.00
094721	07/19/2010	SEW NEWS	21.98
094722	07/19/2010	SO COAST A.Q.M.D.	201.72
094723	07/19/2010	STRATA INFORMATION GROUP	18,810.00
094724	07/19/2010	STUDY IN THE USA INC.	2,700.00
094725	07/19/2010	TEEN VOGUE	10.00
094726	07/19/2010	THREADS	32.95
094727	07/19/2010	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	174.32
094728	07/19/2010	VEGETARIAN TIMES	11.00
094729	07/19/2010	VISTA PAINT CORPORATE OFFICE	152.09
094730	07/19/2010	VMSD	42.00
094731	07/19/2010	VOGUE PATTERNS	18.95
094732	07/19/2010	VOGUE	29.95
094733	07/19/2010	WARD'S NATURAL SCIENCE	124.24
094734	07/19/2010	WARE DISPOSAL CO., INC.	409.62
094735	07/19/2010	WAXIE	646.24
094736	07/19/2010	WESTERN EXTERMINATOR COMPANY	895.00
094737	07/19/2010	WESTMINSTER PRESS, INC.	16,632.45
094738	07/19/2010	WILLIAMS RECORDING	400.00
094739	07/19/2010	WIRED PLANET	975.00
094740	07/19/2010	XEROX CORP.	251.41
094741	07/20/2010	AT&T	50.45
094742	07/20/2010	AT&T	11.64
094743	07/20/2010	AT&T	11.52
094744	07/20/2010	AT&T	10.23
094745	07/20/2010	AT&T	.30
094746	07/20/2010	SOUTHERN CALIFORNIA EDISON CO.	2,724.98
094747	07/20/2010	SOUTHERN CALIFORNIA EDISON CO.	12,153.21
094748	07/20/2010	SOUTHERN CALIFORNIA EDISON CO.	22,774.99
094749	07/20/2010	SOUTHERN CALIFORNIA EDISON CO.	84.96
094750	07/20/2010	VERIZON	148.04
094751	07/20/2010	A-1 AWARDS	30.45
094752	07/20/2010	AAA ACCESS SMOG	200.00
094753	07/20/2010	ACTT	212.06
094754	07/20/2010	ADVANTA ENERGY	800.00
094755	07/20/2010	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	761.11
094756	07/20/2010	ALLURE	13.97

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094757	07/20/2010	AMBIRON TRUST WAVE*****TRUSTWAVE HOLDINGS, INC.	675.00
094758	07/20/2010	AMER. BAR ASSOCIATION	82.95
		Unpaid Sales Tax	6.56
		Expensed Amount	89.51
094759	07/20/2010	AMER. METEOROLOGICAL SOCIETY	249.00
094760	07/20/2010	AMTECH ELEVATOR SERVICES	1,800.55
094761	07/20/2010	APOGEE INSTRUMENTS, INC.	363.00
		Unpaid Sales Tax	30.45
		Expensed Amount	393.45
094762	07/20/2010	ARAMARK UNIFORM SERVICES	66.14
094763	07/20/2010	ARAMARK UNIFORM SERVICES	38.32
094764	07/20/2010	ARCHITECTURAL DIGEST EXEC. & PROFESSIONAL SVCS.	39.95
094765	07/20/2010	KALMBACH PUBLISHING CO.	42.95
094766	07/20/2010	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	8,725.35
094767	07/20/2010	B & H PHOTO	740.00
		Unpaid Sales Tax	64.75
		Expensed Amount	804.75
094768	07/20/2010	BAKER & TAYLOR	64.84
094769	07/20/2010	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	150.00
094770	07/20/2010	BECKMAN FOOTBALL BOOSTERS % Trish Dawdy	200.00
094771	07/20/2010	CATHERINE BERES	32.60
094772	07/20/2010	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	241.43
094773	07/20/2010	BON APPETIT	12.00
094774	07/20/2010	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	39,635.66
094775	07/20/2010	C & H DISTRIBUTORS, INC.	723.16
		Unpaid Sales Tax	44.74
		Expensed Amount	767.90
094776	07/20/2010	CA DEPT OF TOXIC SUBSTANCES CONTROL	314.50
094777	07/20/2010	CA OFFICE SYSTEMS, INC.	86.13
094778	07/20/2010	CAPT BUSINESS OFFICE	195.00
094779	07/20/2010	CAROLINAGREEN.COM	32.34
094780	07/20/2010	CCAR (COORDINATING COMMITTEE FOR AUTOMOTIVE REPAIR)	199.00
094781	07/20/2010	CDW GOVERNMENT, INC.	613.97
094782	07/20/2010	CERAMICS MONTHLY	34.95
094783	07/20/2010	CHAMPION CHEMICAL CO.	5,547.34
094784	07/20/2010	CHEF'S CATALOG	162.50
		Unpaid Sales Tax	13.04
		Expensed Amount	175.54
094785	07/20/2010	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	75.00
094786	07/20/2010	CLEAN SOURCE	6.99
094787	07/20/2010	CLIA LABORATORY PROGRAM	150.00
094788	07/20/2010	COACH AMERICA	965.48
094789	07/20/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	4,246.00
094790	07/20/2010	CONSUMER REPORTS	26.00
094791	07/20/2010	COOK'S ILLUSTRATED AMERICA'S TEST KITCHEN	24.95
094792	07/20/2010	COOKING LIGHT	24.00
094793	07/20/2010	CPP, INC. DAVIES-BLACK PUBLISHING	3,423.68
094794	07/20/2010	COMPRESSOR PARTS & REPAIR INDUSTRIES	93.08

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094795	07/20/2010	CULINARY TRENDS	35.00
094796	07/20/2010	CULLIGAN	47.70
094797	07/20/2010	DATA CENTER SOFTWARE	749.00
094798	07/20/2010	BEN DOLAN	142.35
094799	07/20/2010	FAIRCHILD BOOKS & VISUALS	121.00
094800	07/20/2010	MC CALL PATTERN CO.	100.00
Unpaid Sales Tax			8.75
Expensed Amount			108.75
094801	07/20/2010	BOB PARRETT CONSTRUCTION	44,881.05
094802	07/20/2010	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,300.12
094803	07/20/2010	DAVID E. ANDERSON, JR.	66.23
094804	07/20/2010	ESTER GRAHAM	53.15
094805	07/20/2010	DONNA PRIBYL	31.51
094806	07/21/2010	SOUTHERN CALIFORNIA GAS CO.	15.79
094807	07/21/2010	SOUTHERN CALIFORNIA GAS CO.	14,770.65
094808	07/21/2010	VERIZON	24.28
094809	07/21/2010	WELLS FARGO BANKS ACCOUNT ANALYSIS	18,166.28
094810	07/21/2010	ACCCA	3,500.00
094811	07/21/2010	ACCCA	1,875.00
094812	07/21/2010	MARYAM AFSHARI	90.00
094813	07/21/2010	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	49.00
094814	07/21/2010	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	49.00
094815	07/21/2010	CRISTI BRISTOL	409.60
094816	07/21/2010	SYLVIA CARMONA	109.00
094817	07/21/2010	BROOKE LANGE	229.40
094818	07/21/2010	BARBARA STRAUSS	109.00
094819	07/21/2010	KIANA TABIBZADEH	129.40
094820	07/21/2010	BLICK ART MATERIALS	46.07
094821	07/21/2010	CALIFORNIA STAGE/LIGHTING, INC	496.61
094822	07/21/2010	CAPT BUSINESS OFFICE	224.68
094823	07/21/2010	COACH AMERICA	647.27
094824	07/21/2010	DANA POINT YACHT MAINTENANCE	41.90
094825	07/21/2010	DANA WHARF SPORTFISHING	1,050.00
094826	07/21/2010	DELL MARKETING L.P. C/O DELL USA L.P.	697.27
094827	07/21/2010	JEFF DORSZ	46.99
094828	07/21/2010	DRAMATISTS PLAY SERVICE, INC.	135.14
Unpaid Sales Tax			10.50
Expensed Amount			145.64
094829	07/21/2010	DRS. FOSTER & SMITH	66.35
Unpaid Sales Tax			5.10
Expensed Amount			71.45
094830	07/21/2010	STEPHEN DUBAY	50.98
094831	07/21/2010	DUNN-EDWARDS CORPORATION	107.47
094832	07/21/2010	EBSCO SUBSCRIPTION SERVICE	25.18
094833	07/21/2010	ECONOMIC ALTERNATIVES, INC.	347.91
094834	07/21/2010	EDU BUSINESS SOLUTIONS	2,428.20
094835	07/21/2010	ELLE DECOR	14.95
094836	07/21/2010	FEDERAL EXPRESS	299.48
094837	07/21/2010	FINE COOKING	29.95
094838	07/21/2010	FINNEY COMPANY, INC.	784.64
Unpaid Sales Tax			63.57
Expensed Amount			848.21
094839	07/21/2010	FISHER SCIENTIFIC	242.53
094840	07/21/2010	THE FOOD MAGAZINE	12.00

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094841	07/21/2010	FREEWAY AUTO SUPPLY	257.44
094842	07/21/2010	DONNA FRIEDMAN	59.21
094843	07/21/2010	ACSIG/EDGE	126,207.20
094844	07/21/2010	ACSIG/EDGE	42,312.76
094845	07/21/2010	EMPLOYMENT DEVELOPMENT DEPT.	71,141.27
094846	07/21/2010	GETTY IMAGES, INC.	199.95
		Unpaid Sales Tax	17.50
		Expensed Amount	217.45
094847	07/21/2010	HYATT LEGAL	6,520.80
094848	07/21/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,741.00
094849	07/21/2010	ORANGE COUNTY MINING COMPANY	1,341.54
094850	07/21/2010	PACIFICARE BEHAVIORAL HEALTH	3,066.63
094851	07/21/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,418.70
094852	07/21/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,980.62
094853	07/21/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,029,513.00
094854	07/21/2010	UNUM LIFE INSURANCE COMPANY	4,105.05
094855	07/21/2010	UNUM LIFE INSURANCE COMPANY	6,806.90
094856	07/22/2010	ACSIG/EDGE	13,212.72
094857	07/22/2010	ACSIG/EDGE	3,941.05
094858	07/22/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	231,620.00
094859	07/22/2010	PACIFIC COAST TECHNICIANS	190.00
094860	07/22/2010	TED PELLA, INC.	25.48
094861	07/22/2010	HARTE-HANKS SHOPPERS, INC. SOUTHERN CALIFORNIA DIVISION	342.90
094862	07/22/2010	PING CO.	1,333.40
094863	07/22/2010	R & R SOCKS PLUS	250.85
		Unpaid Sales Tax	18.90
		Expensed Amount	269.75
094864	07/22/2010	JAMES REPKA Saddleback College	48.92
094865	07/22/2010	RICOH AMERICAS CORPORATION	75.33
094866	07/22/2010	RICOH AMERICAS CORPORATION	65.04
094867	07/22/2010	JOHN ROBINSON	45.68
094868	07/22/2010	CHUCK ROGERS THEATRE ARTS	413.55
094869	07/22/2010	SAFEWAY INC/PAVILIONS	573.57
094870	07/22/2010	SAMY'S CAMERA	239.25
094871	07/22/2010	SEHI PROCOMP COMPUTER PRODUCTS	785.78
094872	07/22/2010	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
094873	07/22/2010	SKORA ELECTRIC ROBERT J SKORA	4,941.00
094874	07/22/2010	SMART LEVELS MEDIA	1,799.81
094875	07/22/2010	SMART VEND CORPORATION	4,045.28
094876	07/22/2010	THOMAS L. SMITH	88.77
094877	07/22/2010	SOUTH COAST DIST. CO.	286.34
094878	07/22/2010	STANBIO LABORATORY	134.82
094879	07/22/2010	AMY SUPINGER dba SUPINGER STRATEGIES	1,650.00
094880	07/22/2010	TIM SWISS	457.18
094881	07/22/2010	TOWN & COUNTRY GLASS	4,510.00
094882	07/22/2010	U.S. PLASTICS COMPANY	799.36
		Unpaid Sales Tax	56.39
		Expensed Amount	855.75
094883	07/22/2010	UNISOURCE WORLDWIDE INC.	334.63
094884	07/22/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	280.49
094885	07/22/2010	VenTek International	718.31
094886	07/22/2010	VOCATIONAL BIOGRAPHIES, INC.	300.00
094887	07/22/2010	VOIGT GLOBAL DISTRIBUTION INC.	272.00

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		Unpaid Sales Tax	22.93
		Expensed Amount	294.93
094888	07/22/2010	VWR INTERNATIONAL, INC.	3,002.49
094889	07/22/2010	WARD'S NATURAL SCIENCE	72.60
094890	07/22/2010	W A X I E	657.37
094891	07/22/2010	KEN WELCH	110.00
094892	07/22/2010	WORLDPOINT ECC, INC.	788.27
		Unpaid Sales Tax	67.13
		Expensed Amount	855.40
094893	07/22/2010	KAREN WOSCZYNA-BIRCH	14,000.00
094894	07/22/2010	ZEP MANUFACTURING	678.86
094895	07/22/2010	SO. ORANGE CO. COMM. COL.DIST	22.00
094896	07/22/2010	SO. ORANGE CO. COMM. COL.DIST	170.00
094897	07/22/2010	POSTMASTER	155.00
094898	07/22/2010	XEROX CORP.	6,886.19
094899	07/22/2010	XEROX CORP.	79.87
094900	07/22/2010	AMTECH ELEVATOR SERVICES	1,800.55
094901	07/22/2010	B & H PHOTO	423.93
		Unpaid Sales Tax	37.09
		Expensed Amount	461.02
094902	07/22/2010	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	605.72
094903	07/22/2010	BRAND ATHLETICS	6,975.96
094904	07/22/2010	BUDDY'S ALL STARS	764.08
094905	07/22/2010	CAMPUS CAREER COUNSELOR SUBSCRIPTIONS	69.00
094906	07/22/2010	DE NAULT'S TRUE VALUE HARDWARE	14.40
094907	07/22/2010	ADVANTAGE OPTICS	420.86
094908	07/22/2010	APPLE COMPUTER INC.	49,968.78
094909	07/22/2010	COMPUTER COMFORTS, INC.	2,964.38
094910	07/22/2010	gkkworks	5,197.06
094911	07/22/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,700.00
094912	07/22/2010	HAITBRINK ASPHALT PAVING, INC.	25,812.50
094913	07/22/2010	HCTD, LLC c/o HUDSON CAPITAL, LLC	30,000.00
094914	07/22/2010	INTERNATIONAL FIDELITY INSURANCE COMPANY	204,350.39
094915	07/22/2010	JOYCE INSPECTION & TESTING	12,464.00
094916	07/22/2010	MC KENNA LONG & ALDRIDGE, LLP	1,443.27
094917	07/22/2010	OC REGISTER COMMERCIAL BILLING	1,792.00
094918	07/22/2010	PB AMERICAS, INC.	983.34
094919	07/22/2010	PENN CORPORATE RELOCATION SERVICES, INC.	579.00
094920	07/22/2010	PYRO-COMM SYSTEMS	2,875.00
094921	07/22/2010	RR SYSTEMS, INC.	962.00
094922	07/22/2010	2ND SIGHT VISUAL AIDS	13,689.75
094923	07/22/2010	SNADER AND ASSOCIATES INC.	2,898.28
094924	07/22/2010	TBC CONTRACTORS CORPORATION	60,515.00
094925	07/22/2010	DAIRY DEPOT	38.20
094926	07/22/2010	JEFF DORSZ	46.99
094927	07/22/2010	STEPHEN DUBAY	50.98
094928	07/23/2010	HD SUPPLY WATERWORKS BRANCH #594	624.21
094929	07/23/2010	HOME DEPOT CREDIT SERVICES	922.20
094930	07/23/2010	INGARDIA BROTHERS PRODUCE, INC.	778.48
094931	07/23/2010	ADAM LESNICK INTERNATIONAL OPUS	101.00
		Unpaid Sales Tax	8.40
		Expensed Amount	109.40
094932	07/23/2010	IRVINE RANCH WATER DIST.	2,705.22
094933	07/23/2010	LAB SAFETY SUPPLY CO. ACCT # 5252156	23.75
094934	07/23/2010	LAUNDRY LOOPS INC.	91.02

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Unpaid Sales Tax			7.25
Expensed Amount			98.27
094935	07/23/2010	DIANE LEWIS	499.54
094936	07/23/2010	LIFESCAPES PUBLISHING, INC. ART LTD. MAGAZINE	950.00
094937	07/23/2010	OC Treasurer-Tax Collector	401.30
094938	07/23/2010	OCLC, INC. DEPT #34299	532.29
094939	07/23/2010	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	8,739.80
094940	07/23/2010	MARCIA MILCHIKER	341.75
094941	07/23/2010	ALL SIGNS AMERICA	418.69
094942	07/23/2010	WARREN ANSALDO	5.78
094943	07/23/2010	CALIFORNIA APPAREL NEWS SUBSCRIPTION DEPT	65.00
094944	07/23/2010	COSMOPOLITAN	15.00
094945	07/23/2010	CREATIVE MACHINE EMBROIDERY SUBSCRIPTION DEPARTMENT	19.95
094946	07/23/2010	EUREKA CAREER INFO. SYSTEMS	1,517.06
094947	07/23/2010	FREEWAY AUTO SUPPLY	624.55
094948	07/23/2010	CHELSEA BALDREE	250.00
094949	07/23/2010	TONY BARBAROTTA	1,050.00
094950	07/23/2010	NATALIE BERNHARDT	250.00
094951	07/23/2010	ERIC BIERKE	1,050.00
094952	07/23/2010	SEAN BILLINGS	1,050.00
094953	07/23/2010	KEITH BISHOP	1,050.00
094954	07/23/2010	CALEY BRAIDO	250.00
094955	07/23/2010	MARK P. CLARK	250.00
094956	07/23/2010	NATHAN CORBETT	250.00
094957	07/23/2010	SHANNON BLAIR ELY	360.00
094958	07/23/2010	JENNIFER FINK	250.00
094959	07/23/2010	MICHAEL J. GARAMONI III	250.00
094960	07/23/2010	SHAUNI GERNER	250.00
094961	07/23/2010	GREEN THUMB INTERNATIONAL	179.70
094962	07/23/2010	JASON WESLEY GREEN	250.00
094963	07/23/2010	JENNIFER HALL	1,050.00
094964	07/23/2010	CYNTHIA HAMILTON	250.00
094965	07/23/2010	JAMES MARTIN HARRIS	250.00
094966	07/23/2010	RYAN HOLIHAN	250.00
094967	07/23/2010	ASHLEY JARMACK	1,050.00
094968	07/23/2010	RYAN JONES	250.00
094969	07/23/2010	WILLIAM F. LETT	3,000.00
094970	07/23/2010	MARC MARGER	250.00
094971	07/23/2010	MICHAEL MASON	250.00
094972	07/23/2010	LAUREN E. MAUTER	722.50
094973	07/23/2010	JULIE METZ	1,050.00
094974	07/23/2010	TIMOTHY MURPHY	1,250.00
094975	07/23/2010	WALTER CHARLES NOON, III	100.00
094976	07/23/2010	BEN OLARIU	1,050.00
094977	07/23/2010	BRYAN OVERMYER	250.00
094978	07/23/2010	RACHEL PFEIFER	250.00
094979	07/23/2010	KEVIN RICHARDSON	1,050.00
094980	07/23/2010	CASEY ROY	250.00
094981	07/23/2010	CRAIG TYRL	250.00
094982	07/23/2010	CHELSEA VANN	250.00
094983	07/23/2010	JIMMY VANN	250.00
094984	07/23/2010	JIMMY VANN	750.00
094985	07/23/2010	MICHAEL V. VITALE	1,500.00
094986	07/23/2010	KIMBERLY WOOLDRIDGE	250.00
094987	07/23/2010	WADE R. WOOLDRIDGE	250.00

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Check Number	Check Date	Pay to the Order of	Check Amount
094988	07/26/2010	AFFILIATED COMPUTER SERVICES	175.80
094989	07/26/2010	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	128.48
094990	07/26/2010	ALLSTAR MICROELECTRONICS, INC	465.94
094991	07/26/2010	BUDDY'S ALL STARS	1,207.52
094992	07/26/2010	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	500.00
094993	07/26/2010	COMPUTERLAND	12,634.58
094994	07/26/2010	CONSOLIDATED ELECTRICAL DIST.	94.41
094995	07/26/2010	DHARMA TRADING CO.	7.20
094996	07/26/2010	SPARKLETTES	55.09
094997	07/26/2010	FISHER SCIENTIFIC	304.84
094998	07/26/2010	OFFICEMAX CONTRACT INC.	9,776.16
094999	07/26/2010	HOME DEPOT CREDIT SERVICES	2,371.21
095000	07/26/2010	AIR SOURCE INDUSTRIES, INC.	73.01
095001	07/26/2010	BLICK ART MATERIALS	24.45
095002	07/26/2010	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	400.00
095003	07/26/2010	FEDERAL EXPRESS	94.58
095004	07/27/2010	AT&T	224.93
095005	07/27/2010	AT&T	27.24
095006	07/27/2010	AT&T	11.42
095007	07/27/2010	AT&T	31.76
095008	07/27/2010	AT&T	546.53
095009	07/27/2010	AT&T	444.75
095010	07/27/2010	AT&T	1,272.79
095011	07/27/2010	SAN DIEGO GAS & ELECTRIC	1,317.83
095012	07/27/2010	TUSTIN TOUCHDOWN CLUB % MELANIE WILKERSON	200.00
095013	07/27/2010	VERIZON	82.86
095014	07/27/2010	PIHRA	195.00
095015	07/27/2010	RECORDING FOR THE BLIND & DYSLEXIC	950.00
095016	07/27/2010	THE RP GROUP % KATHY BOOTH	350.00
095017	07/27/2010	SO COAST HIGHER EDUCAT. COUN. % SHANNON CROGAN	50.00
095018	07/27/2010	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	25,563.00
095019	07/27/2010	ALFAX FURNITURE	304.21
095020	07/27/2010	AMERICAN VOLLEYBALL COACHES ASSOCIATION	145.00
095021	07/27/2010	ASSOCIATION OF HIGHER EDUCATION FACILITIES OFFICERS	1,210.00
095022	07/27/2010	ARAMARK UNIFORM SERVICES	38.32
095023	07/27/2010	ASSOCIATED WRITING PROGRAMS GEORGE MASON UNIV.	425.00
095024	07/27/2010	BRIDGES TRANSITIONS, CO. BANK OF AMERICA	850.00
095025	07/27/2010	CALIFORNIA PLACEMENT ASSN % MAGGI DUNSMORE, COOP EDU DEPT	100.00
095026	07/27/2010	CAREER CRUISING	495.00
095027	07/27/2010	CINTAS DOCUMENT MANAGEMENT	25.21
095028	07/27/2010	CINTAS DOCUMENT MANAGEMENT	25.21
095029	07/27/2010	CINTAS DOCUMENT MANAGEMENT	25.21
095030	07/27/2010	CINTAS DOCUMENT MANAGEMENT	25.21
095031	07/27/2010	CINTAS DOCUMENT MANAGEMENT	113.15
095032	07/27/2010	CIWEA ATTN: SALLY CARDENAS	150.00
095033	07/27/2010	CODESP	1,750.00
095034	07/27/2010	DUNN-EDWARDS CORPORATION	6,012.97
095035	07/27/2010	EBSCO SUBSCRIPTION SERVICE	2,364.16
095036	07/27/2010	EDUCAUSE LOCKBOX	2,607.50
095037	07/27/2010	ENTERPRISE RENT-A-CAR	792.44

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095038	07/27/2010	FREEWAY AUTO SUPPLY	30.82
095039	07/27/2010	NCCCF % E.HOWLAND SWIFT,EXEC.DIR.	450.00
095040	07/27/2010	RALPHS Customer charges	261.08
095041	07/28/2010	GLAMOUR	16.00
095042	07/28/2010	GQ	14.97
095043	07/28/2010	HARPER'S BAZAAR	8.00
095044	07/28/2010	INSTYLE	29.77
095045	07/28/2010	INTERIOR DESIGN	14.95
095046	07/28/2010	INTERVIEW MAGAZINE	11.97
095047	07/28/2010	QUADRATUM PUBLISHING	24.00
095048	07/28/2010	LUCKY	12.00
095049	07/28/2010	MARIE CLAIRE	10.00
095050	07/28/2010	NUTRITION ACTION HEALTHLETTER	20.00
095051	07/28/2010	NYLON MAGAZINE NYLON HOLDING INC.	19.95
095052	07/28/2010	NUTRITION PERSPECTIVES DEPARTMENT OF NUTRITION	20.00
095053	07/28/2010	DR. ROBERT BRAMUCCI	571.10
095054	07/28/2010	DUBOIS, ELLE	243.11
095055	07/28/2010	KEN PATTON	697.33
095056	07/29/2010	TYLER C. FISCHBECK	250.00
095057	07/29/2010	THE GALE GROUP	198.91
095058	07/29/2010	WILL GLEN	32.60
095059	07/29/2010	GOLF VENTURES WEST	61.14
095060	07/29/2010	HAITBRINK ASPHALT PAVING, INC.	14,335.00
095061	07/29/2010	HARLAND TECHNOLOGY SERVICES	753.00
095062	07/29/2010	HAWK LABELING SYSTEMS	1,102.35
Unpaid Sales Tax			94.27
Expensed Amount			1,196.62
095063	07/29/2010	WILLIAM HEWITT	57.50
095064	07/29/2010	MALIA HILL	23.90
095065	07/29/2010	HITT MARKING DEVICES, INC.	28.66
095066	07/29/2010	IRVINE RANCH WATER DIST.	7,078.32
095067	07/29/2010	IWORX/CB SCIENCES	371.00
Unpaid Sales Tax			31.50
Expensed Amount			402.50
095068	07/29/2010	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	145,609.00
095069	07/29/2010	MACIAS, GINI & COMPANY LLP	19,398.00
095070	07/29/2010	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	17.95
Unpaid Sales Tax			1.57
Expensed Amount			19.52
095071	07/29/2010	MARTECH SYSTEMS, INC.	975.00
095072	07/29/2010	BART MC HENRY	9.86
095073	07/29/2010	MC KESSON MEDICAL SURGICAL	617.85
095074	07/29/2010	McMASTER CARR SUPPLY CO.	49.31
095075	07/29/2010	MELISSA DATA CORPORATION D.B.A. MAILERS SOFTWARE	5,983.38
095076	07/29/2010	MARCIA MILCHIKER	46.99
095077	07/29/2010	MILLENNIUM BUSINESS SERVICES	41.33
095078	07/29/2010	NLNAC, INC. DIRECTOR FOR ACCOUNTING	7,515.00
095079	07/29/2010	NEWBEGINNINGS, INC. CATERING DIVISION	633.71
095080	07/29/2010	NORTH STATE ENVIRONMENTAL	12,422.41
095081	07/29/2010	NUESOFT TECHNOLOGIES, INC.	4,000.00
095082	07/29/2010	ORKIN INC.	971.00
095083	07/29/2010	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	3,405.20
095084	07/29/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,500.00

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095085	07/29/2010	LIFETIME MEMORY PRODUCTS, INC.	1,037.25
095086	07/29/2010	BEACH PAVING, INC.	13,500.00
095087	07/29/2010	CDW GOVERNMENT, INC.	1,374.60
095088	07/29/2010	CLASS LEASING, INC.	53,583.00
095089	07/29/2010	DAVID B. COLEMAN COLEMAN'S LANDSCAPE CONTRACTOR	16,283.00
095090	07/29/2010	EMCOR/Mesa Energy Systems	3,962.55
095091	07/29/2010	FISHER SCIENTIFIC	7,829.61
095092	07/29/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,534.00
095093	07/29/2010	MC CARTHY BUILDING COMPANIES	68,787.21
095094	07/29/2010	McMASTER CARR SUPPLY CO.	979.40
095095	07/29/2010	SANDY PRINGLE ASSOCIATES INSPECTION CONSULTANTS, INC.	5,750.00
095096	07/29/2010	PYRO-COMM SYSTEMS	8,705.00
095097	07/29/2010	QUALITY OFFICE FURNISHINGS	2,965.16
095098	07/29/2010	RJM DESIGN GROUP, INC.	9,323.73
095099	07/29/2010	TROXELL COMMUNICATIONS, INC.	3,223.35
095100	07/29/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	729.85
095101	07/29/2010	LAWRENCE R. WLEZIEN, INC.	2,000.00
095102	07/29/2010	A-1 AWARDS	60.90
095103	07/29/2010	AACRAO MEMBERSHIP	1,421.00
095104	07/29/2010	ARAMARK UNIFORM SERVICES	66.14
095105	07/29/2010	ART CULINAIRE	68.00
095106	07/29/2010	BAKER & TAYLOR	39.33
095107	07/29/2010	CALIFORNIA OFFICE SYSTEMS	386.43
095108	07/29/2010	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	3,750.00
095109	07/29/2010	CAREERBUILDER, LLC	7,673.80
095110	07/29/2010	CENTER FOR PHLEBOTOMY EDUCATION, INC.	838.94
Unpaid Sales Tax			71.66
Expensed Amount			910.60
095111	07/29/2010	CLARK SECURITY PRODUCTS INC.	131.03
095112	07/29/2010	MW DANNER	150.00
095113	07/29/2010	DE NAULT'S TRUE VALUE HARDWARE	57.87
095114	07/29/2010	DELTA PRINTING SOLUTIONS	10,031.02
095115	07/29/2010	DirecTV	72.98
095116	07/29/2010	SHANNON FASELER	29.31
095117	07/29/2010	FLOOR TECH GROUP	2,034.00
095118	07/29/2010	FULL COMPASS SYSTEMS	80.75
095119	07/29/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	81.42
095120	07/29/2010	PACIFIC PARKING SYSTEMS, INC.	4,910.00
095121	07/29/2010	JESS PEREZ	119.39
095122	07/29/2010	PHOENIX GROUP	479.30
095123	07/29/2010	PITNEY BOWES	464.00
095124	07/29/2010	260-PRAXAIR DISTRIBUTION INC.	17.25
095125	07/29/2010	PROMETRIC, INC.	450.00
095126	07/29/2010	QUEST DIAGNOSTICS	1,346.34
095127	07/29/2010	QUICK SORT LOS ANGELES	2,141.23
095128	07/29/2010	R.M. SYSTEMS, INC.	660.00
095129	07/29/2010	RALPHS Customer charges	30.31
095130	07/29/2010	REFRIGERATION SUPPLIES DIST.	495.31
095131	07/29/2010	RICOH AMERICAS CORPORATION	52.27
095132	07/29/2010	RIDDELL ALL AMERICAN	1,995.93
095133	07/29/2010	CHUCK ROGERS THEATRE ARTS	1,157.96
095134	07/29/2010	S & B FOODS CATERING DIVISION	284.82
095135	07/29/2010	SAFEWAY INC/PAVILIONS	328.88
095136	07/29/2010	SAMY'S CAMERA	314.29

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095137	07/29/2010	SCANTRON CORPORATION	151.59
095138	07/29/2010	SCHOOLCRAFT PUBLISHING	289.61
095139	07/29/2010	SEHI PROCOMP COMPUTER PRODUCTS	1,459.39
095140	07/29/2010	SHRED-IT CAMPO ENTERPRISES, INC.	140.00
095141	07/29/2010	SIEMENS WATER TECHNOLOGIES	334.88
095142	07/29/2010	SIGNS PLUS MORE	125.00
095143	07/29/2010	THOMAS L. SMITH	194.66
095144	07/29/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,123.46
095145	07/29/2010	JAMES C. STEPHENS	750.37
095146	07/29/2010	EDWARD TACKETT	44.23
095147	07/29/2010	ARLENE THOMAS	114.15
095148	07/29/2010	THOMSON REUTERS (HEALTHCARE)	500.00
095149	07/29/2010	VERISIGN, INC.	8,274.00
095150	07/29/2010	VIATRON SYSTEMS, INC.	8,967.00
095151	07/29/2010	VWR INTERNATIONAL, INC.	20.47
095152	07/29/2010	WARE DISPOSAL CO., INC.	1,556.08
095153	07/29/2010	WESTMINSTER PRESS, INC.	9,409.13
095154	07/29/2010	YALE CHASE MATERIALS HANDLING	173.23
095155	07/29/2010	PAPER MART	72.09
095156	07/29/2010	RALPHS Customer charges	16.66
095157	07/29/2010	SWACC % KEENAN & ASSOCIATES	2,881.00
095158	07/29/2010	ARLENE THOMAS	131.56
095159	07/29/2010	WARE DISPOSAL CO., INC.	14,156.75
095160	07/30/2010	HOME DEPOT CREDIT SERVICES	1,643.45
095161	07/30/2010	AIRGAS WEST	215.98
095162	07/30/2010	WARREN ANSALDO	10.84
095163	07/30/2010	LEE ARMSTRONG CO., INC.	6,187.00
095164	07/30/2010	BUDDY'S ALL STARS	206.62
095165	07/30/2010	FOUNDATION FOR CCC ATTN: STEVE TUCK, PURCHASING	47,960.00
095166	07/30/2010	CA DEPT OF TOXIC SUBSTANCES CONTROL	272.50
095167	07/30/2010	RAY CHANDOS	147.69
095168	07/30/2010	CONSOLIDATED ELECTRICAL DIST.	171.24
095169	07/30/2010	DELL MARKETING L.P. C/O DELL USA L.P.	1,196.66
095170	07/30/2010	DELTA BIOLOGICALS	24.05
Unpaid Sales Tax			1.49
Expensed Amount			25.54
095171	07/30/2010	DHK PLUMBING & PIPING, INC.	21,872.08
095172	07/30/2010	EUREKA CAREER INFO. SYSTEMS	2,147.81
095173	07/30/2010	FREEWAY AUTO SUPPLY	12.85
095174	07/30/2010	SPSS, US INC.	2,929.81
095175	07/30/2010	XEROX CORP.	6,535.89
095176	08/02/2010	ACCCA	3,500.00
095177	08/02/2010	LINDA BASHOR	204.00
095178	08/02/2010	GOLDEN WEST COLLEGE CRIMINAL JUSTICE TRAINING CTR	262.00
095179	08/02/2010	GOLDEN WEST COLLEGE CRIMINAL JUSTICE TRAINING CTR	262.00
095180	08/02/2010	GOLDEN WEST COLLEGE CRIMINAL JUSTICE TRAINING CTR	262.00
095181	08/02/2010	HYATT REGENCY SUITES PALM SPRINGS	5,800.44
095182	08/02/2010	AT&T	34.94
095183	08/02/2010	AT&T	14.89
095184	08/02/2010	SOUTHERN CALIFORNIA EDISON CO.	64,493.71
095185	08/03/2010	AT&T	36.46
095186	08/03/2010	AT&T	318.79
095187	08/03/2010	AT&T	52.64

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095188	08/03/2010	AT&T	52.64
095189	08/03/2010	AT&T	52.64
095190	08/03/2010	VERIZON	1,011.03
095191	08/03/2010	HIGHER EDUCATION PUBLICATIONS	67.50
		Unpaid Sales Tax	5.91
		Expensed Amount	73.41
095192	08/03/2010	HOIST SERVICE, INC.	400.00
095193	08/03/2010	IACLEA	225.00
095194	08/03/2010	IRVINE CHAMBER OF COMMERCE	600.00
095195	08/03/2010	FHEG SADDLEBACK COLLEGE BKSTORStore No 296 MA 296239	50.30
095196	08/03/2010	JIST WORKS, INC.	352.58
095197	08/03/2010	JEFF KAUFMANN	419.30
095198	08/03/2010	KUSUNOKI, GARY I.	40.00
095199	08/03/2010	LIEBERT CASSIDY WHITMORE	2,500.00
095200	08/03/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	352.50
095201	08/03/2010	KENT MADOLE	104.97
095202	08/03/2010	MARKETLAB, INC.	37.62
		Unpaid Sales Tax	2.35
		Expensed Amount	39.97
095203	08/03/2010	MARVAC ELECTRONICS	159.14
095204	08/03/2010	MATERIAL CONNEXION	2,600.00
		Unpaid Sales Tax	192.50
		Expensed Amount	2,792.50
095205	08/03/2010	MC CALLUM GROUP, INC.	1,000.00
095206	08/03/2010	McMASTER CARR SUPPLY CO.	223.27
095207	08/03/2010	MICRO CENTER A/R	140.57
095208	08/03/2010	MICRO FORMAT, INC.	315.00
		Unpaid Sales Tax	26.08
		Expensed Amount	341.08
095209	08/03/2010	MILLENNIUM BUSINESS SERVICES	100.05
095210	08/03/2010	MISSION VIEJO GLASS	495.00
095211	08/03/2010	MISSOURI TURF PAINT AND FIELD GRAPHICS	227.94
		Unpaid Sales Tax	17.44
		Expensed Amount	245.38
095212	08/03/2010	NAFSA MEMBERSHIP DEPT.	385.00
095213	08/03/2010	NASFAA MEMBERSHIP RENEWALS	2,128.00
095214	08/03/2010	NAT'L ASSO OF COLL/EMPLOYERS	400.00
095215	08/03/2010	NAT'L ASSOC. OF BROADCASTERS	360.00
095216	08/03/2010	NCTA MEMBERSHIP % SUSAN NICKEL	175.00
095217	08/03/2010	NEWPORT COMPUTER SOLUTIONS,INC	7,554.21
095218	08/03/2010	HALEY NGUYEN	60.92
095219	08/03/2010	NORTHWOOD HIGH SCHOOL FOOTBALL	250.00
095220	08/03/2010	OC Treasurer-Tax Collector	347.50
095221	08/03/2010	ORANGE CO. FARM SUPPLY	184.17
095222	08/03/2010	CHURM PUBLISHING CO., INC. OC METRO	1,100.00
095223	08/03/2010	OC REGISTER COMMERCIAL BILLING	6,000.00
095224	08/03/2010	OCE-IMAGISTICS	20.00
095225	08/03/2010	ORANGE EMPIRE CONFERENCE % T.MARK JOHNSON,COMMISSIONER	10,000.00
095226	08/03/2010	SISC III COBRA ADMINISTRATION	1,623.02
095227	08/03/2010	KAESER & BLAIR, INC.	2,632.21
095228	08/03/2010	HOME DEPOT CREDIT SERVICES	771.85

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095229	08/03/2010	AIRGAS WEST	141.00
095230	08/03/2010	JULIE ANDERSON	16.30
095231	08/03/2010	B & H PHOTO	7,797.00
		Unpaid Sales Tax	682.24
		Expensed Amount	8,479.24
095232	08/03/2010	BOARD OF REGISTERED NURSING	300.00
095233	08/03/2010	KRISTEN BUSH	1,505.00
095234	08/03/2010	COX COMMUNICATIONS	4,277.86
095235	08/03/2010	DE NAULT'S TRUE VALUE HARDWARE	19.48
095236	08/03/2010	DELTA BIOLOGICALS	1,080.00
		Unpaid Sales Tax	94.50
		Expensed Amount	1,174.50
095237	08/03/2010	SARAH DUFEEK	180.00
095238	08/03/2010	FISHER SCIENTIFIC	7,602.20
095239	08/03/2010	SCHOOL SPECIALTY INC.	125.93
095240	08/03/2010	CULLIGAN	2.75
095241	08/03/2010	FREY SCIENTIFIC	125.93
095242	08/03/2010	OFFICEMAX CONTRACT INC.	5,248.89
095243	08/04/2010	RPM CONSULTANT GROUP	2,370.00
095244	08/04/2010	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,242.29
095245	08/04/2010	ROCKVIEW FARMS	277.02
095246	08/04/2010	LISA CAVALLARO	100.00
095247	08/04/2010	JOHN W. EDWARDS	157.91
095248	08/04/2010	BAYLEY CONSTRUCTION	496,529.10
095249	08/04/2010	BLACKBOARD INC.	1,880.00
095250	08/04/2010	CDW GOVERNMENT, INC.	343.65
095251	08/04/2010	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	72,140.10
095252	08/04/2010	DESIGN FOR SCIENCE	1,000.00
095253	08/04/2010	ENVIRON	2,428.73
095254	08/04/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	9,430.00
095255	08/04/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	11.34
095256	08/04/2010	SEWUP JPA KEENAN & ASSOCIATES	197.00
095257	08/04/2010	NEUDESIC, LLC	98,098.00
095258	08/04/2010	R2A ARCHITECTURE	22,240.51
095259	08/04/2010	RED STONE, INC	4,896.00
095260	08/04/2010	REPRO XPRESS	678.60
095261	08/04/2010	RGP PLANNING & DEVELOPMENT SERVICES	9,312.50
095262	08/04/2010	RJT COMPUQUEST	6,510.00
095263	08/04/2010	SARS SOFTWARE PRODUCTS, INC.	7,290.00
095264	08/04/2010	SEHI PROCOMP COMPUTER PRODUCTS	8,848.49
095265	08/04/2010	TROXELL COMMUNICATIONS, INC.	18,553.10
095266	08/04/2010	ARTSEARCH THEATRE COMM GROUP	150.00
095267	08/04/2010	BCH WATERWORKS	135.00
095268	08/04/2010	CAPT BUSINESS OFFICE	21.00
095269	08/04/2010	CINTAS DOCUMENT MANAGEMENT	25.21
095270	08/04/2010	JANE L. COLLIER	180.00
095271	08/04/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCA	96,717.95
095272	08/04/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCA	5,300.00
095273	08/04/2010	CONSORTIUM OF SO. CALIFORNIA COLLEGES & UNIVERSITIES	250.00
095274	08/04/2010	MW DANNER	254.95
095275	08/04/2010	VIVIAN DE LEON	95.00
095276	08/04/2010	JOHN DEERE LANDSCAPES, INC.	70.83

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 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
095277	08/04/2010	FOSTER CARE AUXILIARY OF OC	240.00
095278	08/04/2010	LINDA BASHOR	45.46
095279	08/04/2010	GUY, GEORGINA	20.96
095280	08/04/2010	NICOLE LOFTUS	113.05
095281	08/04/2010	DONNA RANE-SZOSTAK	16.03
095282	08/04/2010	PACIFIC CLIPPINGS	59.00
095283	08/04/2010	PARADISE BAKERY - MISSION VIEJO	512.43
095284	08/04/2010	PROAIR CONSTRUCTION SVCS. INC.	1,340.00
095285	08/04/2010	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	393.56
095286	08/04/2010	LARRY RADDEN	269.17
095287	08/04/2010	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	48.07
095288	08/04/2010	SADDLEBACK GOLF CARS, INC.	222.47
095289	08/04/2010	SAN JUAN COMPANY	11,000.00
095290	08/04/2010	SARGENT-WELCH LLC VWR INTERNATIONAL	248.92
095291	08/04/2010	SCANTRON CORPORATION	398.95
095292	08/04/2010	SCIENCE KIT, INC.	15.19
095293	08/04/2010	SEHI PROCOMP COMPUTER PRODUCTS	949.39
095294	08/04/2010	SHRED-IT CAMPO ENTERPRISES, INC.	199.00
095295	08/04/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	2,296.26
095296	08/04/2010	SPECTRUM CHEMICAL MFG. CORP.	1,584.64
095297	08/04/2010	SWACC c/o KEENAN & ASSOC. ATTN: SETECH	12,688.00
095298	08/04/2010	TECHNICAL INSTRUMENTS	3,468.00
095299	08/04/2010	TERMITE TERRY PEST CONTROL	200.00
095300	08/04/2010	LISA TULLY	180.00
095301	08/04/2010	TURSI'S SOCCER SUPPLY, INC.	6,359.96
095302	08/04/2010	TUTTLE-CLICK FORD	202.56
095303	08/04/2010	UNISOURCE WORLDWIDE INC.	806.65
095304	08/04/2010	POSTMASTER	1,200.00
095305	08/04/2010	VISION BUSINESS PRODUCTS	6,895.69
095306	08/04/2010	VISTA PAINT CORPORATE OFFICE	531.38
095307	08/04/2010	VWR INTERNATIONAL, INC.	839.22
095308	08/04/2010	WARE DISPOSAL CO., INC.	2,615.47
095309	08/04/2010	MICHAEL E. WILSON	12,818.00
095310	08/04/2010	YALE CHASE MATERIALS HANDLING	9.19
095311	08/04/2010	LYNN YOUNG	360.00
095312	08/05/2010	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	384.00
095313	08/05/2010	DAVID FRANCISCO	158.90
095314	08/05/2010	RALPH MEZA	159.40
095315	08/05/2010	WELLS FARGO BANK #3317	1,489.54
		Unpaid Sales Tax	13.82
		Expensed Amount	1,503.36
095316	08/05/2010	WELLS FARGO #4198	3,474.48
		Unpaid Sales Tax	91.70
		Expensed Amount	3,566.18
095317	08/05/2010	WELLS FARGO BANK #1598	1,775.26
		Unpaid Sales Tax	11.38
		Expensed Amount	1,786.64
095318	08/05/2010	JENNIFER WINSTON	20.80
095319	08/05/2010	AIR SOURCE INDUSTRIES, INC.	22.85
095320	08/05/2010	ALL ELECTRONICS CORP.	56.54
095321	08/05/2010	LEE ARMSTRONG CO., INC.	48,840.00
095322	08/05/2010	BESAFE TECHNOLOGIES, INC.	738.15
095323	08/05/2010	BRAND ATHLETICS	2,054.22

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 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
095324	08/05/2010	CALIFORNIA OPTICAL SUPPLIES	80.60
095325	08/05/2010	DIVERSIFIED BUSINESS SERVICES	1,263.93
095326	08/05/2010	FOOTWEAR NEWS	72.00
095327	08/05/2010	PREMIER	47.90
		Unpaid Sales Tax	4.37
		Expensed Amount	52.27
095328	08/05/2010	FREESTYLE	733.64
095329	08/05/2010	CABLES PLUS	275.63
		Unpaid Sales Tax	21.04
		Expensed Amount	296.67
095330	08/05/2010	CATALYST CONSULTING	16,740.00
095331	08/05/2010	ESCAPE TECHNOLOGY, INC.	3,000.00
095332	08/05/2010	gkkworks	4,096.37
095333	08/05/2010	KI (KRUEGER INTERNATIONAL)	54,370.78
095334	08/05/2010	R2A ARCHITECTURE	10,867.81
095335	08/05/2010	RED STONE, INC	5,760.00
095336	08/05/2010	CHEVRON AND TEXACO BUSINESS CARD SERVICES	14.99
095337	08/05/2010	PREMIER	47.90
		Unpaid Sales Tax	4.37
		Expensed Amount	52.27
095338	08/06/2010	XEROX CORP.	18,075.79
095339	08/06/2010	ALLIED REFRIGERATION INC	131.47
095340	08/06/2010	CHARGINGCHARGERS.COM, INC.	293.61
		Unpaid Sales Tax	24.94
		Expensed Amount	318.55
095341	08/06/2010	CHEVRON AND TEXACO BUSINESS CARD SERVICES	14.99
095342	08/06/2010	COMPONENTSOURCE	1,360.00
095343	08/06/2010	EMERSON MUSIC	615.57
095344	08/06/2010	ADCLUB ADVERTISING SERVICE	6,238.75
095345	08/06/2010	ARTSCENE	525.00
095346	08/06/2010	STATE TEACHERS' RETIREMENT SYS ACCT DIV MS12	8,580.96
095347	08/06/2010	CAAHEP	450.00
095348	08/06/2010	CAPT BUSINESS OFFICE	40.00
095349	08/06/2010	DAVID CHU	250.00
095350	08/06/2010	CLARK SECURITY PRODUCTS INC.	641.36
095351	08/06/2010	MICHELE DUGAN	180.00
095352	08/06/2010	FREEWAY AUTO SUPPLY	273.86
095353	08/06/2010	FRY'S ELECTRONICS	611.95
095354	08/06/2010	DAIRY DEPOT	44.84
095355	08/10/2010	AT&T	11.52
095356	08/10/2010	SAN DIEGO GAS & ELECTRIC	1,173.67
095357	08/10/2010	SOUTHERN CALIFORNIA EDISON CO.	3,636.14
095358	08/10/2010	SOUTHERN CALIFORNIA EDISON CO.	255.44
095359	08/10/2010	JESS PEREZ	422.41
095360	08/10/2010	PURETEC	2,128.22
095361	08/10/2010	WELLS FARGO #2078	2,000.85
095362	08/10/2010	AACRAO MEMBERSHIP	176.00
		Unpaid Sales Tax	14.00
		Expensed Amount	190.00
095363	08/10/2010	ARBOR SCIENTIFIC	183.38
		Unpaid Sales Tax	14.69
		Expensed Amount	198.07
095364	08/10/2010	CAROLINA BIOLOGICAL SUPPLY	342.93

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

ESCAPE ONLINE

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Checks Dated 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
095365	08/10/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	12,211.25
095366	08/10/2010	COX COMMUNICATIONS	4,277.86
095367	08/10/2010	CULLIGAN	47.70
095368	08/10/2010	DEMCO INC.	670.75
095369	08/10/2010	E-Z UP DIRECT	341.46
095370	08/10/2010	EXPERIAN	77.00
095371	08/10/2010	FISHER SCIENTIFIC	808.39
095372	08/10/2010	FRANKLIN COVEY	47.90
		ATTN: CS 100	
		Unpaid Sales Tax	4.37
		Expensed Amount	52.27
095373	08/10/2010	SCHOOL SPECIALTY INC.	567.34
Total			1,043
			<u>7,223,738.35</u>

Includes checks for only Bank Account COUNTY

Fund Summary			
Fund	Description	Check Count	Expensed Amount
01	General Fund	918	4,389,695.60
12	Child Development Fund	20	24,891.06
40	Capital Outlay Fund	95	2,535,957.87
68	Self-Insurance Fund	5	21,788.79
71	Retiree Benefit Fund	5	253,513.77
	Total	1,043	7,225,847.09
	Less Unpaid Sales Tax Liability		2,108.74
	Net (Check Amount)		<u>7,223,738.35</u>

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

ESCAPE ONLINE

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Checks Dated 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
009875	07/12/2010	ROSALYN MEADORS	1,397.50
009876	07/12/2010	ACTIVE NETWORK, INC. DEPT. 9634	6,651.01
009877	07/12/2010	GREGORY J. ATWOOD THE GLASS SPECTRUM	540.00
009878	07/12/2010	FSC SECURITIES DAVID BROWN	155.50
009879	07/12/2010	CMG COSMETICS	157.50
009880	07/12/2010	DREAM BOOKS	100.00
009881	07/12/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	45.00
009882	07/19/2010	HOLLY CAPOZZI	10.00
009883	07/19/2010	KRISTINE MIKUS	117.00
009884	07/19/2010	ACTING EXPRESS	3,825.89
009885	07/19/2010	BILLY TEES	356.16
009886	07/19/2010	DREAM BOOKS	50.00
009887	07/19/2010	EDUCATION TO GO	4,038.00
009888	07/19/2010	KID'S GYM INC.	36.13
009889	07/19/2010	DAN MIKELS MEMORY SCHOOL	1,808.50
009890	07/23/2010	NANCY D'ALEO-RUSSEY	290.00
009891	07/23/2010	VALERIE GELLER	440.00
009892	07/23/2010	RANDELEIGH HARRIS	968.00
009893	07/23/2010	NANCY Y. LARRAGOITI	455.00
009894	07/23/2010	DAN MIKELS MEMORY SCHOOL	364.00
009895	07/23/2010	MOVIES BY KIDS, ORANGE COUNTY	7,560.00
009896	07/23/2010	NOESS LLC	2,831.00
009897	07/23/2010	IRMA SALAZAR	1,980.00
009898	07/23/2010	JAN WOOD	455.00
009899	07/30/2010	ACCE CONFERENCE REGISTRATION AMERICAN RIVER COLLEGE	60.00
009900	07/30/2010	ACTING EXPRESS	4,803.68
009901	07/30/2010	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	91.50
Unpaid Sales Tax			8.01
Expensed Amount			99.51
009902	07/30/2010	FARLA BINDER	157.20
009903	07/30/2010	CSNP, INC.	988.50
009904	07/30/2010	COHEN-NAGLESTAD ENTERPRISES LLC	50.00
009905	07/30/2010	NANCY D'ALEO-RUSSEY	896.00
009906	07/30/2010	DREAM BOOKS	50.00
009907	07/30/2010	KAYLAA FOX	1,282.50
009908	07/30/2010	RANDELEIGH HARRIS	1,276.00
009909	07/30/2010	NANCY Y. LARRAGOITI	203.00
009910	07/30/2010	MAD SCIENCE OF ORANGE COUNTY	5,940.00
009911	07/30/2010	NOESS LLC	1,028.00
009912	07/30/2010	RITZ-CARLTON, LAGUNA NIGUEL	2,457.67
009913	08/03/2010	ESTELLA GARRISON	40.00
009914	08/03/2010	MICHELLE BERGQUIST SMART BUSINESS RESULTS, INC.	1,023.00
009915	08/06/2010	ESTELLA GARRISON	89.48
009916	08/06/2010	FRANCES WENDY GREENSPAN ILLUSTRATING BY FRANCES W.	50.00
009917	08/06/2010	OFFICEMAX CONTRACT INC.	196.19
009918	08/06/2010	SADDLEBACK GOLF CARS, INC.	76.50
009919	08/06/2010	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	384.00
009920	08/06/2010	LINDA WOOD	55.44
009921	08/10/2010	ACCE ERICA LEBLANC, ACCE 2ND VP	60.00
Total			47 55,889.85

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

ESCAPE ONLINE  
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Checks Dated 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
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Includes checks for only Bank Account SC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
09	SC Community Education F	47	55,897.86
	Total		
	Less Unpaid Sales Tax Liability		8.01
	Net (Check Amount)		55,889.85

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 07/07/2010 through 08/10/2010

Board Meeting Date 08/30/10

Check Number	Check Date	Pay to the Order of	Check Amount
008739	07/12/2010	GATLIN EDUCATION SERVICES	1,595.00
008740	07/12/2010	POSTMASTER	5,732.21
008741	07/16/2010	CARRIE ZHAO	3.00
008742	07/16/2010	HOLLYWOOD FILM INSTITUTE	194.50
008743	07/16/2010	MAD SCIENCE OF ORANGE COUNTY	1,008.00
008744	07/16/2010	THE PM GROUP, INC.	1,660.62
008745	07/16/2010	MARK SEVI	150.00
008746	07/23/2010	POSTMASTER	30.00
Total			8 <u>10,373.33</u>

Includes checks for only Bank Account IVC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
07	IVC Community Education F	8	10,373.33
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		10,373.33

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

ESCAPE ONLINE  
Page 1 of 1

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Revolving Cash Fund Signatures

**ACTION:** Approval

---

**BACKGROUND**

Title 5 Section 59011 of the California Code of Regulations provides that the governing Board of any community college district may establish a revolving cash fund for the use of the chief business officer, and other designated officials, in securing or purchasing services and/or materials, and for otherwise authorized purposes, including prepayments and salary advances. The Board must adopt a resolution to establish the Revolving Cash Fund and to appoint the district officer(s) who shall serve as custodian(s) of the revolving fund and sign claims for its replenishment.

**STATUS**

The Board has established a revolving cash fund in the amount of Fifty Thousand and 00/100 Dollars (\$50,000). Due to changes in personnel, it is recommended that, effective September 1, 2010, Beth Mueller, District Director, Fiscal Services be the designated custodian and signatory for this fund and that Dixie Bullock, Acting Chancellor, and Dr. David Bugay, Acting Vice Chancellor, Business Services, be the designated alternate signatories.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 10-15 (EXHIBIT A & B) appointing Beth Mueller, District Director, Fiscal Services be the designated custodian and signatory for this fund and that Dixie Bullock, Acting Chancellor, and Dr. David Bugay, Acting Vice Chancellor, Business Services, as the designated alternate signatories of the revolving cash fund and authorize the signature of same on all claims for the replenishment of this fund.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
REVOLVING CASH FUND**

**RESOLUTION NO. 10-15**

August 30, 2010

WHEREAS, Title 5 Section 59011 of the California Code of Regulations provides that the Governing Board of any community college district may establish a Revolving Cash Fund;

WHEREAS, a Revolving Cash Fund has been established in the amount of Fifty Thousand and No/100 Dollars (\$50,000) for the efficient processing of day-to-day disbursements of an urgent or emergency nature;

NOW, THEREFORE, BE IT RESOLVED THAT, Beth Mueller, District Director, Fiscal Services be the designated custodian and signatory for this fund and that Dixie Bullock, Acting Chancellor, and Dr. David Bugay, Acting Vice Chancellor, Business Services, is required on all claims for the replenishment of said Fund.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

REVOLVING CASH FUND

**RESOLUTION NO. 10-15**

August 30, 2010

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Dixie Bullock, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on August 30, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1<sup>st</sup> day of September, 2010.

---

Dixie Bullock  
Secretary to the Board of Trustees

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

EXHIBIT B details all authorized designees by position to execute documents and contracts including a brief description of those items. The position of Vice Chancellor, Business Services has been revised to reflect a change in personnel and the District Director of Fiscal Services updated (EXHIBIT A).

**RECOMMENDATION**

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

**AUTHORIZATION OF SIGNATURES****SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT**

August 30, 2010

I, Dixie Bullock, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 30th day of August 2010 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Dixie Bullock		X	X	X	X	X
Robert S. Bramucci						X
David P. Bugay		X	X	X	X	X
Beth Mueller		X	X	X	X	X
Brandye D'Lena			X	X	X	X

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

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

Secretary \_\_\_\_\_

Dixie Bullock

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

POSITION

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

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Claim Against the District: Avery Investment Group, LLC  
**ACTION:** Approval

---

**BACKGROUND**

Avery Investment Group, LLC is claiming property damage as a result of negligent management, operation, control and maintenance of the property at Saddleback College.

**STATUS**

On July 28, 2010, Avery Investment Group, LLC and the Law Offices of Varner and Brandt filed a claim against South Orange County Community College District for damages.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees reject the claim of Avery Investment Group, LLC dated July 28, 2010 and refer it to the District's insurance administrator for processing.

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

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

**ACTION:** Approval

---

**BACKGROUND**

Education Code Section 72425 (c) 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**

Student Trustee Eve Shieh was absent from a Special Board Meeting August 4, 2010 due to academic commitments.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 10- 16 (Exhibit A) authorizing payment to Student Trustee Shieh who was unable to attend the Special Board meeting, as noted above, due to academic commitments.

*Item Submitted By: Dixie Bullock, Acting Chancellor*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

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

**RESOLUTION 10-16**

Section 72425 (c) 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 August 4, 2010, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Student Trustee Eve Shieh could not be present at the special meeting; and

WHEREAS, it was determined that Student Trustee Shieh's absence was due to academic commitments.

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Shieh shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on August 4, 2010.



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Trustees' Requests for Attending Conferences

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

Item Submitted By: *Dixie Bullock, Acting Chancellor*

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEES CURRENTLY REGISTERED
2020 Vision for Student Success International Workshop CCLC Hotel Solamar San Diego, CA	9/21/10 (0)	\$75	John Williams

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

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting 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**  
**August 30, 2010**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
15 Books	Dave Okamoto 411 Vista Flora Newport Beach, California 92660
2 Tickets to the Angels vs. Brewers	Josanna O'Neil-Tiettmeyer 24116 Bindrock Drive Lake Forest, California 92630
Coping Services	Copy4Less 4360 Campus Drive Newport Beach, California 92660
Various Miscellaneous Items	Stephen M. Rochford 11 Spicewood Way Irvine, California 92612
143 Used Study Scores 69 Used Music Books	Dr. Stephen M. Rochford 213 Sonoma Aisle Irvine, California 92618
Books	William Etter 19 Taggart Irvine, California 92603
Books	Bernadette Payan 12454 Red Hill Avenue Santa Ana, California 92705
3 Wine Tasting Certificates	PRP Wine International 2326 N. Batavia #106 Orange, California 92865
Family Portrait Sitting	Bradford Renaissance Portraits 2651 Irvine Avenue #152 Costa Mesa, California 92627
Ducks Signed Team Jersey	The Orange County Register 625 N. Grand Avenue Santa Ana, California 92703
6 Months of Cox Cable	Cox Communications 29947 Avenida de las Banderas Rancho Santa Margarita, California 92688
26" Flat Screen TV	Coast to Coast Business Equipment, Inc. & Julie Davis 8 Vanderbilt Irvine, California 92618

**DONATIONS**  
**August 30, 2010**

Family Studio Sitting	Photographic Images by Dwayne 22706 Aspan Street, Suite 501 Lake Forest, California 92630
Gondola Ride, Dinner and Wine	Brandman University 16355 Laguna Canyon Road Irvine, California 92618
4 Silk Flower Centerpieces	Mina Flower Design 1378 E. Edinger Avenue Santa Ana, California 92705
Mexican Dinner for 8 & Tequila Tasting	Tia Juana's 14988 Sand Canyon Avenue #4 Irvine, California 92618
Pizza for a Year	Lamppost Pizza 14450 Culver Drive Irvine, California 92618
Foot Exam and a Pair of Custom Made Shoes	Dr. Richard Moy 29300 Portola Parkway Lake Forest, California 92630
Magnum of Vintage	Wine Hoopes/Liparita Winery P.O. Box 3600 Yountville, California
Tour and Wine Tasting	J. Lohr 6169 Airport Road Paso Robles, California 93446
Wine Tasting for 16	PRP Wine International Inc. 2326 N. Balavia #106 Orange, California 92865
8 Bottle Wine Tasting	PRP Wine International Inc. 2326 N. Balavia #106 Orange, California 92865
Original Artwork	Crisynda Buss 25212 Spindlewood Laguna Niguel, California 92677
4 Charger Tickets	Candace Huie 3403 Moonlight Lane Corona, California 92881
Oak Creek Golf Club Preferred Membership	Oak Creek Golf Club 1 Golf Club Drive Irvine, California 92618

**DONATIONS**  
**August 30, 2010**

Laker Tickets	Gkkworks 2355 Main Street, Suite 220 Irvine, California
Harbor Cruise	Kathe and Harold Katz 602 36 <sup>th</sup> Street Newport Beach, California 92663
Picnic Basket with Goodies	IVC Classified Senate
4 Sea World Tickets	Sea World 1720 South Shores Road San Diego, California 92109
2 Concert Tickets	O.C. Pacific Symphony 3631 S. Harbor Boulevard, Suite 100 Santa Ana, California 92704
2 Night Stay with Breakfast	Doubletree Hotel Irvine Spectrum 90 Pacifica Irvine, California 92618
4 Angels Tickets	HBLA Certified Public Accountants, Inc. 19600 Fairchild, Suite 320 Irvine, California 92612
Newport Harbor Cruise	Robert W. King, CPA 1600 Dove Street, Suite 430 Newport Beach, California 92660
4 Diamond Club Tickets to Angels	Tait & Associates, Inc. 701 N. Park Center Drive Sant Ana, California 92705
Shaquille O'Neal Signed Jersey	Jesse Vendley 515 E. 88 <sup>th</sup> Apt. 3E New York, New York 10128
Magnum of Vintage Wine	Hoopes/Liparita Winery P.O. Box 3600 Yountville, California 94599
Anaheim Stadium Suite	Coast to Coast Business Equipment, Inc. & Julie Davis 8 Vanderbilt Irvine, California 92618
2 Roundtrip Airline Tickets	Bill Hewitt 24661 Via Carlos Laguna Niguel, California 92677
Oil Painting	Steve Wang 15452 Cherbourg Avenue Irvine, California 92604

**DONATIONS**  
**August 30, 2010**

Bronze Statue	Robert Clanton 46 Monserrat Foothill Ranch, California 92610
1 week Time Share Condo	Mary Aileen Matheis 73 Nighthawk Irvine, California 92604

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Samples	Transformations 34450 Via Verde Capistrano Beach, California 92624
Samples and Magazines	Kaiser Rifkers Design Group Unknown Address Lake Forest, California 92630
Samples	Swift Design Group 24952 Camberwell Street Laguna Hills, California 92653
Enlarger and related equipment	Ken Kinder 38 Camino Del Prado San Clemente, California 92673
Cannon Equipment	Cynthia Asher 1 Edgewood Court Aliso Viejo, California 92656
Cannon Equipment	Carey Hamel 1220 Limerick Drive Placentia, California 92670
Simulation Software	Ladera Medical 167 Meyer Corners Road Wappingers Falls, New York
Wire Cage	Ken Anderson 33811 Via Cascada San Juan Capistrano, California
Sewing Fabrics, Trims, Notions, etc.	Golden Rule Sewing Center 1191 St. Vincent Place Santa Ana, California 92705

**DONATIONS**  
**August 30, 2010**

Books	Century Products, Inc. 1921 Sampson Avenue #! Corona, California 92879
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**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: July/August 2010 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: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$76,700 for equipment, supplies and maintenance projects. During July/August 2010, the following contracts were reviewed and approved by the Deputy Chancellor, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

Joyce Inspections & Testing, Inc.  
Consultant Agreement for Inspector of Record Services for  
the Irvine Valley College PAC/PE Landscape project.

\$69,552.00

Gary Barnak  
Consultant Agreement to provide assistance in coordinating  
and conducting the 2010 National Teacher Training  
Workshop, manage all private industry projects relating to  
training, process, project, material or hardware consulting,  
manage and leverage programs with industry sponsors,  
partners, or related media outlets, coordinate and assist in  
attracting interest and assistance from industry leaders, key  
government and education personnel and other CIPs and  
assist internal staff in acquiring all necessary data as  
required for the submission of grant renewals and annual  
reports.

\$50,000.00

Richard D. Roth, Esq.  
Consultant Agreement to perform investigation services for  
the Human Resources Department.

\$40,000.00

Chevron Energy Solutions Company  
To replace micro-turbines with Turbocor chiller including a solar package.

Cox California Telcom, LLC  
Service Agreement for Cox Transparent LAN Service for ATEP. \$24,000.00

Cox California Telcom, LLC  
Service Agreement for Cox Optical Internet Service for ATEP. \$22,400.00

gkkworks  
Consultant Services Agreement to provide planning services for the Five Year Construction Plan. \$16,100.00

In-N-Out Burger  
Mobile Unit Agreement to provide cookout at an event at Irvine Valley College. \$13,398.00

XAP Corporation  
Institution Agreement to purchase and support an online admission application supplement for BOG Fee Waivers. \$8,832.00

Trustwave  
Addendum to renew contract to provide Compliance Validation Services to manage the overall compliance process. \$8,100.00

Career Builder.com  
Service Activation Agreement for city jobs listings for the Human Resources department. \$7,673.80

Ricoh Americas Corporation  
Order Agreement for copiers. \$7,169.19

PB Americas, Inc.  
Consultant Agreement for labor compliance programs for  
the I.T. Service Room renovations at Saddleback College.

PB Americas, Inc. \$4,930.00  
Consultant Agreement for labor compliance programs for  
the Fine Arts Repairs and New Exterior Finished at  
Saddleback College.

Market Based Solutions, Inc. \$6,455.00  
Agreement to Purchase SCAQMD emission credits for Year  
2010 at Irvine Valley College.

Keenan & Associates \$3,500.00  
Run-Off Claims Administration Agreement to provide  
administration services for Workers' Compensation claims.

Richard D. Roth, Esq. \$3,108.00  
Consultant Agreement Amendment No. 2 to increase  
contract total amount for the fiscal year 2009/2010.

3M Library Systems \$2,743.00  
Service Agreement Renewal to continue coverage of the  
3M Library Systems equipment at Saddleback College.

James Event Productions, Inc. \$580.69  
Service Agreement to provide snow cones at an event at  
Irvine Valley College.

James Event Productions, Inc. \$580.69  
Service Agreement to provide cotton candy at an event at  
Irvine Valley College.

Crean Lutheran South High School  
Educational Service Agreement to provide a variety of  
college courses.

Company to pay all  
direct costs to the  
college

Orange County Association of Realtors  
Facilities Rental Agreement for the use of the auditorium for  
night classes.

\$0.00

Newbeginnings, Inc.  
Amendment to the Food Services Agreement for  
Saddleback College to accept a one year renewal of Food  
Services Agreement previously board approved.

\$0.00

Placentia-Linda Hospital, Inc.  
Affiliation Agreement to provide clinical/internship training  
for the health sciences and human services programs at  
Saddleback College.

\$0.00

Newport Academy  
Affiliation Agreement to provide clinical/internship training  
for the health sciences and human services programs at  
Saddleback College.

\$0.00

Touchstones  
Affiliation Agreement to provide clinical/internship training  
for the health sciences and human services programs at  
Saddleback College.

\$0.00

Turning Point Treatment Center  
Affiliation Agreement to provide clinical/internship training  
for the health sciences and human services programs at  
Saddleback College.

\$0.00

QuickSort  
Assignment and Assumption to transfer all present and  
future rights, title and interest in to Pitney Bowes Presort  
Services, Inc. for Saddleback College.

\$0.00

QuickSort  
Assignment and Assumption to transfer all present and  
future rights, title and interest in to Pitney Bowes Presort  
Services, Inc. for Irvine Valley College.

\$0.00

QuickSort

Assignment and Assumption to transfer all present and future rights, title and interest in to Pitney Bowes Presort Services, Inc. for South Orange County Community College District.

**RECOMMENDATION**

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

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College and Irvine Valley College: Adoption of Final 2010-2011 Student Government Budgets

**ACTION:** **Approval**

---

### **BACKGROUND**

On July 28, 2010, the Board of Trustees approved the tentative Saddleback College Associated Student Government (ASG) and Associated Student Government of Irvine Valley College (ASIVC) budgets for the 2010-2011 academic year. Funding for the budgets is derived from the sale of student government activity stickers and stamps as well as bookstore and food service commissions. The budgets are established to fund student activities that are educational, social, and/or supportive of student clubs and co-curricular programs. In addition, the budgets provide funding for student scholarships.

### **STATUS**

The final Saddleback College ASG and ASIVC budgets for 2010-2011 are presented as Exhibits A and B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the 2010-2011 final student government budgets as presented in Exhibits A and B.

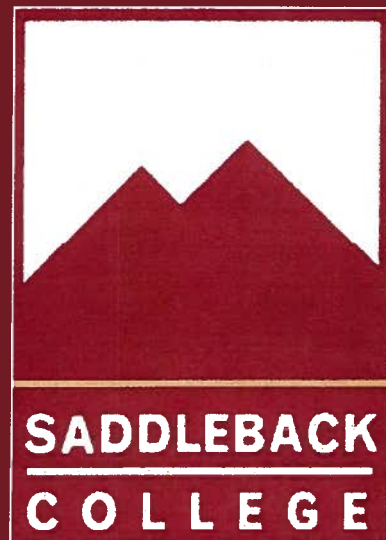
Item Submitted By: *Dr. Tod A. Burnett, and Dr. Glenn R. Roquemore, Presidents*



## **Exhibit A**

**Saddleback College Associated Student Government (ASG)  
Final Budget Presentation to the  
South Orange County Community College District  
Board of Trustees  
August 30, 2010**

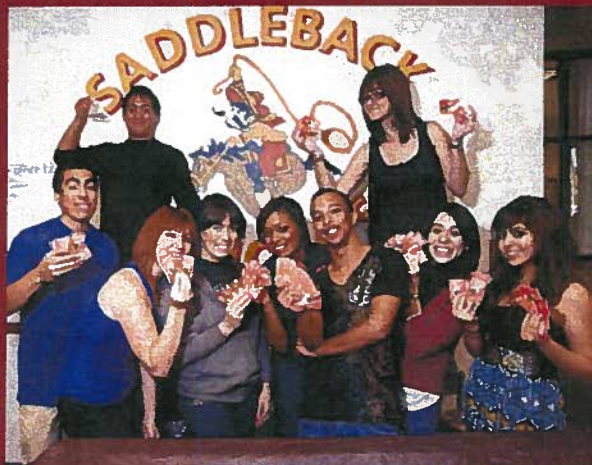
# **Saddleback College Associated Student Government Final Budget 2010-2011**





# Process

- Determination of the beginning balance
- Distribution of the beginning balance:
  - ASG Summer Budget Committee adds (by percentage) to scholarships, contingency/emergency reserve, and the allocation for anticipated mid-year requests
  - The Committee then grants the remaining additional funds to all initial awardees
- Final budget is ratified by the Summer Budget Committee



<b>Sources Of Funds</b>	
Beginning Fund Balance	<b>\$305,315</b>
Minimum Guaranteed Revenue	
Bookstore	615,000
Cafeteria/Coffee Carts	26,000
Food Vending	25,000
Minimum Guaranteed Revenue	<b>\$666,000</b>
ASB Activity Stamp Sales	<b>\$85,000</b>
<b>Total Sources of Funds</b>	<b>\$1,056,315</b>
<b>Uses of Funds</b>	
Division Grants/Allocations	\$716,739
ASG Operations	85,000
Contingency, Allocation for Anticipated Mid-Year Requests, Scholarships	254,576
<b>Total Uses of Funds</b>	<b>\$1,056,315</b>


# Contingency, Allocation for Anticipated Mid-Year Requests, and Scholarships


	Percentage	Amount
Contingency/Emergency Reserves (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	10.6%	\$100,552
Allocation for Anticipated Mid-Year Requests (ASG Bylaw Mandated Minimum of 5% of Total Projected Revenue)	5%	\$48,000
Scholarships & Awards (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	11%	\$105,024
<b>Total</b>		<b>\$254,576</b>




# Questions and Answers

Meet people. Get to know Your campus. Enjoy life.

 Join the 2010-2011  
**ASSOCIATED STUDENT GOVERNMENT**  
of Saddleback College.  
*Take the first step. Purchase your ASB stamp today!*



 Now take the next step. **Become a Member!\***  
**apply online or in person!**  
[www.saddleback.edu/asg](http://www.saddleback.edu/asg) Student Services Center, Room 211  
\*You must meet the minimum GPA requirements to be eligible for a position.

ASG is a registered service mark of the Associated Student Government of Saddleback College. All rights reserved. © 2010 ASG. All rights reserved.

**Exhibit B**

# **Irvine Valley College**

## **Associated Student Government**

### **Final Budget**

### **2010-2011**





# Highlights of Changes

- ◎ **Increase in Beginning Fund Balance**
- ◎ **Increases allocated to the following categories:**
  - **Campus Life**
  - **Co-curricular**
  - **Contingency, Mid-Year Requests, Scholarships**





<b>Sources of Funds</b>	
<b>Beginning Fund Balance</b>	<b>\$ 90,826</b>
<b>Minimum Guaranteed Revenue</b>	
<b>Bookstore</b>	<b>\$ 355,000</b>
<b>Cafeteria/Vending</b>	<b>25,000</b>
<b>Less College Assessments</b>	<b>-85,000</b>
<b>Minimum Guaranteed Revenue</b>	<b>\$ 295,000</b>
<b>ASB Activity Sticker Sales</b>	<b>45,000</b>
<b>Miscellaneous – Coke Commission, Bookstore, Cafeteria</b>	<b>100,587</b>
<b>Total Sources of Funds</b>	<b>\$ 531,413</b>
<b>Uses of Funds</b>	
<b>Campus Life</b>	<b>\$ 40,900</b>
<b>Co Curricular Programs</b>	<b>222,167</b>
<b>ASIVC Operations</b>	<b>15,950</b>
<b>Contingency, Mid-Year Requests, Scholarships</b>	<b>202,566</b>
<b>Student Support</b>	<b>49,830</b>
<b>Total Uses of Funds</b>	<b>\$ 531,413</b>



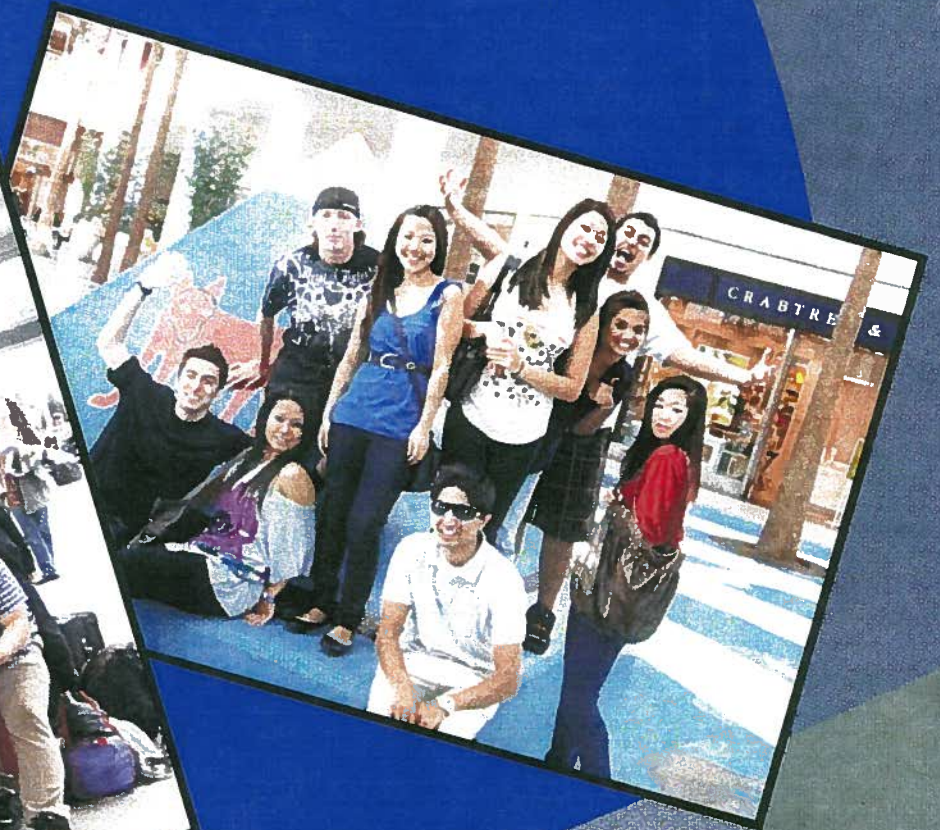
# Contingency, Mid-Year Requests, and Scholarships

	Percentage	Amount
Contingency/Emergency Reserves	10%	\$ 53,141
Allocation for Anticipated Mid-year Requests	13%	\$ 69,125
Scholarship/Osher	15%	\$ 80,000
Total		\$ 202,566





# Questions and Answers



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Adoption of the Final Budget for 2010-2011

**ACTION:** Approval

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 58305© requires that each September the Board of Trustees of each community college district shall adopt a final budget. Enclosed for approval is the proposed Final Budget for the 2010-2011 fiscal year. As required by Section 58301 of Title 5, this document has been available for public inspection at each college library.

**STATUS**

On June 28, 2010, the Board of Trustees approved a Tentative Budget for 2010-2011. Since that time, total unrestricted resources have increased from \$198,870,051 to \$204,318,837. The unrestricted General Fund ending balance on June 30, 2010 is \$26,842,817. The District Reserve for economic uncertainties has been set at 7.5%.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the 2010-2011 Final Budget as presented in the enclosure.





# **2010-2011 FINAL BUDGET**

August 30, 2010

# The District.....



The South Orange County Community College District is a multi-campus district encompassing Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Founded in 1967, the 382-square mile district covers almost 50 percent of Orange County and is governed by a seven-member elected Board of Trustees and a Chancellor.

Over the past three years the combined enrollment at the three campuses has increased almost 25%. Total headcount is now over 43,000 and full time equivalent students (FTES) number over 25,000. Online courses and certificate programs continues to increase and distance education enrollments account for more than 15% of FTES.

Construction and renovation initiatives continue at a brisk pace. Staff and programs moved into temporary space while the James B. Utt Library undergoes remodeling at Saddleback College. A new life sciences building is moving forward at Irvine Valley College.

The multi-year, multi-million dollar Student Information System technology project was completed on time and within budget. This award-winning enrollment software provides divisions and schools with more detailed and accurate data and decisions regarding course offering, cancellation, or contract offering.

As accredited institutions, the colleges complete an institutional self study cycle of evaluation every six years. In the 2010-11 academic year, the colleges will submit these studies and undergo site visits from visiting teams representing the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges.

Hundreds of students, faculty, staff, trustees and members of the community will take part in creating a new five year educational and facilities master plan for the district. The master planning effort will be greatly influenced by the college strategic plans and district wide strategic directions, developed with involvement of all constituent groups. Also, the colleges have prepared and prioritized lists of capital needs, both new and renovation, for the next 20 years with accompanying costs estimates.

*The South Orange County Community College District is fulfilling its vision to be an educational leader in a changing world and its mission to provide a dynamic learning environment and diverse opportunities to foster student success and contribute to the community.*

## STATE BUDGET FISCAL YEAR 2010-2011



The Governor released his May Revision on May 13th. It is now up to the Legislative Budget Committees of both houses to put forward their plans to cover the budget deficit to the Joint Budget Conference Committee. The deliberations of the Conference Committee may take two to four weeks, or more, to reconcile the differences. A 2/3 vote is required to pass the budget which will be extremely difficult. The Legislative Analyst Office has recommended the suspension of Proposition 98, reducing funding for Physical Education courses, and increasing student fees.

The most controversial proposal in the Governor's May Revision is (1) the elimination of the CalWORKS program which provides cash assistance and welfare-to-work services to low income families, and (2) state subsidized childcare services to working poor families.

Community College State Chancellor Jack Scott reported one effect of the budget problems is that in the academic year class sections were reduced by 6% throughout California. This means 140,000 community college students were unable to enroll in any classes.

Some of the highlights of the current proposals from the Governor which relate to community colleges are:

- A negative COLA of -.38%
- 2.2% growth funds

Chancellor Bullock has reviewed the final budget and it is balanced as is required by law. It is consistent with the Board of Trustees' budget guidelines that are contained in this document.

*David Bugay, Ph.D.*

*Acting Vice Chancellor of Business Services  
South Orange County Community College District*

# **BUDGET DEVELOPMENT GUIDELINES**

*Revised for 2010-2011 Budget*

## **Board Philosophy:**

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources
2. Promote financial strength and stability
3. Maximize educational opportunities for students

## **Participatory Governance:**

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the final budget.

## **Guiding Principles:**

The following guiding principles are provided to District Resources Allocation Council (DRAC) and the college budget committees for use when recommendations are made about the budget.

### **1. Reserve for Economic Uncertainties**

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

### **2. Future Long Term Debt Issues**

No additional COP, or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues
- b. A dedicated revenue stream has been identified for the payments for the new issue

The Board has identified this principle as having a very high priority.

### **3. Retirement Incentives**

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive.

### **4. Area/College Allocations**

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services shall monitor the college budgets to ensure there are no negative balances.

**5. Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses, such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

**6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans**

To be compliant with GASB 43 and 45, an irrevocable trust was formed in 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. This trust was established and the Keenan Futuris Public Entity Investment Trust Program was selected to organize the structure and operations of the trust. Benefit Trust Company was selected to manage the funds in the trust. An actuarial study is conducted every two years to update the District's OPEB (other post employment benefits) liability.

**7. Basic Aid**

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes such as to cover some of the unfunded obligation for the retiree benefit plans
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability

**8. One-time Cost Savings**

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

**9. Full Time Equivalent Student Targets**

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community
- b. The percentage of growth allocation in the state apportionment formula
- c. The FTES generated in the most recent academic year
- d. The number of FTES the college administration realistically believes can be generated

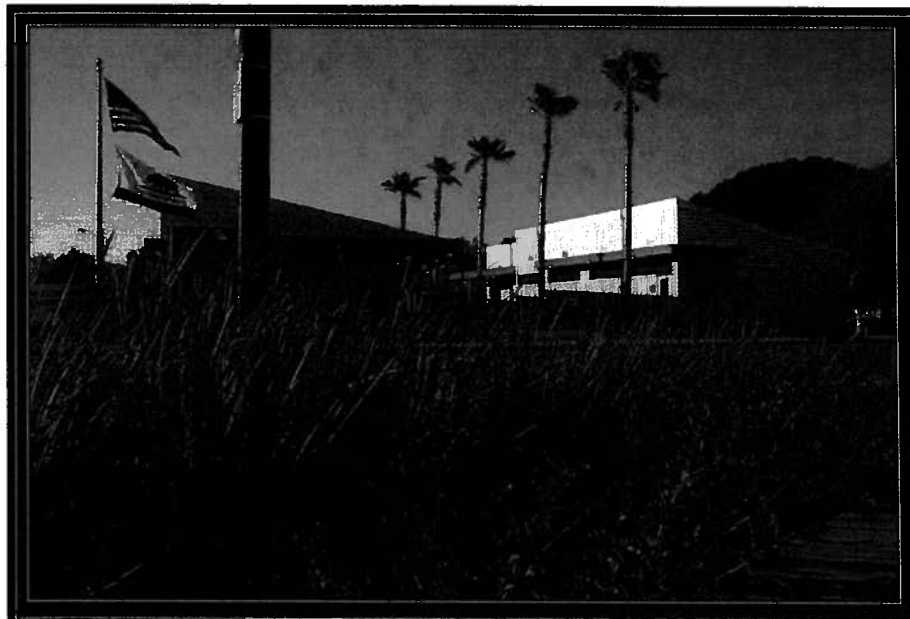
**10. Funding for Growth**

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the SB 361 allocation formula.

**ADVANCED TECHNOLOGY AND EDUCATION PARK**



The Advanced Technology & Education Park (ATEP) in Tustin is the newest campus of the South Orange County Community College District. Advanced technology, workforce development and career technical education are the major focus areas. Credit classes are offered through Saddleback College and Irvine Valley College in design model making, rapid prototyping, rapid digital manufacturing, and some general education. ATEP has grown not-for-credit workforce training in optics, photonics, environmental compliance, organizational leadership, and other advanced technology areas. Dr. Randy Peebles, Provost, oversees the ATEP campus and future development efforts with support of an academic dean, two managers, staff, and faculty. Plans for an expansion to 28 acres have been approved and architectural planning is under way for future development that will serve the needs of the economy and regional community.





## *Irvine Valley College Budget Message*



Irvine Valley College (IVC) is pleased to present to the Board of Trustees and the Chancellor a balanced 2010-2011 Final Budget. It is the philosophy of IVC to establish a budget in a transparent and collaborative manner, and the current Budget is a product of an open dialogue of all college constituent groups and dedicated staff.

The total unrestricted General Fund budget determined through the District Resource Allocation Council (DRAC) is \$46.5 million. This represents a 5.0 percent increase in the ongoing base compared to 2009-2010, due primarily to enrollment growth. Of the total budget, \$41.5 million, or 89 percent, has been committed to salaries and benefits, with the remainder allocated to operating and other non-personnel expenditures.

The college has fully integrated its strategic planning into the budget development and revenue allocation processes. The fourth year of the strategic planning has rendered objectives and strategies worth over \$1.2 million focusing primarily on personnel resources needed in the areas of facilities and maintenance, library, information technology and classroom support. The increased demand on staffing is due to the enrollment growth the college has been experiencing. Given the limited amount of ongoing resources available to the college, IVC is planning to establish only the most critical positions needed to maintain an effective delivery of instruction, student support and operations.

The Budget funds eleven new full-time instructors joining IVC this fall. This would allow the college to maintain its high level of instruction in light of the number of retirements that took place in 2009-2010. This would also allow the college to maintain its compliance with the 50 percent law.

The College has identified over \$1 million for capital outlay projects to be completed during the year. The support for these vital projects came from a combination of one-time unrestricted and restricted funds earmarked in the final Budget. The College has an extensive list of larger capital outlay and scheduled maintenance projects that remain largely unfunded. These projects are linked to the College's Facilities Master Plan and are based on the educational needs of the institution. Lastly, the unrestricted General Fund Budget includes a reserve of \$400,000 for economic uncertainties.

Categorical projects have been budgeted in accordance with the most up-to-date information available from the state and federal granting agencies. Using unrestricted funds, the College has backfilled some \$500,000 in categorical cuts over the period of two years primarily in the area of staffing. The College remains committed to protecting the vital services it provides to its various student cohorts in order to address their unique needs.

IVC is thankful to the Board of Trustees and the Chancellor for their support of the college and the students during these challenging economic times. The college stays committed to its mission to foster student success and contribute to the community and these projects would go a long way in assisting the College with its mission.

---

*Dr. Glenn Roquemore, President, Irvine Valley College*  
*Davit Khachatryan, Director of College Fiscal Services*

## **Saddleback College Budget Message**



Saddleback College's income projections for the Final Budget include growth of 2.2% and a Cost of Living Adjustment (COLA) reduction of (0.38%). These simulations are in accordance with the Governor's May budget proposal, and at the time of submittal of the Final Budget the State has not finalized its budget. This small growth increase combined with a reduction in COLA follows two years of no growth and zero COLA. Meanwhile during this period, enrollments have increased with full time equivalent students (FTES) increasing approximately 10% while expenditures have increased for step and column, COLA, fringe benefits, and health and welfare. This combination of limited revenue growth and expenditure increases has resulted in the college having to make difficult choices.

One underfunded need requiring serious attention is the district's 20 Year Capital and Scheduled Maintenance plan which addresses college scheduled maintenance, renovation, and new capital projects. For Saddleback College this plan totals \$276 million for scheduled maintenance needs alone, and represents \$33.1 million for maintenance backlog, \$70.3 million for deferred renovation projects, and \$172.7 million for scheduled maintenance. This plan calls for a scheduled maintenance allocation of \$7,281,750 in 2010-2011, which represents approximately 9.4% of the college's ongoing income. Considering 88% of ongoing income is committed to salaries and benefits alone, the college cannot fund such a large amount from its operating budget.

For Saddleback College, the 20 Year Capital and Scheduled Maintenance plan includes maintenance backlog, deferred renovation and scheduled maintenance that have not been addressed for various reasons. Saddleback College has many ageing buildings with structural problems, while State funding for scheduled maintenance projects has declined steadily during the last decade, and has now been eliminated. Meanwhile Saddleback College has received limited support from basic to address these needs. The college cannot maintain a standard scheduled maintenance plan until the maintenance backlog and deferred renovations have been alleviated. The college already budgets approximately \$2 million each year for emergency and unexpected facility repairs. The college has placed high importance on facility issues and has struggled to carve out funding from operational budgets to address facility issues.

The college, in collaboration with the District, must address this serious problem. If this problem is not resolved college facilities will continue to deteriorate, and maintenance costs will increase exponentially. The college is also concerned that if attention is not given to expanding, repairing and renovating facilities for instruction, the college's growth will be constrained and its ability to provide world class education and training will be severely impacted. Currently college facilities are at maximum capacity, and funding for the new science building has not yet been obtained, even though this building has been a top priority for the college for several years.

The Final Budget also includes allocations for equipment (\$1.3 million), technology (\$1.06 million), backfill for categorical programs (\$738 thousand), emergency and unexpected facility repairs (\$2 million), and funds for strategic plan initiatives. Ongoing income is insufficient to fund these items; therefore, prior year ending balances have been allocated for this purpose.

Over the past 18 months, the college has carefully examined its programs, processes and procedures to identify ways to achieve operating efficiencies. This effort has provided significant cost savings and more efficient delivery of services, but these efforts are not sufficient to satisfy the college's unfunded needs going forward.

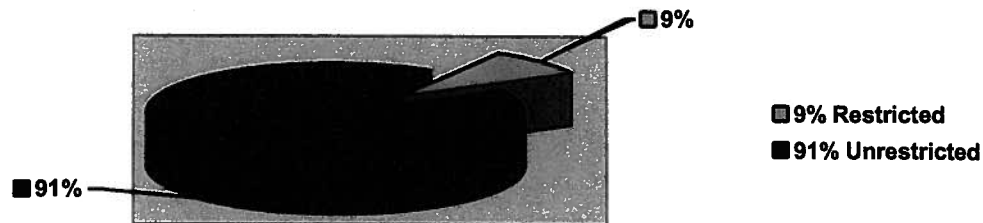
Although the college has funding needs and challenges, the Final Budget submitted to the Board of Trustees for approval is a balanced budget; however, the college has been unable to fully fund plans, particularly in the area of facilities. College faculty, staff and administrators remain committed to providing outstanding education, training, and support for all of our students, in particular during these difficult economic times when our programs and services are in even greater demand.

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*Tod A. Burnett, Ed.D, President, Saddleback College*  
*Carol Hilton, Director of College Fiscal Services*

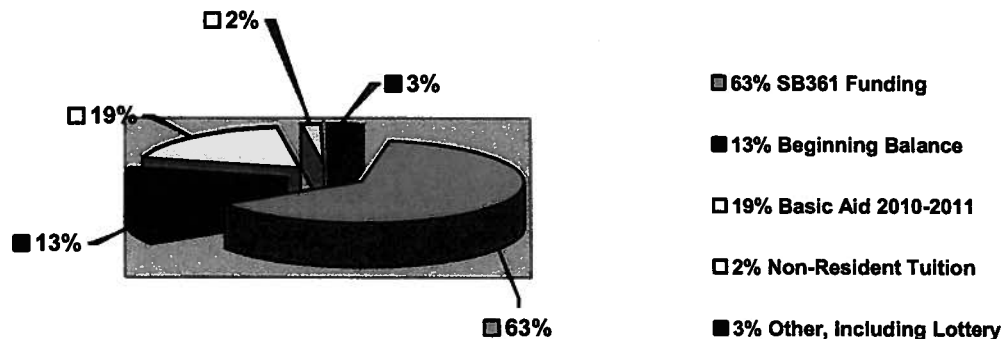
## THE GENERAL FUND REVENUE

The general fund consists of accounts that are not required to be recorded in a separate fund. There are two segments of the general fund: "Unrestricted" and "Restricted".



### Unrestricted

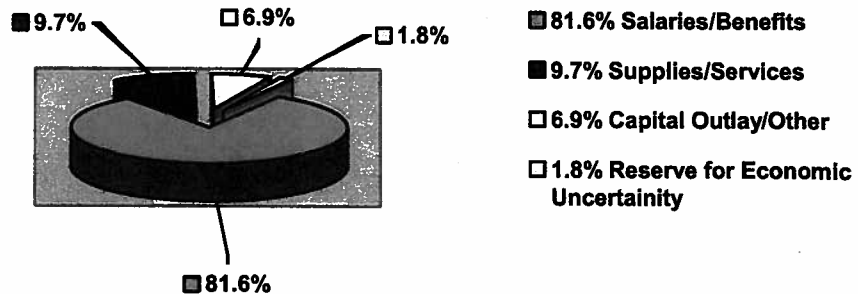
The largest segment of the fund is the *unrestricted portion*, approximately \$204.3 million (91% of the activity); it accounts for resources for the general purpose programs of the District. Of the resources, 63% comes from a state-developed funding formula established by SB361, which includes state apportionment. The total amount received from State Apportionment funding (SB361) is determined by the State Budget Act and is distributed to the 72 community college districts by formulas developed by the California Community College Chancellor's Office. Apportionment recognizes changes in the Cost-Of-Living-Adjustment (COLA) and student enrollment growth and/or decline. The District will not receive state apportionment funding because local property taxes and student enrollment fees exceed the calculation entitlement. The remaining part of the unrestricted resources comes from 2010-2011 Basic Aid (19%), Non-Resident Tuition (2%), and other sources, including Lottery (3%). The Beginning Balance, carried forward from the prior year is 13% of available unrestricted funds.



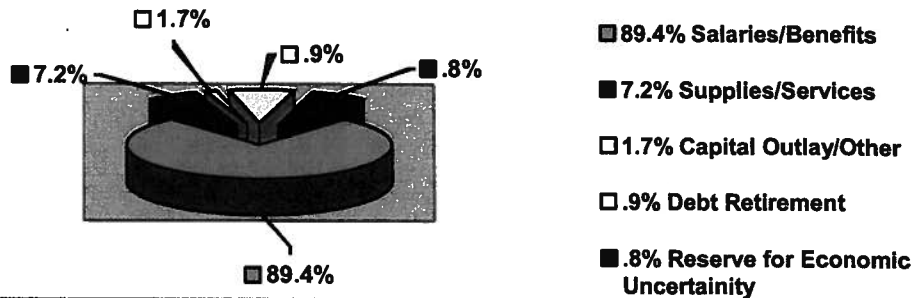
## **General Fund Unrestricted Operating Expenditures**

Most of the expenditures in the regular college operating budgets are for employee salaries/benefits as seen below. Saddleback College salaries and benefits equal 81.6% of their operating budget and Irvine Valley College equals 89.4% of its operating budget.

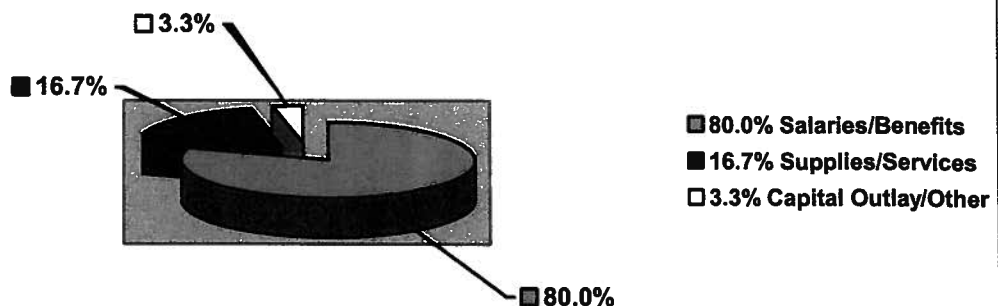
### **Saddleback College**



### **Irvine Valley College**



### **District Services**



### **Restricted**

The other segment is the *restricted (categorical aid) portion*, approximately \$20 million (9% of the general fund activity); this accounts for federal, state, and local money that must be spent for a specific purpose by law or agreement. Examples of these programs, which mostly are services targeted for specific population groups, are: Perkins Title I-C and Title II Tech Prep, Matriculation, Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), and Cooperative Agencies Resources for Education (CARE).

## **NOTEWORTHY GENERAL FUND ASSUMPTIONS**

- Employee movement on the salary schedule (step and column increases) is included for employee groups.
- A 1% salary increase is included for classified staff in accordance with the CSEA contract for the period of July 1, 2008 – June 30, 2011.
- No salary increases are included for Administrators, Managers, Faculty or POA.
- The budgeted cost increase for Employee Benefits including PPO medical insurance, HMO medical insurance, dental insurance, vision insurance and Medicare COB is estimated at 4.6%.
- Workers Compensation insurance is budgeted at 1.73%
- The Unemployment Insurance rate for 2010-2011 increased to .72% from .30% in 2009-2010.
- The Public Employees Retirement System contribution rate for 2010-2011 increased to 10.707% from 9.709% in 2009-2010.
- The State Teachers Retirement System contribution rate for 2010-2011 will remain at 8.25%.
- The property and liability coverage decreased 12% over 2009-2010 amounts.
- A transfer of \$8,000,000 is included to cover the annual accrual for current employees' future retirement benefits and the unfunded liability stated in the June 2010 actuarial study.

- The General Expense Accounts include the following budgeted amounts:

Offsite Technology Security	\$ 115,000
Credit Card Service Fees	\$ 400,000
District Office Facilities and Maintenance	\$ 300,000
Discrimination/Harassment Investigation Services	\$ 50,000
Faculty Job Fair	\$ 25,520
Financial Audit	\$ 130,000
L.T. Priority Projects	\$ 450,000
Labor Contract Negotiators	\$ 75,000
Legal Advertising	\$ 15,000
Legal Fees	\$ 400,000
Personnel Advertising	\$ 104,000
Phone System Maintenance Agreement	\$ 190,000
Property & Liability Insurance	\$ 900,000
Sabbatical Bond Payments	\$ 18,000
Safety Compliance Cost	\$ 15,000
Taxpayer Relief Act Compliance	\$ 39,500
<b>TOTAL GENERAL EXPENSE ACCOUNTS</b>	<b>\$3,227,020</b>
District Office Facilities and Maintenance	\$ <300,000>
<b>ADJUSTED GENERAL EXPENSE ACCOUNTS</b>	<b>\$2,927,020</b>

- The 2010-2011 Final Budget includes interfund transfers as follows:

From Unrestricted General Fund:	To Other Funds:				
	Child Development	Capital Outlay	Self Insurance	Retiree Benefits	Total
Irvine Valley College	\$234,000				\$234,000
Saddleback College	\$250,000	\$150,000			\$400,000
District Service			\$250,000		\$250,000
One Time Revenue Including Basic Aid		\$27,991,530		\$8,000,000	\$35,991,530
<b>Sub-Total Unrestricted General Fund</b>	<b>\$484,000</b>	<b>\$28,141,530</b>	<b>\$250,000</b>	<b>\$8,000,000</b>	<b>\$36,875,530</b>

## **FISCAL STABILITY AND RESERVE FOR ECONOMIC UNCERTAINTIES**

Reserve funds are an important solvency safeguard. Examples of needs for the Reserve for Economic Uncertainties are revenue shortfalls, unexpected repairs, and enrollment declines.

The 2010-2011 Final Budget includes a reserve of 7.5% of unrestricted funds.

## **BASIC AID STATUS**

A "basic aid" district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for apportionment. The District began its status as a basic aid district in the 1999-2000 fiscal year and has received basic aid funds as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
1999 – 2000	\$ 5,676,800
2000 – 2001	\$ 9,192,300
2001 – 2002	\$ 13,719,277
2002 – 2003	\$ 18,419,919
2003 – 2004	\$ 27,356,952
2004 – 2005	\$ 40,162,878
2005 – 2006	\$ 46,899,203
2006 – 2007	\$ 52,896,017
2007 – 2008	\$ 50,692,873
2008 – 2009	\$ 51,179,365
2009 – 2010	\$ 39,022,021

The District estimates that receipts for 2010-2011 and future years to be as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2010 - 2011	\$38,984,025
2011 - 2012	\$39,538,907
2012 - 2013	\$38,545,185
2013 - 2014	\$37,493,544

The assumptions used to estimate basic aid funds in future years are, for the 2010-2011 fiscal year, SB361 funding COLA is estimated at -.38%, growth at 2.2% and enrollments fees at \$26 per unit. For the following three years, apportionment COLA is estimated at 1% and growth is estimated at 2%.

For the 2010-2011 fiscal year, secured taxes are estimated to decrease 1%. For the following three years, secured taxes are estimated to increase 2% and unsecured homeowners and supplemental taxes are estimated to remain constant.

The schedule below shows basic aid funds and projects that are included in the 2010-2011 fiscal year Final Budget:



<b>2010-2011 FISCAL YEAR</b>	
Balance at July 1, 2010	\$ 5,700,866
Receipts 2010-2011 Fiscal Year	\$ 38,984,025
<b>Total Available 2010-2011 Fiscal Year</b>	<b>\$ 44,684,891</b>
<b>BUDGETED PROJECTS</b>	
2010-2011 Retiree Benefit Expenses	\$ 8,000,000
Funding for Future Building Projects	\$ 33,692,396
Trustee Elections	\$ 892,495
ATEP - Operating Budget	\$ 2,100,000
<b>TOTAL APPROVED AND BUDGETED PROJECTS</b>	<b>\$ 44,684,891</b>

The following projects were previously approved by the Board of Trustees and are in various stages of completion:

Special Trustee Election	\$ 1,874,192
College Retiree Benefit Liability Contribution	\$ 35,417,938
College/District Contributions for Debt Retirement	\$ 4,380,701
Scheduled Maintenance Project	\$ 5,000,000
Allocation for Salary Schedule Restructure	\$ 4,245,000
Technology Needs for IVC, SC & District	\$ 19,367,618
ATEP - Operating Budget	\$ 1,303,957
ATEP - Utilities	\$ 1,000,000
ATEP - Negotiations	\$ 4,750,000
ATEP - Demolition	\$ 7,000,000
ATEP - Staffing, Equipment and Program Development	\$ 4,000,000
ATEP - Development	\$ 3,750,000
ATEP - Renovation	\$ 15,034,576
ATEP - Parking Lot Renovation	\$ 950,000
Certificate of Participation Debt Retirement	\$ 34,400,000
Campus Appearance	\$ 1,000,000
College Science Equipment & TV Studio Updates	\$ 1,000,000
College Sports Facilities	\$ 1,713,310
College Instructional Equipment Allocation	\$ 1,392,000
IVC - Business & Technology Innovation Center	\$ 12,882,000
IVC - Design and Install Entrance from Barranca	\$ 2,850,000
IVC - Floor Repairs	\$ 58,340
IVC - Life Sciences Project	\$ 17,410,000
IVC - Lot Expansion and Phase 1 of Lot 6	\$ 1,476,759
IVC - Maintenance and Police Facility	\$ 4,553,656
IVC - Modular Building	\$ 370,000
IVC - Modular Building Replacement (CEC)	\$ 197,402
IVC - Landscaping (PAC & BSTIC)	\$ 1,796,000
IVC - Performing Arts Center	\$ 17,006,209
IVC - A300 Remodel	\$ 2,481,000



IVC - Utility Service	\$ 416,000
IVC - Remove/Relocate Police/Maintenance & A500	\$ 484,122
IVC - Science Lab Addition and Remodel	\$ 6,980,000
IVC - Early College Program	\$ 60,000
IVC - Fine Arts Building	\$ 4,652,000
IVC - Replace Main Water Valves	\$ 275,000
IVC - Replace Natural Gas Piping A&B Quads	\$ 230,000
IVC - Replace Exterior A100, A200, A300, A400	\$ 400,000
IVC - SSC HVAC System, B100	\$ 800,000
SC - Building Repairs-Math, Science Engineering Building Soil & Slab Repairs	\$ 2,337,000
SC - Plaza Repairs-Math, Science Engineering Building	\$ 5,081,000
SC - Building Repairs-TAS Building	\$ 1,956,000
SC - Building Repairs-Library Remodel	\$ 20,141,000
SC - Demolition of Lower Campus Buildings	\$ 1,719,000
SC - Golf Driving Range Net Replacement	\$ 300,000
SC - Health Science/District Office Building	\$ 15,251,655
SC - Hire Consultant for Parking/Traffic Study	\$ 48,500
SC - McKinney Theater Lighting and Sound Systems Upgrade	\$ 1,335,000
SC - Mold Abatement and Air Quality Improvements	\$ 8,724,200
SC - New Sciences Building	\$ 3,867,000
SC - Science/Applied Science Building	\$ 14,850
SC - McKinney Theater Restroom Remodel	\$ 2,542,000
SC - Temporary Classroom Facilities	\$ 7,269,285
SC - Demolition and Upper Quad Remodel	\$ 1,000,000
SC - Village Remodel	\$ 4,130,000
SC - Loop Road	\$ 3,442,000
SC - M/S/E/ Renovation	\$ 2,608,344
SC - Village Expansion	\$ 3,942,000
SC - M/S/E Building Ventilation System	\$ 5,000,000
SC - Bridge Replacement	\$ 1,700,000
SC - Pool Deck Replacement	\$ 1,500,000
SC - Roof Replace TAS, Village Building 3 - 8	\$ 1,500,000
SOCCCD - Additional 1% Contingency	\$ 1,278,101
SOCCCD - District Wide Telephone System	\$ 4,499,498
SOCCCD - Student Information System Upgrade - Phase I	\$14,102,260
SOCCCD - Replace Human Resources and Budget Development Systems	\$ 897,740
SOCCCD - Fiscal and HR Systems Replacement	\$ 27,500
SOCCCD - Hire Consultant for District Education and Facilities Master Plan	\$ 735,010
SOCCCD - HR Recruitment Work Plan	\$ 85,911
SOCCCD - Legislative Advocacy Services - Basic Aid	\$ 210,000
SOCCCD - Enrollment Management Marketing, Outreach and Recruitment Efforts	\$ 329,830
SOCCCD - IT Projects	\$ 7,976,770
SOCCCD - Legal Defense for Invocation Complaint	\$ 2,000,000
<b>TOTAL PROJECTS FUNDED WITH BASIC AID FUNDS</b>	<b>\$360,509,234</b>

## SUMMARY OF GENERAL FUND BUDGET ALLOCATIONS

	* Unrestricted	*Restricted	Total
Saddleback College	\$ 87,435,992	\$13,121,153	\$100,557,145
Irvine Valley College	\$ 46,524,053	\$ 6,104,101	\$ 52,628,154
ATEP Operating & Capital Project	\$ 6,523,117	\$ 251,080	\$ 6,774,197
District Services	\$ 13,697,326	\$ 325,622	\$ 14,022,948
General Expense	\$ 2,927,020		\$ 2,927,020
Part-Time Faculty Parity Funds		\$ 509,463	\$ 509,463
Basic Aid Funds			
- Retirement Benefits	\$ 8,000,000		\$ 8,000,000
- Capital Outlay Projects	\$ 27,991,530		\$ 27,991,530
- Other Basic Aid Expenses	\$ 953,001		\$ 953,001
Reserves for Economic Uncertainties	\$ 10,266,798		\$ 10,266,798
<b>TOTALS</b>	<b>\$204,318,837</b>	<b>\$ 20,311,419</b>	<b>\$224,630,256</b>

\* See pages 18 through 21 (Total of Revenue and Ending Balance for each budget location)

## OTHER FUNDS

### Community Education Fund (Fund #07 and Fund #09)

Both colleges provide community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum; the instruction is consistent with the primary mission of the District. The activities of these programs at Irvine Valley College are accounted for in Fund #07 and at Saddleback College in Fund #09.

### Child Development Fund (Fund #12)

The District operates child development programs at both colleges for the benefit of children aged 2-1/2 to 5 years. Services are provided to students and the community on a fee basis. Irvine Valley College provides \$234,000 of support from the unrestricted general fund, and Saddleback College provides \$250,000. The child development program is not charged for administration or operations.

### Capital Outlay Projects Fund (Fund #40)

The District maintains the capital outlay projects fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources; i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, Americans with Disabilities Act, and district funded projects. On the following page is a schedule of planned projects.

## CAPITAL OUTLAY PROJECTS

Project Description	% Basic Aid	% State	Project Cost	Cumulative Expenses at June 30, 2010	2010-2011 Final Budget
<b>BASIC AID</b>					
IVC Replace Main Water Valves	100%	0%	\$275,000	\$6,835	\$268,965
IVC Replace Main Gas Piping	100%	0%	\$230,000	\$3,088	\$226,912
IVC Repair Brick Facades	100%	0%	\$400,000	-	\$400,000
IVC SSC HVAC	100%	0%	\$800,000	\$1,346	\$798,654
IVC Landscaping (PAC & BTIC)	100%	0%	\$1,796,000	\$185,493	\$1,690,507
IVC-Utility Service Project	100%	0%	\$416,000	\$346,223	\$69,777
SC-Building Repairs-TAS Building	100%	0%	\$1,956,000	\$153,423	\$1,802,577
SC-Building Repairs - Math, Science Engineering Bldg.	100%	0%	\$2,337,000	\$128,710	\$2,208,290
IVC-Fine Arts	100%	0%	\$4,652,000	\$61,278	\$4,590,722
SC-Science Building (M/S/E annex)	100%	0%	\$3,867,000	\$29,595	\$3,837,405
SC Village Expansion	100%	0%	\$3,942,000	\$3,405,705	\$536,295
IT-SC/IVC/ATEP	100%	0%	\$7,976,770	\$2,906,089	\$5,070,681
SC-Hire Consultant for Parking/Traffic Study	100%	0%	\$48,500	\$24,250	\$24,250
Dist Ed & Facilities Master Plan	100%	0%	\$735,010	\$370,010	\$365,000
SC-Temporary Classroom Facilities	100%	0%	\$7,269,285	\$7,177,117	\$92,168
College Scheduled Maintenance (Includes College Match)	100%	0%	\$5,000,000	\$4,511,854	\$488,146
Replace Student Information System	100%	0%	\$14,102,260	\$14,031,285	\$70,975
IVC-Science Lab Addition	100%	0%	\$6,980,000	\$4,760,460	\$2,219,540
IVC-A-300 Building Remodel	100%	0%	\$2,481,000	\$1,901,922	\$579,078
SC-McKinney Theater Restroom Remodel	100%	0%	\$2,542,000	\$2,364,431	\$177,569
ATEP-Utilities for Hangar and Chapel	100%	0%	\$1,000,000	-	\$1,000,000
ATEP-Negotiations (Includes Local Revenue)	100%	0%	\$4,825,000	\$2,572,209	\$2,252,791
ATEP-Development	100%	0%	\$3,750,000	\$2,357,482	\$1,392,518
ATEP Parking Lot Renovation	100%	0%	\$950,000	\$176,205	\$773,795
Campus Appearance	100%	0%	\$1,000,000	\$594,149	\$405,851
SC Bridge Replacement	100%	0%	\$1,700,000	\$2,693	\$1,697,307
Technology Needs for IVC, SC, ATEP & District	100%	0%	\$11,648,415	\$10,229,409	\$1,419,006
SC M/S/E HVAC	100%	0%	\$5,000,000	-	\$5,000,000
SC Pool Deck	100%	0%	\$1,500,000	\$23	\$1,499,977
SC Roof Replacement	100%	0%	\$1,500,000	\$166,833	\$1,333,167
SC-M/S/E Plaza Repair	100%	0%	\$5,081,000	\$69,288	\$5,011,712
SC-Loop Road	100%	0%	\$3,442,000	\$5,740	\$3,436,260
SC-Renovate Math, Science, & engineering Bldg	100%	0%	\$2,608,344	\$39,000	\$2,569,344
SC-Golf Driving Range Net Replacement	100%	0%	\$300,000	\$101,800	\$198,200
SC-Building Repairs-Library Remodel (Includes State Funds \$15.7mil)*	24%	76%	\$20,542,000	\$1,623,514	\$32,190,486
IVC-Business & Technology Innovation Center (Includes State Funds \$12.7mil)*	44%	56%	\$22,893,000	\$21,083,699	\$4,509,301
IVC-Design and Install Entrance from Barranca	100%	0%	\$2,850,000	\$51,526	\$2,798,474
IVC-Life Sciences Project (Includes State Funds \$17.4mil)	50%	50%	\$34,787,000	\$875,136	\$17,800,864
SC-Demolition and Upper Quad Remodel	100%	0%	\$1,000,455	-	\$1,000,455
ATEP-Renovation	100%	0%	\$15,478,252	\$8,190,173	\$7,288,077
ATEP-Demolition	100%	0%	\$7,000,000	\$73,885	\$6,926,115
SC-Village Remodel	100%	0%	\$4,130,000	\$3,571,149	\$558,851
Reserve for Future Capital Outlay Projects			-	-	\$33,692,396

<b>LOCAL</b>			
District Wide Video Conferencing	100%		\$450,276
Relocatable Building	100%		\$5,000
SC-Future Parking Lot Projects	100%		\$620,906
SC-Future Capital Outlay Projects	100%		\$6,436,181
District-Future Capital Outlay Projects		-	\$12,830,764
Redevelopment Funds Reserved for Future Capital Projects (Cities of Lake Forest, Mission Viejo, MCAS Tustin, Orange County NDAPP, Irvine, Santa Ana, San Clemente, San Juan Capistrano)		-	\$8,335,020
<b>Total Fund 40</b>		<b>\$220,791,291</b>	<b>\$94,072,229</b>
			<b>\$188,950,605</b>

#### **Self-Insurance Fund (Fund #68)**

The self-insurance fund is used to account for the activities of the District's self-funded programs for property/liability and workers' compensation programs.

#### **Retiree Benefit Fund (Fund #71)**

The District pays premiums for health care coverage for retirees according to Board policies and contract agreements with employee groups. The Retiree Benefit Fund is used to pay premiums. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.

A May 2010 actuarial study updated the status of the District's irrevocable trust and determined an unfunded liability of \$4,939,234 for retiree medical, dental, vision, and Medicare benefits plans. The study provides two estimates: 1) the annual accrual to cover the value of benefits "earned" in the current year for existing employees when they retire and 2) the total projected benefits accrual for employees' past service. The estimate for current year cost is \$2,582,983. The District's actuarial accrued liability for past service is estimated at \$61,189,900. An irrevocable trust was established in 2007-2008 to fund the OPEB obligation in accordance with GASB 43 and 45.

For 2010-2011 a transfer of \$8,000,000 of Basic Aid Funds will be used to pay the current year's annual accrual and fund the new liability.

#### **Retiree OPEB Trust Fund (Fund #72)**

The Retiree OPEB Trust Fund is used to account for the activities of the District's irrevocable trust. It was established for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees (and former employees) and their eligible dependents for medical, dental, and vision upon retirement. The District's OPEB liability was updated in May 2010 with the completion of a required actuarial study. The study is an estimate of future costs.

## **BUDGET**

The Final Budget for all district funds is summarized on the following pages.

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*Dr. David Bugay, Acting Vice Chancellor of Business Services*

*Beth Mueller, District Director of Fiscal Services*

*Prepared by: Cheryl Clavel, Executive Assistant*



### Revenues, Expenditures and Change in Fund Balance

18



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
FINAL BUDGET - FISCAL YEAR 2010-2011**

Revenues, Expenditures and Change in Fund Balance

**GENERAL FUND**

		ATEP			Total General Fund						
		General Fund	General Fund	Total	General Expense	One Time Rev. Incl. Basic Aid	One Time Rev. Incl. Basic Aid	General Fund	General Fund	Total	
		Unrestricted	Restricted		Unrestricted	Unrestricted	Restricted	Unrestricted	Restricted		
<b>SOURCES OF FUNDS</b>											
BEGINNING FUND BALANCE:	9712	4,412,119	\$ 8,489	\$ 4,420,608	\$	\$ 11,107,293	\$	\$ 26,842,817	\$ 5,666,723	\$ 32,509,540	
REVENUES:											
SB361 Revenue	Various	-	\$ -	-	\$ 2,927,020	\$ (779,989)	\$ -	\$ 128,497,217	\$ -	\$ 128,497,217	
Basic Aid		2,100,000	-	2,100,000	-	36,884,025	-	38,984,025	-	38,984,025	
Federal Sources	8100-8199	-	-	-	-	-	-	-	2,564,525	2,564,525	
Other State Sources	8600-8699	-	220,000	220,000	-	-	509,463	3,059,079	8,329,942	11,389,021	
Other Local Sources	8800-8899	10,998	22,591	33,589	-	-	-	6,935,699	3,750,229	10,685,928	
Total Revenue		2,110,998	\$ 242,591	\$ 2,353,589	\$ 2,927,020	\$ 36,104,036	\$ 509,463	\$ 177,476,020	\$ 14,644,696	\$ 192,120,716	
RESTRICTED BASIC AID											
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-	-	-	-	
<b>TOTAL SOURCES OF FUNDS</b>											
		<b>6,523,117</b>	<b>\$ 251,080</b>	<b>\$ 6,774,197</b>	<b>\$ 2,927,020</b>	<b>\$ 47,211,329</b>	<b>\$ 509,463</b>	<b>\$ 204,318,837</b>	<b>\$ 20,311,419</b>	<b>\$ 224,630,256</b>	
<b>USES OF FUNDS</b>											
EXPENDITURES:											
Academic Salaries	1000-1999	1,526,380	-	1,526,380	-	-	443,079	60,750,756	3,178,360	63,929,116	
Other Staff Salaries	2000-2999	677,078	145,138	822,216	-	-	-	35,173,893	5,125,947	40,299,840	
Employee Benefits	3000-3999	449,655	63,524	513,179	-	-	66,384	30,594,576	2,184,155	32,778,731	
Supplies & Materials	4000-4999	132,828	3,290	136,118	-	-	-	3,398,143	2,498,408	5,896,551	
Services & Other Operating	5000-5999	1,425,223	35,128	1,460,351	2,677,020	953,001	-	15,904,549	4,527,743	20,432,292	
Capital Outlay	6000-6999	2,311,953	4,000	2,315,953	250,000	-	-	9,089,350	2,505,400	11,594,750	
Payments to Students	7500-7699	-	-	-	-	-	-	-	141,406	141,406	
Total Expenditures		6,523,117	251,080	6,774,197	2,927,020	953,001	509,463	154,911,267	20,161,419	175,072,686	
OTHER FINANCING USES:											
Transfers Out	7300-7400	-	-	-	-	-	-	734,000	150,000	884,000	
Basic Aid Transfers Out		-	-	-	-	35,991,530	-	35,991,530	-	35,991,530	
Debt Service	7100-7199	-	-	-	-	-	-	425,000	-	425,000	
Total Other Sources (Uses)		-	-	-	-	35,991,530	-	37,150,530	150,000	37,300,530	
<b>TOTAL USES OF FUNDS</b>											
		<b>6,523,117</b>	<b>251,080</b>	<b>6,774,197</b>	<b>2,927,020</b>	<b>36,944,531</b>	<b>509,463</b>	<b>192,061,797</b>	<b>20,311,419</b>	<b>212,373,216</b>	
<b>ENDING FUND BALANCE</b>											
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,266,798</b>	<b>-</b>	<b>12,257,040</b>	<b>-</b>	<b>12,257,040</b>	
COMPONENTS OF ENDING BALANCE:											
Restricted Balance		-	-	-	-	-	-	-	-	-	
Economic Uncertainties		-	-	-	-	10,266,798	-	12,257,040	-	12,257,040	
<b>20 Nondesignated Ending Fund Balance</b>											
		<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
FINAL BUDGET - FISCAL YEAR 2010-2011**

Revenues, Expenditures and Change in Fund Balance

		Community Education Fund			Child Development Fund					
		Saddleback College (09)	Irvine Valley College (07)	Total	Saddleback College Unrestricted	Saddleback College Restricted (12)	Total	Irvine Valley College Unrestricted	Irvine Valley College Restricted (12)	Total
<b>SOURCES OF FUNDS</b>										
BEGINNING FUND BALANCE:	9712	\$ 902,663	\$ (188,319)	\$ 714,344	\$ 218,248	\$ -	\$ 218,248	\$ 82,139	\$ -	\$ 82,139
REVENUES:										
SB361 Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-	-	-	-	-
Other State Sources	8600-8699	-	-	-	-	-	-	-	-	-
Other Local Sources	8800-8899	933,329	901,050	1,834,379	543,551	10,000	553,551	835,567	7,125	842,692
Total Revenue		\$ 933,329	\$ 901,050	\$ 1,834,379	\$ 543,551	\$ 10,000	\$ 553,551	\$ 835,567	\$ 7,125	\$ 842,692
RESTRICTED BASIC AID		-	-	-	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	-	250,000	-	250,000	234,000	-	234,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 1,835,992</b>	<b>\$ 712,731</b>	<b>\$ 2,548,723</b>	<b>\$ 1,011,799</b>	<b>\$ 10,000</b>	<b>\$ 1,021,799</b>	<b>\$ 1,151,706</b>	<b>\$ 7,125</b>	<b>\$ 1,158,831</b>
<b>USES OF FUNDS</b>										
EXPENDITURES:										
Academic Salaries	1000-1999	-	-	-	-	200	200	-	-	-
Other Staff Salaries	2000-2999	489,619	157,040	646,659	638,545	-	638,545	785,854	-	785,854
Employee Benefits	3000-3999	85,311	34,631	119,942	222,613	-	222,613	218,559	-	218,559
Supplies & Materials	4000-4999	45,973	20,217	66,190	25,164	2,717	27,881	45,400	-	45,400
Services & Other Operating	5000-5999	611,089	458,659	1,069,748	4,425	746	5,171	101,893	-	101,893
Capital Outlay	6000-6999	604,000	42,184	646,184	121,052	-	121,052	-	-	-
Payments to Students	7500-7699	-	-	-	-	6,337	6,337	-	7,125	7,125
Total Expenditures		1,835,992	712,731	2,548,723	1,011,799	10,000	1,021,799	1,151,706	7,125	1,158,831
OTHER FINANCING USES:										
Transfers Out	7300-7400	-	-	-	-	-	-	-	-	-
Basic Aid Transfers Out		-	-	-	-	-	-	-	-	-
Debt Service	7100-7199	-	-	-	-	-	-	-	-	-
Total Other Sources (Uses)		-	-	-	-	-	-	-	-	-
<b>TOTAL USES OF FUNDS</b>		<b>1,835,992</b>	<b>712,731</b>	<b>2,548,723</b>	<b>1,011,799</b>	<b>10,000</b>	<b>1,021,799</b>	<b>1,151,706</b>	<b>7,125</b>	<b>1,158,831</b>
<b>ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
COMPONENTS OF ENDING BALANCE:										
Restricted Balance		-	-	-	-	-	-	-	-	-
Economic Uncertainties		-	-	-	-	-	-	-	-	-
Nondesignated Ending Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Authorization for District Institutional Memberships 2010/11

**ACTION:** Approval

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**BACKGROUND**

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships submitted by District Services and the colleges. At the July 26, 2010, the Board authorized institutional memberships for 2010/11 except for membership by Irvine Valley College and Saddleback College in the Academic Senate for California Community Colleges. The Board of Trustees asked that additional information on this membership be presented at the August Board meeting for further consideration.

**STATUS**

The Colleges have prepared a report outlining information on and benefits of institutional membership in the Academic Senate for California Community Colleges for 2010/11. EXHIBIT A and EXHIBIT B are provided for review by the Board of Trustees.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the 2010/11 memberships and estimated dues for organizations represented in EXHIBIT A.

Jul-10

SADDLEBACK COLLEGE MEMBERSHIPS  
2010/11

		January-10	July-10	Difference
OFFICE OF THE ACADEMIC SENATE (23)				
23	Academic Senate for California Community Colleges	3,831.60	3,831.60	0.00
	SUBTOTAL	3,831.60	3,831.60	0.00
	TOTAL SADDLEBACK COLLEGE MEMBERSHIPS	\$3,831.60	\$3,831.60	\$0.00

\* Changes from January 2010 list.

Jul-10

IRVINE VALLEY COLLEGE MEMBERSHIPS  
2010/11

	January-10	July-10	Difference
OFFICE OF THE ACADEMIC SENATE (23)			
* 23 <i>Academic Senate for California Community Colleges</i>	<u>1,500.00</u>	<u>1,850.00</u>	<u>350.00</u>
SUBTOTAL	<u>1,500.00</u>	<u>1,850.00</u>	<u>350.00</u>
TOTAL IRVINE VALLEY COLLEGE MEMBERSHIPS	\$ 1,500.00	\$ 1,850.00	\$ 350.00

\* Changes from January 2010

# Academic Senate 2010-2011

Irvine Valley College, 5500 Irvine Center Drive, Irvine, CA 92620 (949) 451-5408  
asenate@ivc.edu

RE: ASCCC Membership  
Date: 23 August 2010

The mission of the *Academic Senate for California Community Colleges* is to foster effective participation in all statewide and local academic and professional matters. The ASCCC<sup>1</sup> provides local senate leadership the necessary resources to facilitate their work, and assists local faculty in the development of policies that will better serve California students.

Working through local academic senates, the ASCCC provides institutional support and guidance in areas such as articulation and career pathways, basic skills initiatives, curriculum advancement, competency standards, SLO development, and accreditation. In addition, the ASCCC hosts professional events in educational leadership and teaching excellence to ensure the continued success of our California community college system.

The ASCCC's long and respected reputation in academic governance and professional matters has made it the primary organization of professional membership for academic senates across the state, currently boasting a 100% membership of all 112 California community college academic senates (including El Camino College Compton Center). On behalf of these members, the ASCCC collaborates with other statewide

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<sup>1</sup> ASCCC is the acronym for the Academic Senate California Community Colleges

*IVC Academic Senate*

8/22/10

organizations to establish effective relationships and secure beneficial outcomes.

It is the opinion of the Irvine Valley College Academic Senate that continued membership in the ASCCC is not only essential, but also crucial as we complete our Accreditation Self-Study, prepare for the October 2010 Accreditation Team site visit, and develop our institution's *2011 Educational and Facilities Master Plan*.

To perhaps deny our long-standing professional ASCCC membership without articulated rationale or thoughtful discourse would be imprudent and may prove harmful in this articulation year.

The IVC Academic Senate requests that the SOCCCD Board of Trustees approve the funds necessary for continued IVC Academic Senate membership in the Academic Senate for California Community Colleges.

Respectfully,

Dr. Lisa Davis Allen

President, IVC Academic Senate

## Academic Senate for California Community College (ASCCC)

- Represent faculty and insure a formal, effective procedure for participating in the formation of statewide policies.
- Develop and promote implementation of policies at the state level:
  - Serve on Chancellor's and other statewide committees, advisory councils, or task forces.
  - Publish and disseminate adopted resolutions.
  - Provide legislative testimony.
- Strengthen local academic senates by offering technical assistance in the following:

- Accreditation Institute

For example, the 2010 Accreditation Institute focused on the core elements and issues that need to be addressed as the college undertakes the self-study process. The Institute covered examples of robust program reviews and program review processes and budget and planning processes that reflect assessment of student learning and program review; how these issues and concerns become part of the four standards; and what it takes to reach the proficiency level regarding Student Learning Outcomes on the Accrediting Commission for Community and Junior Colleges Rubric by 2012.

- Curriculum Institute

The Curriculum Institute is intended for faculty, particularly curriculum chairs and chief instructional officers, involved in new program development, program revision, or technology curriculum development. Faculty attending the Institute learn good curriculum committee practices; write integrated course outlines; receive special assistance from curriculum specialists, and learn other useful skills involved in developing curriculum at the community colleges.

- Faculty Leadership Institute for local senate leaders

Designed for current and aspiring faculty leaders at community colleges, the Faculty Leadership Institute offers workshops dedicated to issues involved in running effective senates, faculty hiring, budget planning, technical assistance, and other relevant issues facing the California community colleges faculty.

- Plenary Sessions

Academic Senate organizes biannual Plenary Sessions every year where local senate leaders get together to discuss the important issues in California community college system, participate in breakouts, elect the new Executive board, and vote on resolutions which are forwarded to the State Chancellor's Office and the California Board of Governors for final disposition.

- o Student Learning Outcomes (SLO) and Assessment Institute

The SLO and Assessment Institute will provide two tracks addressing: 1) training for new SLO coordinators and programs and 2) topics for experienced SLO coordinators with growing programs on their campuses.

- o Teaching Institute

The Teaching Institute changes its focus every year. This year, the focus was on equity and diversity in the areas of campus climate, hiring practices, effective teaching and global citizenry.

- o Vocational Education Leadership Institute

The Vocational Leadership Institute will be held in conjunction with the American Association of Community College Workforce Development Institute in 2011. This partnership will provide vocational education leaders with an opportunity to hear national speakers and network with colleagues across the United States.

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Five Year Construction Plan  
**ACTION:** Approval

---

### **BACKGROUND**

Each year the District is required to submit a Five Year Construction Plan to the state chancellor's office. The basis for this submittal is the District's order of priority and schedule of funds as identified in the 2006 Educational and Facilities Master Plan.

Concurrent with the Five Year Construction Plan, we also submit our Initial and Final Project Proposals (IPP and FPP). Last year's approved FPPs are stalled at the Department of Finance and have not yet been released for funding. The state has shifted the planned project start dates from December 2010 to September 2011.

The five year construction plan, the IPP and the FPP documents are all due to the State Chancellor's office in early September 2010.

### **STATUS**

The proposed order of priorities, EXHIBIT A, follows the guidelines of the District's 2006 Facilities Master Plan and is an update of last year's Board approved priorities with changes highlighted. The colleges have participated in developing the priorities and staff combined priorities into a comprehensive district plan to portray current and future projects.

Staff met with Saddleback College to confirm that the re-submittal for their FPP for the Math/Science/Engineering project is consistent with today's needs. All programs will remain as previously submitted. The IPP submittal portion will include a re-submittal of Saddleback College's New Gateway Building (previously named Admissions and Records) and a new submittal of Irvine Valley College's Library Annex Project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the District's Order of Priority for the Five Year Construction Plan.



Five Year Plan  
South Orange County Community College District  
8-30-2010

Exhibit A

Old Priority	New Priority	Project Title	Campus	Occupy Date	Status
13	19	NEW LOOP ROAD AND COLLEGE DRIVE IMPROVEMENTS	Saddleback College	2015-2016	Locally Funded/Future Project
22	20	REMODEL B-100 AND B-300	Irvine Valley College	2016-2017	Locally Funded/Future Project
24	-	REMODEL A-300 FOR CLASSROOMS	Irvine Valley College	2015-2016	Locally Funded/Future Project
25	21	ATEP- UTILITIES FOR HANGAR & CHAPEL BUILDINGS	Irvine Valley College	2015-2016	Locally Funded/Future Project
26	22	CENTRAL PLANT REPAIR	Saddleback College	2015-2016	Locally Funded/Future Project
23	23	STADIUM AND SOCCER FIELDS	Saddleback College	2016-2017	Locally Funded/Future Project
30	24	STUDENT SERVICES ANNEX	Irvine Valley College	2015-2016	Locally Funded/Future Project
31	25	STUDENT SERVICES SECONDARY EFFECTS	Irvine Valley College	2016/2017	Locally Funded/Future Project
32	-	TENNIS COURT RELOCATION	Saddleback College	2015-2016	Locally Funded/Future Project
33	26	NEW TRANSPORTATION BUILDING AND YARD	Saddleback College	2015-2016	Locally Funded/Future Project
34	27	RENOVATE MCKINNEY THEATER	Saddleback College	2017-2018	Locally Funded/Future Project
35	28	COMPLETE BASEBALL STADIUM	Irvine Valley College	2016-2017	Locally Funded/Future Project
36	29	FINE ARTS ADDITION AND AMPHITHEATER	Saddleback College	2015-2016	Locally Funded/Future Project

Five Year Plan  
South Orange County Community College District  
8-30-2010

Exhibit A

Old Priority	New Priority	Project Title	Campus	Occupy Date	Status
5	1	JAMES B. UTT LIBRARY RENOVATION	Saddleback College	2010-2011	Funded
7	2	LIFE SCIENCES BUILDING	Irvine Valley College	2011-2012	Funded
8	3	SCIENCES BUILDING	Saddleback College	2014-2015	FPP-Approved
16	4	ATEP- DEMOLITION OF SELECTED BUILDINGS	Irvine Valley College	2010-2011	Locally Funded/Future Project
9	5	REMODEL A-400 FOR CLASSROOM	Irvine Valley College	2012-2013	Locally Funded/Future Project
11	6	BARRANCA ENTRANCE	Irvine Valley College	2012-2013	Locally Funded/Future Project
17	7	UPPER QUAD MASTER PLAN IMPLEMENTATION	Saddleback College	2011-2012	Locally Funded/Future Project
12	8	FINE ARTS BUILDING	Irvine Valley College	2014-2015	FPP-Approved
15	9	REPAIR & REMODEL M/S/E BUILDING	Saddleback College	2014-2015	FPP-Preparing
-	10	CAMPUS VILLAGE INTERIM OFFLINE	Saddleback College	2015-2016	Locally Funded/Future Project
10	11	REPAIR PLAZA BETWEEN M/S/E AND LIBRARY	Saddleback College	2015-2016	Locally Funded/Future Project
27	12	A-200 MODERNIZATION/ REMODEL	Irvine Valley College	2014-2015	Locally Funded/Future Project
18	13	GATEWAY (Admissions and Records) BUILDING	Saddleback College	2015-2016	IPP-Preparing
21	14	LIBRARY ANNEX	Irvine Valley College	2015-2016	IPP-Preparing
28	15	REMODEL SWING SPACE FOR TAS	Saddleback College	2012-2013	Locally Funded/Future Project
29	16	REPAIR TAS BUILDING	Saddleback College	2013-2014	Locally Funded/Future Project
19	17	ADD/ REMODEL CAMPUS ENTRANCES & BUS STOP	Irvine Valley College	2011-2012	Locally Funded/Future Project
20	18	STUDENT SERVICES SECONDARY EFFECTS	Saddleback College	2016-2017	Locally Funded/Future Project

EXHIBIT A  
Page 1 of 2

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Irvine Valley College: Landscaping Project; Award of Bid No. 300  
**ACTION:** Approval

---

**BACKGROUND**

On August 31, 2009, and May 24, 2010, the Board of Trustees approved funding from basic aid for the Irvine Valley College Landscaping Project.

**STATUS**

On June 24, 2010, and July 1, 2010, Bid No. 300, Irvine Valley College Landscape Project, was advertised. Seventeen contracting firms joined the District for the pre-bid walk. Five contractors provided bids to the District on August 3, 2010. The lowest bid meeting all specification requirements was submitted by Belaire-West Landscape, Inc. in the amount of \$850,000, EXHIBIT A. They also provided an amount of \$350,000 for the three additive alternates.

Staff has reviewed the bids and recommends approval of the base bid and the additive alternates for a total project award of \$1,200,000.

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 300, Irvine Valley College Landscape Project to Belaire-West Landscape, Inc., in the amount of \$1,200,000 and approve the Agreement, EXHIBIT B.

**BID NO. 300  
GREAT LAWN PROJECT  
IRVINE VALLEY COLLEGE  
AUGUST 30, 2010**

<b><u>CONTRACTORS</u></b>	<b><u>** BASE BID AMOUNT</u></b>
<b>BELAIRE-WEST LANDSCAPE INC. Buena Park, CA</b>	<b>* \$ 850,000.00</b>
<b>ENVIRONMENTAL CONST., INC. Woodland Hills, CA</b>	<b>924,093.00</b>
<b>DIVERSIFIED LANDSCAPE MGMT., INC. Mission Viejo, CA</b>	<b>938,777.00</b>
<b>CAVECCHIE ENGINEERING &amp; CONSTR. CO. Los Alamitos, CA</b>	<b>1,077,196.00</b>
<b>MSH CONSTRUCTION CO., INC. Huntington Beach, CA</b>	<b>1,142,394.00</b>

**\* RECOMMENDED AWARD**

**\*\* INCLUDES \$50,000 ALLOWANCE**

**AGREEMENT - BID NO. 300, GREAT LAWN PROJECT, IVC**

THIS AGREEMENT, dated the 31<sup>st</sup> day of August, 2010, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Belaire-West Landscape Inc., 7371 Walnut Ave., Buena Park, CA 90620, 714/523-9200, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Great Lawn Project at Irvine Valley College, according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of:

Base bid is \$800,000 plus award of Alternates 1, 2, and 3 and the allowance for a total amount of \$1,200,000.

4. The work shall be commenced on or before the fifth (5) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within One Hundred Eighty (180) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. **Termination for Cause or Non-appropriation.** In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

**Termination for Convenience.** DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. **Hold Harmless and Indemnification.** To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, Construction Manager, Architect, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;

- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

#### **Waiver of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

#### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall



receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Jan Strviksma, whose title is President, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

CONTRACTOR

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

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** ATEP: Agreement for Real Estate Services

**ACTION:** Approval

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### **BACKGROUND**

ATEP Concept Plan 3A includes 305,000 square feet of educational space. It is intended to be used for programs offered by Irvine Valley College, Saddleback College and other institutions of higher learning that offer programs to expand opportunities for district students. In addition to the benefit of offering programs that complement those of our colleges, part of the cost of development can be provided by other institutions in the form of ground lease building or lease payments. For several years, district staff has made efforts to reach out to over 100 local, national, and international colleges and universities. These efforts led to a number of discussions with other institutions, but did not result in agreements. Construction activities may commence soon. It is believed that assistance from a professional real estate brokerage firm, with established national higher education experience and contacts, would benefit the District.

### **STATUS**

District staff, assisted by our development partner Hudson Capital, has reviewed the services of firms that could fit the needs of this project. Included in desirable qualifications is an established national organization that works with higher education. Two firms were identified for final consideration and were interviewed by Hudson Capital consultants along with our former Deputy Chancellor, Vice Chancellor of Human Resources, IVC President, ATEP Provost and legal counsel for this project. The two firms are CB Richard Ellis, Inc. and Cushman & Wakefield. Both firms are excellent, but the unanimous choice of the committee was CB Richard Ellis, Inc. The term of the agreement, (Exhibit A) is through January 31, 2013 with the option to renew for two (2) successive twelve (12) month periods on the same terms and conditions. The firm's commission, as outlined in the agreement, is based on several varying factors and a percentage of the rental amount.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with CB Richard Ellis, Inc. for real estate brokerage services for the ATEP project.



## EXCLUSIVE LEASING LISTING AGREEMENT

CB RICHARD ELLIS, INC.  
 BROKERAGE AND MANAGEMENT  
 LICENSED REAL ESTATE BROKER  
 Lic. 00409987

1. In consideration of the listing for lease of the real property hereinafter described (the "Property") by CB RICHARD ELLIS, INC., a Delaware corporation ("Broker"), and Broker's agreement to use its best efforts to effect a lease or leases of same, South Orange County Community College District ("Owner") hereby grants to Broker the exclusive right to negotiate a lease or leases of the Property for the period commencing as of the date of execution of this Listing Agreement by Owner (as set forth below) and ending January 31, 2013 (the "Term"). This Listing Agreement shall automatically renew for two (2) successive twelve (12) month periods on the same terms and conditions. Subject to the following paragraph, this Listing Agreement shall be automatically extended for each successive period unless either party notifies the other of its intention not to renew prior to the commencement of the succeeding renewal period. The lease(s) shall be on terms acceptable to Owner.

Owner shall have the right to terminate this Listing Agreement, with or without cause, upon thirty (30) days prior written notice, subject to paragraph 3 and payment within thirty (30) days of any commission(s) due Broker. In the event Owner exercises its right to terminate this Listing Agreement, then Owner shall reimburse Broker for all reasonable out-of-pocket marketing costs incurred up to date of termination, but in no event in excess of \$50,000. In the event that Broker has received aggregate commissions pursuant to this Listing Agreement in excess of \$250,000, then no such reimbursement shall be due. Upon reimbursement of said marketing costs (if applicable), Owner shall receive assignment by Broker of all collateral/marketing materials. All collateral/marketing materials shall be approved by Owner prior to distribution.

The Property is situated in the City of Tustin, County of Orange, State of California as depicted in Exhibit A and is defined as ATEP Phase 3A. On or about April 22, 2004, Owner and the City of Tustin ("City") entered into that certain Agreement between the City of Tustin and the South Orange County Community College District for Conveyance of a Portion of MCAS, Tustin and Establishment of an Advanced Technology Educational Campus (the "Conveyance Agreement"), a copy of which has been provided to Broker. As set forth in the Conveyance Agreement, the Property consists of a portion (the "Fee Portion") which is owned by Owner in fee, and a portion (the "Leased Portion") which is subleased by Owner from City. The line that separates the Fee Portion from the Leased Portion is identified on Exhibit A attached hereto as the "LIFOC Boundary."

2. Owner agrees to pay Broker a commission in accordance with Broker's Schedule of Lease Commissions (the "Schedule"), a copy of which is executed by Owner, attached hereto and hereby made a part hereof. This commission shall be earned for services rendered if, during the Term: (a) the Property is leased to a tenant procured by Broker, Owner or anyone else; or (b) any contract for the lease of the Property is entered into by Owner other than a financing lease or a lease to an entity or foundation controlled by Owner. Broker is authorized to cooperate with other licensed real estate brokers, regardless of whether said brokers represent prospective tenants or act as Broker's subagents. In no event shall a commission be payable to Broker until approval of the identity of the lessee by City is obtained as required under the Conveyance Agreement (as the same may be amended from time to time).
3. Owner further agrees to pay Broker a commission in accordance with the Schedule, if, within one hundred twenty (120) calendar days after the expiration or termination of the Term the Property is leased to, or negotiations continue, resume or commence and thereafter continue leading to the execution of a lease with any person or entity (including his/her/its successors, assigns or affiliates) with whom Broker has negotiated (either directly or through another broker or agent) or to whom the Property has been submitted prior to the expiration or termination of the Term. Broker is authorized to continue negotiations with such persons or entities. Broker agrees to submit a list of such persons or entities to Owner not later than fifteen (15) calendar days following the expiration or termination of the Term, provided, however, that if a written offer has been submitted by Broker during the prior one hundred twenty (120) day period, it shall not be necessary to include the offeror's name on the list. Broker's failure to timely submit such list shall be deemed to be an acknowledgment by Broker that there are no such persons or entities.

4. For purposes of this Listing Agreement and the Schedule, the "Listing Team" shall consist of those individuals set forth on Exhibit B attached hereto. Any changes to the Listing Team shall be subject to Owner's prior approval, which shall not be unreasonably withheld.
5. Broker shall submit to Owner for its prior approval any proposed advertising or other collateral material (including written or electronic materials and web sites) concerning the Property, which approval shall not be unreasonably withheld.
6. Intentionally deleted.
7. (a) The following language is required to be included in this Listing Agreement pursuant to the Conveyance Agreement: *There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land that is the subject matter hereof, nor shall the transferee itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants or vendees of the land.*

(b) The following provisions are required to be included in this Agreement pursuant to the Sublease between Owner and City concerning the Leased Portion:

**A. Equal Opportunity. Broker agrees as follows:**

1. Broker will not discriminate against any employee of Broker or applicant for employment because of race, color, religion, sex, or national origin. The employees of Broker shall be treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training, including apprenticeship. Broker agrees to post in conspicuous places, setting forth the provisions of this nondiscrimination clause.
2. Broker will, in all solicitations or advertisements for employees placed by or on behalf of Broker, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. Broker will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, advising the labor union or worker's representative of Broker's commitments under this Equal Opportunity Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. Broker will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor of the United States of America.
5. Broker will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor or pursuant thereto, and will permit access to its books, records, and accounts by the government and the Secretary of Labor for purposes of investigating to ascertain compliance with such rules, regulations, and orders.
6. In the event of Broker's noncompliance with the Equal Opportunity Clause of this Agreement or with any said rules, regulations, or orders, this Agreement may be canceled, terminated or suspended in whole or in part and Development Manager may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. Broker will include the above provisions in every sublease or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, so that such provisions will be binding upon each sublessee or vendor. Broker will take such action with respect to any sublease or purchase order as the Government may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event Broker becomes involved in, or is threatened with, litigation with the sublessee or vendor as a result of such direction by the Government, Broker may request the United States to enter into such litigation to protect the interests of the United States.

B. **Convict Labor.** In connection with the performance of work required by this Agreement, Broker agrees not to employ any person undergoing a sentence of imprisonment at hard labor unless the utilization of prisoners is in conformity with provisions of Executive Order 11755.

C. **Labor Standards.** Broker shall comply with all federal laws and related regulations, including the Fair Labor Standards Act (29 U.S.C. 201-219), Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330), Walsh-Healy Public Contracts Act (41 U.S.C. 35-45), Davis-Bacon Act (40 U.S.C. 276a to 276a-7), and the McNamara-O'Hara Service Contract Act (41 U.S.C. 351-358).

(c) All of Broker's contracts with Co-brokers or other third parties concerning the Property shall contain provisions similar to Sections 7(a) and 7(b) above.

8. Owner agrees to cooperate with Broker in marketing the Property for lease and immediately refer to Broker all inquiries of anyone interested in leasing the Property, which shall in no way preclude Owner from having direct discussion with any entities referred to Broker. All negotiations are to be through Owner. Broker is exclusively authorized to advertise the Property and exclusively authorized to place a sign(s) on the Fee Portion (subject to compliance with the Conveyance Agreement, the MCAS Tustin Specific Plan and applicable City ordinances) if, in Broker's opinion, such would facilitate the marketing of the Property. Owner represents that it is the owner and/or ground sub-lessee of the Property. Owner and its counsel will be responsible for determining the legal sufficiency of a lease and any other documents relating to any transaction contemplated by this Agreement.
9. Broker acknowledges that it has been provided copies of certain documents concerning the Property, including the Conveyance Agreement, the MCAS Tustin Specific Plan, the Phase 3A Concept Plan, and certain documents concerning the environmental condition of the Property. Broker is authorized to disclose any such information to prospective tenants, upon the execution of an appropriate confidentiality and non-disclosure agreement.
10. Owner acknowledges that Broker is a national brokerage firm and that in some cases it may represent prospective tenants. Owner desires that the Property, be presented to such persons or entities and consents to the dual representation created thereby. Broker shall not disclose the confidential information of one principal to the other.
11. Intentionally left blank.
12. Intentionally left blank.
13. (a) **Disputes.** The following dispute resolution procedure is implemented for this Listing Agreement with the intent to avoid costly and potentially lengthy traditional court proceedings. A "Dispute" between the Parties, or any director, officer, partner, shareholder, member, employee, representative, contractor, subcontractor, design professional or agent of the Parties, includes without limitation, any claims, controversies, breaches or disputes, whether such dispute is based on contract, tort, statute or equity, including, without limitation, any dispute over (1) breach of contract, (2) negligent or intentional misrepresentation or fraud, (3) nondisclosure, (4) breach of any alleged duty of good faith and fair dealing, (5) allegations of latent or patent design or construction defects (including, without limitation, claims pursuant to California Civil Code Section 895, et seq.), or (6) any other matter arising out of or related to the interpretation of any term or provision of this Listing Agreement, or any defense going to the formation or validity of this Listing Agreement, or any provision of this Listing Agreement, including, without limitation, allegations of unconscionability, fraud in the inducement, or fraud in the execution. Any Dispute, except those

Disputes in which the amount in controversy is within the jurisdictional limits of the small claims court, shall be resolved in accordance with the alternative dispute resolution procedure set forth below.

(b) **Arbitration of Disputes.** Any Dispute shall be resolved by binding arbitration governed by the Federal Arbitration Act (9 U.S.C. §1-16) ("Arbitration"). To the extent the rules of procedure set forth herein do not conflict with the Federal Arbitration Act, such rules of procedure shall be the rules of procedure for the Arbitration. Judicial Arbitration and Mediation Services ("JAMS"), its successors, or any other entity offering arbitration services agreed to by the Parties shall hear, try and decide all issues of both fact and law and make any required findings of fact and, if applicable, conclusions of law. Notwithstanding the requirements to submit Disputes to Arbitration, if the Party seeking to submit a Dispute to Arbitration chooses, the Dispute may instead, as an alternative to Arbitration, be submitted to the California small claims court subject to the limitations on the jurisdiction of such court. The decision of the small claims court and any small claims appeals court will be final as to the Dispute.

(i) **Interpretation.** The procedures specified in this Section pertaining to Arbitration are to be interpreted and enforced as authorized by the Federal Arbitration Act (9 U.S.C. §1-16), which is designed to encourage use of alternative methods of dispute resolution that avoid costly and potentially lengthy court proceedings. Interpretation and application of those procedures shall conform to Federal court rules interpreting and applying the Federal Arbitration Act. References to California procedural law shall not be construed as a waiver of any rights of the Parties under the Federal Arbitration Act or the right of the Parties to have the procedures set forth in this Paragraph 13(b) interpreted and enforced under the Federal Arbitration Act.

(ii) **Initiation of Claim.** Any Party wishing to initiate an Arbitration pursuant to this Section shall serve a demand for Arbitration upon the responding Parties and upon JAMS its successor, or to any other entity offering arbitration services agreed to by the Parties. Except as otherwise set forth herein, the Arbitration shall be conducted by and in accordance with the rules of JAMS its successors, or to any other entity offering arbitration services agreed to by the Parties.

(iii) **Arbitrator.** The arbitrator to be appointed shall be employed by JAMS, its successor, or to any other entity offering arbitration services agreed to by the Parties. Except as otherwise set forth herein, the arbitration proceedings shall be conducted by and in accordance with the rules of JAMS or any successor thereto. Except for procedural issues, the proceedings, the ultimate decisions of the arbitrator, and the arbitrator shall be subject to and bound by existing California case and statutory law except to the extent Federal law applies. The arbitrator shall not have the power to commit errors of law or legal reasoning, and the award may be vacated or corrected on appeal to a court of competent jurisdiction for any such error. Should JAMS cease to exist, as such, then all references herein to JAMS shall be deemed to refer to its successor or, if none, to the American Arbitration Association (in which case its commercial arbitration rules shall be used). The Parties shall cooperate in good faith and shall diligently perform such acts as may be necessary to ensure that all necessary and appropriate third parties are included in the proceeding.

(iv) **Selection of Arbitrator.** The proceeding shall be conducted by one (1) qualified arbitrator selected in accordance with the rules of JAMS. The term "qualified" shall mean a retired judge who has experience with the laws governing residential real estate development and construction or an attorney who has actively practiced law in California for at least fifteen (15) years and who has experience with the laws governing real estate development and construction.

(v) **Motions and Remedies.** The arbitrator shall have the power to hear and dispose of motions, including motions relating to provisional remedies, demurrers, motions to dismiss, motions for judgment on the pleadings and summary judgment and/or adjudication motions, in the same manner as a trial court judge. In addition, the arbitrator shall have the power to summarily adjudicate issues of fact or law, including but not limited to the availability of remedies, whether or not the issue adjudicated could dispose of an entire cause of action or defense. The arbitrator shall have the power to grant provisional remedies including preliminary injunctive relief. Prior to the selection of the arbitrator any Party shall have the right to petition the Superior Court of Orange County for any necessary provisional remedies.

(vi) **Discovery.** The Parties shall be entitled to modified discovery including without limitation: (1) inspections and testing (2) witness lists; (3) expert witness designations; (4) expert witness reports; (5) exhibits; (6) reports of

testing or inspections, including but not limited to, destructive or invasive testing; (7) briefs; and (8) the deposition, under oath, of any designated experts, all complaining parties and any party involved with the design or construction of improvements, if those improvements are the subject of the Dispute. All other discovery shall be permitted by the arbitrator at his discretion upon a showing of good cause or based on the agreement of the Parties. The arbitrator shall oversee discovery and may enforce all discovery orders in the same manner as any trial court judge.

(vii) **Full Disclosure.** Each Party shall, in good faith, make a full disclosure of all issues and evidence to the other Parties prior to the hearing. Any evidence or information that the arbitrator determines was unreasonably withheld shall be inadmissible by the party that withheld it. The Initiating Party shall be the first to disclose all of the following, in writing, to the other Party and to the arbitrator: (i) an outline of the issues and its position on each such issue; (ii) a list of all witnesses it intends to call; and (iii) copies of all written reports and other documentary evidence whether or not written or contributed to by its retained experts (collectively, the "Outline"). The Initiating Party shall submit its Outline to the other Parties and to the arbitrator within thirty (30) days of the final selection of the arbitrator. Each responding Party shall submit its written response as directed by the arbitrator.

(viii) **Hearing.** The hearing shall be held in Orange County, California. The arbitrator shall promptly commence the hearing giving due consideration to the complexity of the issues, the number of Parties and necessary discovery and other relevant matters. The hearing shall be conducted as informally as possible. Evidence Code Section 1152, et seq., shall be applicable for the purpose of excluding from evidence offers, compromises, and settlement proposals, unless the Parties thereto consent to their admission. Attorneys are not required and any Party may elect to be represented by someone other than a licensed attorney. Cost of an interpreter shall be borne by the Party requiring the services of the interpreter in order to be understood by the arbitrator and the expenses of witnesses shall be born by the Party or Parties producing such witnesses.

(ix) **Decision.** The decision of the arbitrator shall be binding on the Parties and if the award of the arbitrator is not paid within sixty (60) days of the award it shall be entered as a judgment in any court of competent jurisdiction. The arbitrator shall cause a complete record of all proceedings to be prepared similar to those kept in the Superior Court, shall try all issues of both fact and law, and shall issue a written statement of decision, such as that described in Code of Civil Procedure Section 643 (or its successor), which shall specify the facts and law relied upon in reaching his/her decision within twenty (20) days after the close of testimony.

(x) **Fees and Costs.** The total cost of the proceedings, including the initiation fees and other fees of JAMS and any related costs and fees incurred by JAMS (such as experts and consultants retained by it) shall be reallocated in accordance with the Federal Arbitration Act and supporting case law, as determined by the arbitrator. The arbitrator shall not award attorneys' fees to any Party, each Party to bear its own attorneys fees. The arbitrator may award recoverable costs pursuant to California law.

(c) **Statutes of Limitation.** Nothing in this Paragraph 13 shall be considered to toll, stay, reduce or extend any applicable statute of limitations.

(d) **Agreement to Dispute Resolution; Waivers of Jury Trial.** EACH PARTY AGREES TO USE THE PROCEDURES ESTABLISHED IN THIS PARAGRAPH 13 TO RESOLVE ALL DISPUTES AND WAIVE THEIR RIGHTS TO RESOLVE DISPUTES IN ANY OTHER MANNER. EACH PARTY ACKNOWLEDGES THAT BY AGREEING TO RESOLVE ALL DISPUTES AS PROVIDED IN THIS PARAGRAPH 13, THEY ARE GIVING UP THEIR RIGHT TO HAVE DISPUTES TRIED BEFORE A JURY.

14. In the event that Owner lists the Property with another broker after the expiration or termination of this Agreement, Owner agrees to provide in the subsequent listing agreement that a commission will not be payable to the new broker with respect to transactions for which Owner remains obligated to pay a commission to Broker under Paragraphs 3 or 4 hereof. Owner's failure to do so, however, shall not affect Owner's obligations to Broker under Paragraphs 3 or 4 hereof.
15. Each signator to this Agreement represents and warrants that he or she has full authority to sign this Agreement on behalf of the party for whom he or she signs and that this Agreement binds such party.

16. This Agreement constitutes the entire agreement between Owner and Broker and supersedes all prior discussions, negotiations and agreements, whether oral or written. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and permitted assignees of the parties.
17. The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the Foreign Investment In Real Property Tax Act, and The Americans With Disabilities Act.
18. This Agreement shall be enforced by, governed by, and construed in accordance with the laws of the State of California.
19. In the event of any litigation or judicial action to enforce any of the provisions of this Agreement or any right of any Party hereunder, the prevailing Party shall be entitled to recover its court costs and reasonable attorney's fees from the other Party.
20. This Agreement may not be assigned or transferred by either Party without the prior written approval of the other Party, which approval may be withheld in its sole and absolute discretion.
21. Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation Broker's performance of the services required hereunder and District's payment of all sums due to Broker.

The undersigned Owner hereby acknowledges receipt of a copy of this Agreement and the Schedule.

Accepted:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Owner

CB Richard Ellis, Inc.  
Licensed Real Estate Broker  
Broker Lic. 00409987

By:

Rickey M. Warner      David T. Desper  
Senior Vice President      Senior Vice President  
Lic. 00645389      Lic. 01094144

By:

Dixie Bullock  
Acting Chancellor

By:

Title:

Address: 2125 E. Katella Avenue, Suite 100  
Anaheim, CA 92806

28000 Marguerite Parkway  
Address: Mission Viejo, CA 92692-3635

Date:

Date:

Telephone: (714) 939-2100

Telephone: (949) 582-4840

Fax: (714) 704-6059

Fax: (949) 364-2726

By:

Jeff Osborn  
Managing Director  
Lic. 00919524

**CONSULT YOUR ADVISORS**—This document has legal consequences. No representation or recommendation is made by Broker as to the legal or tax consequences of this Agreement or the transaction(s) which it contemplates. These are questions for your attorney and financial advisors.



**EXHIBIT A**

**SITE PLAN**



**EXHIBIT B****LISTING TEAM**

**Rickey Warner**  
Senior Vice President, Brokerage Services, Orange County  
714.939.2104  
**Rick.warner@cbre.com**

**David Desper**  
Senior Vice President, Brokerage Services, Orange County  
949.725.8504  
**Dave.desper@cbre.com**

**Onno Zwaneveld**  
Executive Vice President, Education Group, Los Angeles  
213.613.3243  
**Onno.zwaneveld@cbre.com**

**Michael McShea**  
Executive Vice President, Education Group, Washington DC  
202.585.5775  
**Michael.mcshea@cbre.com**

**Jeffrey Osborn**  
Managing Director, Orange County  
714.939.2140  
**Jeff.osborn@cbre.com**

**Jim Kruse**  
Senior Managing Director, Los Angeles  
310.552.2698  
**Jim.kruse@cbre.com**

**SCHEDULE OF LEASE COMMISSIONS**

CB RICHARD ELLIS, INC.  
 BROKERAGE AND MANAGEMENT  
 LICENSED REAL ESTATE BROKER  
 Lic. 00409987

FOR PROPERTY AT Phase 3A of Advanced Technology and Education Park, located in the City of Tustin, CA (See Exhibit A)

**LEASES OR SUBLEASES:**

Commissions shall be payable ½ upon execution of a lease by Owner and a tenant, and approval of the identity of the lessee by the City of Tustin as set forth in the Conveyance Agreement, and the remaining ½ upon occupancy of the premises by tenant or commencement and payment of rent which ever occurs first, in accordance with the following rates:

**A. LISTING TEAM - Without Co-Broker****GROSS LEASES**

(Where landlord pays utilities)

4% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 2% of the total base rental for months 61-180

**MODIFIED GROSS or NNN LEASES**

(Where tenant pays utilities)

5% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 3% of the total base rental for months 61-180

**CO-BROKER**

In the event a tenant is represented by a broker not on the listing team, including other CBRE Brokers ("Co-Broker"), or the tenant is a CBRE National Account client who participates in the leasing commissions, the Lease Schedule of Commissions shall be as follows:

**B1. Co-Broker (Outside Fee)****GROSS LEASES**

(Where landlord pays utilities)

4% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 2% of the total base rental for months 61-180

**MODIFIED GROSS or NNN LEASES**

(Where tenant pays utilities)

5% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 3% of the total base rental for months 61-180

**B2. LISTING TEAM (Inside Fee)****GROSS LEASES**

(Where landlord pays utilities)

2% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 1% of the total base rental up to 15 years

**MODIFIED GROSS or NNN LEASES**

(Where tenant pays utilities)

2.5% of the total base rental for the first 60 months in  
 which rent is to be paid, plus  
 1.5% of the total base rental up to 15 years

The above rates are subject to the following provisions:

1. **Expansion:**  
 If during the term of this agreement an existing tenant expands into vacant space that Broker is marketing for lease, Broker shall be paid a commission according to the above schedule.
2. **Renewals:**  
 Broker shall assist Owner with renewals during the term of this listing for existing tenants obtained during the term of this agreement and shall be paid a commission pursuant to this agreement.
3. **Lease Cancellation:**  
 Should the lease contain a provision to cancel there shall be no commission payable on the portion on the term subject to cancellation until such time as the cancellation provision has expired, at which time the commission shall be due and payable. Notwithstanding the foregoing should the lease contain a provision that requires the tenant to reimburse Owner for commissions attributable to the portion of the lease that is subject to cancellation then in such event the commission shall be due and payable as indicated above for the entire lease term including the portion subject to cancellation.

4. *Exclusions:*

Vital Link shall be an exclusion to this Listing Agreement.

5. *Below Market Ground Lease:*

Notwithstanding the above commission schedule, in the event of a below market long term ground lease (which for purposes of this Schedule shall mean a ground lease with a term of ten years or more and the discounted present value of the rent payments under which is more than 50% below the discounted present value of market ground rents for the applicable portion of the Property, considering the proposed use), Broker shall be paid a commission equal to 2% of Total Construction Costs if there is no Co-Broker and 3% of the Total Construction Costs if there is a Co-Broker, not to exceed \$ 12 per buildable square foot of building area. "Total Construction Costs" shall include all hard and soft costs to be incurred in connection with the construction of the improvements that the ground lessee is obligated to construct, based on a preliminary site plan and preliminary construction budget approved by Owner at the time that the ground lease is executed.

6. *Amount of Commission:*

Except as provided in Paragraph 5 above, in no event shall the commission on any ground lease exceed that which would be generated by a hypothetical sale at the then current appraised market value of the applicable portion of the Property, considering the proposed use, and based upon a sales commission of four percent (4%).

7. *Appraisal:*

Any appraisal pursuant to Paragraphs 5 or 6 above shall be conducted by an MAI appraiser mutually acceptable to the parties with an office in Orange County, California with at least ten years' experience in appraising educational facilities. The cost of the appraiser shall be borne equally by Owner and Broker.

The provisions hereof are subject to the terms and provisions of any Exclusive Leasing Listing Agreement, Exclusive Subleasing Listing Agreement, Exclusive Representation Agreement or other agreement to which this Schedule may be attached and which is executed by the parties hereto.

In the event Owner fails to make payments within the time limits set forth herein, then from the date due until paid the delinquent amount shall bear interest at the maximum rate permitted in the state in which the office of the Broker executing this Schedule is located.

Owner hereby acknowledges receipt of a copy of this Schedule and agrees that it shall be binding upon its heirs, successors and assignees. In the event Owner sells or otherwise disposes of its interest in the Property, Owner shall remain liable for payment of the commissions provided for in this Schedule and any agreement of which it is a part, including, without limitation, the commission obligations set forth in paragraphs A and B above, unless the transferee assumes all of such obligations in writing. The term "Owner" as used herein shall be consistent with the definition of "Owner" contained in the Exclusive Leasing Listing Agreement. The term "tenant" as used herein shall be deemed to include any subtenant, or assignee of a tenant, and the term "lease" shall be deemed to include a sublease or lease assignment.

This schedule of commissions is subject to all terms and conditions contained in the Exclusive Leasing Listing Agreement.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Owner

By: \_\_\_\_\_

Dixie Bullock  
Acting Chancellor

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

CB Richard Ellis, Inc.  
Licensed Real Estate Broker  
Broker Lic. 00409987

By: \_\_\_\_\_

Rickey M. Warner	David T. Desper
Senior Vice President	Senior Vice President
Lic. 00645389	Lic. 01094144

By: \_\_\_\_\_

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

By: \_\_\_\_\_

Jeff Osborn  
Managing Director  
Lic. 00919524

By: \_\_\_\_\_

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

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 162 Communications Among Board Members, BP 1311 Civic Center and Facilities Use, BP 3453 Emergency Response Plan, BP 4306 Calendar, BP 5623 California Registered Nurse License

**ACTION:** Accept for Review and Study

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### **BACKGROUND**

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

### **STATUS**

Six board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policy 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 policy was presented to the Chancellor's Cabinet on August 13, 2010 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the August 30, 2010 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policy, as shown in EXHIBIT A.

# BOARD POLICY

162

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## COMMUNICATIONS AMONG BOARD MEMBERS

~~Except as authorized pursuant to Government Code Section 54953, any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the District's legislative bodies to develop a collective concurrence as to action to be taken on an item by the members of the legislative body is prohibited.~~

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction on the Board. In addition, no other person shall make serial communications to Board Members.

### *Reference:*

*Government Code Section 54952.2*

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

1311

COMMUNITY  
RELATIONS

## CIVIC CENTER AND OTHER FACILITIES USE

There is a Civic Center at each college and campus. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of ~~college~~ District property and facilities, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537 and 82542, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside (Education Code Section 82537(a))". In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

### *Reference:*

*Education Code Section 82537 and 82542*

Adopted: 12-14-70  
Revised: 04-07-75  
Revised: 03-28-77  
Revised: 03-07-88

Revised: 04-26-99  
Revised: 09-29-03  
Revised: 12-11-06

Page 1 of 1



# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3453

BUSINESS

## EMERGENCY RESPONSE PLAN

The Chancellor shall establish procedures that ensure that the District, the colleges and ATEP implement a plan to be activated in the event of an emergency, or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establish a disaster preparedness procedure or plan; and
- Completion of training sessions by all employees of the district college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan.

~~College personnel~~ All employees of the District must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The District ~~should~~ will ensure that a team is created to carry out compliance with NIMS and SEMS mandates.

The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and state.

The plan ~~should~~ will contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its disaster plan is updated regularly. ~~Colleges~~ Campuses must comply with NIMS and SEMS to receive federal or state funding.

### *References:*

*Education Code Sections 32280 et. seq. and, 71095.;*  
*Government Code Sections 3100 and 8607(a);*

EMERGENCY RESPONSE PLAN

EXHIBIT A  
Page 4 of 7  
BP-3453

*Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
Executive Order S-2-05;  
19 California Codes of Regulations (CCR) Sections 2400-2450*

## **BOARD POLICY**

**4420**

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### **ENROLLMENT FEE REIMBURSEMENT FOR EMPLOYEES**

Eligible full time permanent employees of the South Orange County Community College District may receive reimbursement for enrollment fees paid to attend District courses. Enrollment fee reimbursement is intended to provide employees with the opportunity to continue their education and improve their skills.

The Chancellor or designee shall establish regulations implementing this Policy.

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4306  
PERSONNEL

## CALENDAR

The Board of Trustees will annually adopt a calendar (s) for each college for the academic year.

~~The school week at South Orange County Community College District is defined as follows:~~

~~Regular: 7:30 a.m. to 4:30 p.m., Monday through Friday~~  
~~Extended Day: 4:30 p.m. to 10:30 p.m., Monday through Friday~~  
~~Weekend College: 7:30 a.m. to 10:30 p.m., Friday, and~~  
~~7:30 a.m. to 2:00 p.m., Saturday~~

The following days are recognized as holidays by the Board of Trustees:

Independence Day  
Labor Day  
\* Admission Day  
Veterans' Day  
Thanksgiving Days  
Winter Recess  
New Year's Day  
Martin Luther King, Jr. Day  
Lincoln's Day  
Presidents' Day  
Friday of Spring Break  
Memorial Day

\* Authorized state holiday, which may be designated on a non-instructional day in lieu of September 9 (Calif. Ed. Code, Section 88205.5).

Adopted: 12-09-85  
Revised: 4-10-89  
Technical Update: 4-26-99  
Revised:

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5623

STUDENTS

## CALIFORNIA REGISTERED NURSE LICENSE

~~Holders of current registered nursing licenses completing the graduation requirements described in the Nursing Program will be given full credit for the nursing major. Refer to occupational programs section of this catalog for details (Calif. Ed. Code, Section 70902).~~

### DELETE

All language is covered in new Board policy 5420, adopted on 2/22/10.  
This update has been discussed with the Director and Dean of the Nursing division.

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Recess to Public Hearing – District Initial Proposal to  
SOCCCD Police Officers Association

**ACTION:** Public Hearing

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**BACKGROUND**

On July 26, 2010, the Board of Trustees received and accepted the District initial proposal to the SOCCCD Police Officers Association.

**STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the District initial proposal to the SOCCCD Police Officer Association (Exhibit A).

**South Orange County Community College District**  
**Opening Negotiations Proposal to Police Officers Association**

The following serves as the South Orange County Community College District's ("District") opening proposal to the South Orange County Community College District Police Officers Association ("POA") regarding the desired items to be discussed at the upcoming negotiations for a successor MOU. In accordance with Government Code section 3547, the District will "sunshine" this opening proposal at the Board meeting currently scheduled for July 26, 2010. Once the public has had an opportunity to comment on the District's proposal at the subsequent August 30, 2010 Board meeting, the parties will be able to meet and formally begin negotiations.

The District would like to engage in negotiations with the POA over the following items:

1. Discussion and agreement regarding modification of Article 2.4 (Long Term Substitutes) with respect to the time period for use of substitute employees pursuant to Education Code section 88003.
2. Discussion and agreement regarding the modification of Article 3.4.9 regarding release time for attendance at a union sponsored event.
3. Discussion and agreement regarding modification of Article 3.8 (Distribution of Contract) to adopt electronic distribution.
4. Discussion and agreement regarding modification of Article 4.1 and Article 4.3 (Probationary Period) regarding timing of evaluations.
5. Discussion and agreement regarding placement of Article 4.4 and 4.5 into newly created Article entitled "Personnel File."
6. Discussion and agreement regarding modification of Article 5.1 (Workweek); Article 5.2 (Workday) and Article 5.5.1 (Overtime) to implement alternate workweek schedule.
7. Discussion and agreement regarding modification of Article 5.3 (Adjustment of Assigned Time).
8. Discussion and agreement regarding modification of Article 5.5.2 regarding accumulation of compensatory time.
9. Discussion and agreement regarding modification of Article 5.6 (Shift Differential-Compensation).
10. Discussion and agreement regarding modification of Article 6.13 (Parking) to reflect inclusion of ATEP campus.
11. Discussion and agreement regarding modification of Article 5.5.3 and Article 9 (Holidays) regarding method for holiday compensation.

12. Discussion and agreement regarding modification of Article 13.4.9 regarding timing for use of accumulated sick leave.
13. Discussion and agreement regarding modification of Article 13.4.10 regarding timing for provision of medical documentation for absences.
14. Discussion and agreement regarding modification of Article 13.8 (Parental Leave).
15. Discussion and agreement regarding modification of Article 23.24 (Transfer) regarding clarification of definition.
16. Discussion and agreement regarding modification of Exhibit F (South Orange County Community College District Police Job Performance Evaluation).
17. Discussion and agreement regarding modification of Exhibit G regarding the panel of evaluators approved to conduct fitness for duty examinations.
18. Discussion and agreement regarding the adoption of a reserve officer position.
19. Discussion and agreement regarding modifications to MOU to eliminate references obsolete positions no longer utilized by the District.



**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. ACADEMIC ADMINISTRATOR** (Ratified – Pursuant to Board Policy 4002.1)

- a. <sup>1</sup>KELLY, WILLIAM, ID #1233, Acting Educational Program Director, District, Academic Administrator Salary Category I, Step 6, 16 hours per week, effective July 30, 2010 through June 30, 2011. This temporary Academic Administrator position was approved by the Board of Trustees on July 28, 2008.

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

- a. CHABOYA, ROBERT, is employed as full-time, Electricity and Alternative Energy Instructor, Pos #4194, School of Mathematics, Sciences and Engineering, Irvine Valley College, effective August 16, 2010. Approximate Salary Placement: Class II, Step 11. This position was approved by the Board of Trustees on October 26, 2009. (Exhibit B, Attachment 1)
- b. NELSON, CANDY, is employed as full-time, temporary Nursing Instructor, Pos #4270, a two year categorical, grant funded position, Division of Health Sciences and Human Services, Saddleback College, effective August 16, 2010. Approximate Salary Placement: Class III, Step 7. This temporary, categorical position was approved by the Board of Trustees on June 28, 2010 with funding by the the Enrollment Growth and Retention grant for two years. Employment is contingent upon the availability of this grants funding. (Exhibit B, Attachment 2)
- c. O'LEARY, THOMAS, is employed as full-time, Art History Instructor, Pos #4175, Division of Fine Arts and Media Technology, Saddleback College, effective August 16, 2010. Approximate Salary Placement: Class V, Step 6, plus doctorate. This position was approved by the Board of Trustee on October 26, 2009. (Exhibit B, Attachment 3)

**2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Alexanian, Jannet	Ph.D./Anthropology	Anthropology/IVC	V/6	08/23/10
<sup>2</sup> Brierre Shambrook, M.	Ph.D./French	French/SC	V/6	08/23/10
Burzynski, Denny	MS/Mathematics	Math/SC	II/6	08/23/10
Crammer, Cale	MA/Political Science	Political Sci./IVC	II/6	08/23/10
Dickens, Donna	MFA/Theatre Arts	Fashion/IVC	II/6	08/23/10
Fletcher, Jonathan	MFA/Photography	Photography/SC	II/6	08/23/10
<sup>3</sup> Genevro, William	BS/Political Science	Manufacturing/SC	I/6	08/23/10

<sup>1</sup> SOCCCD STRS Retiree

<sup>2</sup> SOCCCD STRS Retiree, returning to teach part-time.

<sup>3</sup> Per Minimum Qualifications for California Community Colleges, a Master's degree is not required to teach in this subject area.

**A. NEW PERSONNEL APPOINTMENTS**

**2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Gomez, Francisco	MFA/Creative Writing	Writing/IVC	II/6	08/23/10
Goodspeed, Joan	MFA/Costume Design	Fashion/SC	II/6	08/23/10
Graham, Song	MS/Counseling	Counseling/IVC	II/6	08/23/10
Hoffman, Jenny	MS/Counseling	Counseling/SC	II/6	08/23/10
Gray Mattoon, Michelle	MA/English	English/IVC	III/6	08/23/10
Haynes, Chris S.	MA/Political Science	Political Sci./IVC	II/6	08/23/10
Iredale, Susan	MA/Economics	Economics/IVC	II/6	08/23/10
Jeppesen, Georgette	MA/Film	Film/IVC	II/6	08/23/10
Kinyoun, Julie	MA/Chemistry	Chemistry/IVC	II/6	08/23/10
<sup>3</sup> Kennard, Alan	BA/Industrial Ed.	CIS (Emeritus)/IVC	I/6	08/23/10
Kobane, Mary	MA/Special Ed.	English (ESS)/IVC	II/6	08/23/10
<sup>1</sup> Ledbeter, Kathleen	MA/Humanities	ESL/IVC	V/30	08/23/10
<sup>1</sup> Leighton, Ronald	MFA/Art	Photography/SC	V/30	08/23/10
Lopez, Dennis	MA/English	English/IVC	II/6	08/23/10
Martinez, Mario	MA/Spanish	Spanish/SC	II/6	08/23/10
Nolan-Riegle, Mary	Ph.D./Plant Physiology	Biology/IVC	V/6	08/23/10
Novy, Meghan	MA/Psychology	Psychology/SC	II/6	08/23/10
Ng, George	MA/Economics	Economics/IVC	II/6	08/23/10
Pape, Christian	MA/Economics	Economics/IVC	II/6	08/23/10
Quaye, Kaleeka	MFA/Drawing/Paint.	Art/SC	II/6	08/23/10
<sup>1</sup> Riley, William	MFA/Art	Art/SC	IV/25	08/23/10
Shi, Nigie	MS/Applied Math	Mathematics/IVC	II/60	08/23/10
<sup>4</sup> Tarazevits, Jeanne	BA/Business Admin.	Accounting/IVC	I/6	08/23/10
Terranova, John J.	MA/English	English/IVC	II/6	08/23/10
Torabi, Mohammad	MA/Applied Math.	Mathematics/SC	II/6	08/23/10
Vu, Irene	MA/Educ. Counseling	Counseling/IVC	II/6	08/23/10
Wallace, Brennan	MA/Geography	Geography/IVC	II/6	08/23/10
Williams, Ted	MA/Physical Ed.	Adapted Kines./SC	II/6	08/23/10
Zaki, Dori	MFA/Photography	Photography/SC	II/6	08/23/10

**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.

<sup>4</sup> Per Minimum Qualifications for California Community Colleges, a Bachelor's degree with a CPA license is an alternative qualification for Accounting, pursuant to Title 5, Section 53410.1.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Anderson, Michael	MA/English	ESL/IVC	II/6	08/23/10

Equivalency is based on a Master of Arts in English from Chapman University and a Bachelor of Arts in English Literature from the University of California, Santa Barbara. Mr. Anderson has taught all levels of ESL in the Irvine Unified School District (IUSD) since 1994. In addition to teaching ESL, he has written curriculum for the IUSD ESL Program and has participated in developing and norming their ESL assessment.

Backhaus, Jennifer	BFA/Dance	Dance/IVC	I/6	08/23/10
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Equivalency is based on a Bachelor of Fine Arts degree in Dance from Chapman University, and extensive experience as a teacher, performer, and choreographer. Ms. Backhaus has taught Dance at Chapman University, Mount San Antonio College, Santa Ana College, and Moorpark College for over ten years, and she is the Founding and Artistic Director of Backhausdance, a dance company based in Orange, California.

Bryant, Peter	Ph.D./Genetics	Environment Studies/IVC	V/6	08/23/10
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Equivalency is based on a Ph.D. in Genetics from the University of Sussex in Sussex, England, a Master of Science degree in Biochemistry from University College in London, England, and a Bachelor of Science degree in Zoology from King's College in London, England. Dr. Bryant has 19 years of experience teaching courses related to environmental issues. He has also established and directed an Interdisciplinary Minor in Global Sustainability at the University of California, Irvine (UCI) in addition to chairing an ad hoc campus committee on Environmental Science which led to the establishment of the First-Year Integrated Program in Environmental Science at UCI.

Gustafson, Michelle	MS/Social Work	Counseling, DSP&S/SC	II/6	08/23/10
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Equivalency is based on a Master of Science degree in Social Work from Columbia University in New York, and a Bachelor of Arts degree in Psychology from the University of California, Santa Cruz. Ms. Gustafson possesses five years of full-time work experience counseling individuals with disabilities in non-profit public agencies. She has interned at Los Angeles Southwest College and most recently in the DSP&S program at Saddleback College, where she provided DSP&S students with academic, career, and personal counseling.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Huntington, John	BA/Acting	Music/SC	I/6	08/23/10

Equivalency is based on a Bachelor of Arts in Acting from Brigham Young University in Provo, Utah, and extensive professional experience as a vocalist. Mr. Huntington has been a private voice teacher since 1978, and has been the director of the Orange County Mormon Choral Organization (OCMCO) for the past two years. His professional experience has spanned thirty years and includes leading roles with Opera Pacific, Fullerton Civic Light Opera, Laguna Playhouse, and others as well as appearances in the National Company of "Phantom of the Opera" and a Dramalogue Award-winning performance in the west coast premiere of "The Secret Garden."

Salcido, Joe C.	BS/Criminology	Human Services/SC	I/9	08/23/10
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Equivalency is based upon a Bachelor of Science in Criminology from Long Beach State University, Long Beach. Mr. Salcido has been a part time faculty instructor at Irvine Valley College since 2007 and taught Administration of Justice classes for two semesters. He retired from the Orange County Probation Department where he was employed from 1971 through 2007.

**B. CHANGE OF STATUS**

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

- a. CHUMAN, JERILYN, ID #1141, Acting Vice President, Student Services, Pos #4251, Academic Administrator Salary Range III, Step 5, Office of Student Services, Saddleback College, temporary assignment ended July 18, 2010 and returned to permanent assignment as Dean, Pos #1553, Academic Administrator Salary Column II, Step 6, Division of Counseling Services and Special Programs, Saddleback College effective July 19, 2010.
- b. NELSON, TERENCE, ID #14942, Acting Dean, Pos #4252, Academic Administrator Salary Column II, Step 2, Division of Counseling Services and Special Programs, Saddleback College, temporary assignment ended July 18, 2010 and returned to permanent assignment as Assistant Dean, Pos 3913, Academic Administrator Salary Column I, Step 3, Division of Counseling Services and Special Programs, Saddleback College effective July 19, 2010.

### C. ADMINISTRATIVE REASSIGNMENT

1. BUGAY, DAVID, ID #16319, Vice Chancellor, Human Resources, Pos #3115, Office of Human Resources, District, Academic Administrator Salary Range IV, Step 3, has been assigned additional duties as Acting Vice Chancellor of Business Services in conjunction with regular assigned duties and no change in compensation, effective July 26, 2010. The Vice Chancellor of Business Services was approved by the Board of Trustees on June 28, 2010. This assignment is a temporary replacement for Deputy Chancellor, Gary Poertner, who retired.
2. PATTON, KENNETH, ID #12573, Dean, Pos #2353, Academic Administrator Salary Range II, Step 6, Business Sciences, Workforce and Economic Development, Saddleback College is reassigned to a full-time faculty assignment as National Science Foundation (NSF) Executive Director/Rapid Digital Manufacturing (RDM) Instructor for the Advanced Technology and Educational Park under the Vice President of Instruction, or designee, for Saddleback College, beginning upon the 2010/2011 Academic Year, set forth by written agreement dated July 1, 2010, as approved by the Board of Trustees. Employment in this faculty assignment is funded by the NSF Grant and RDM Certificate program, and is contingent upon the availability of these grant funds.

### 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 2009/2010 and 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Camelot, Allison	SOCCCDFA Secretary/SC	\$ 3,442.00	08/23/10-12/19/10
Castroconde, Miriam	Co-Chair, Math/Comp Sci/Eng/IVC	2,581.50	08/23/10-12/19/10
Hayden, Kathleen	Guest Speaker, Staff Dev/IVC	750.00	03/17/10-03/17/10
Rosenberg, Alannah	Co-Chair, Honors Prog./SC	4,082.10	05/24/10-08/13/10
Sherling, Dorothy	<sup>5</sup> Co-Chair, Math/Comp Sci/Eng/IVC	2,581.50	08/23/10-12/19/10
Smith, Christina	Chair, Educational Studies/SC	1,376.80	08/23/10-12/19/10
Tamialis, Barbara	Chair, Child Development/SC	3,786.20	08/23/10-12/19/10
Williams, Thaddeus	Chair, Emeritus Institute/SC	2,294.60	08/16/10-12/19/10

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 2009/2010 and 2010/2011 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Anderson, Michael	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Baker, Erquin	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Beasley, James	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Bodnar, Carol	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Coleman, Catherine	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Henderson, Pamela	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Hildebrand, Colleen	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Livote, Michelle	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10

<sup>5</sup> Revised; was approved by the Board of Trustees as Chair, Math/Computer Sci/Eng/IVC in the amount of \$5,163.00 on May 24, 2010.

**D. ADDITIONAL COMPENSATION: GENERAL FUND**

- 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 2009/2010 and 2010/2011 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Luther, Barbara	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Man, Georgina	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
McGirr, Julie	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Sims, Larry	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Stern, Heather	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Streidter, Anna	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Van Beek, Milo	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Wilson, Jeffrey	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10
Woodruff, Sandra	Read/Grade ESL Writing Samples/IVC	08/23/10-12/20/10

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

- It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Call, Linda	Simulation Dev/Perkins/SC	\$ 500.00	07/01/10-07/31/10
Camelot, Allison	Curriculum Dev/Gerontology/SC	1,782.00	08/23/10-12/19/10
Camelot, Allison	Curriculum Dev/Gerontology/SC	1,782.00	01/10/11-05/19/11
Ellis, Cynthia	Music Perform/Foundation/SC	500.00	07/16/10-07/16/10
Forozuesh, Jennifer	Simulation Dev/Perkins/SC	4,750.00	07/01/10-07/31/10
Harper, Melody	Report, Career/Counseling Ctr./IVC	1,225.00	08/16/10-09/03/10
Huggins, Barbara	Simulation Dev/Perkins/SC	500.00	07/01/10-07/31/10
Tamialis, Barbara	Grant Oversight, CDC/Perkins/SC	891.50	08/23/10-12/19/10
Tamialis, Barbara	Grant Oversight, CDC/Perkins/SC	891.50	01/10/11-05/19/11

**F. WORKLOAD BANKING**

- HEWITT, WILLIAM, ID #1120, Counselor/EOPS, Pos #1565, Office of Special Programs and Services, School of Guidance and Counseling, Irvine Valley College, is requesting a leave of absence for the Spring, 2011 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

- WEISROCK, THOMAS, ID#1103, Librarian, Pos #1721, Academic Faculty Salary Class V, Step 30, Division of Counseling Services and Special Programs, Saddleback College, resignation effective May 21, 2010 and retirement July 1, 2010. Payment is authorized for any compensated time off. (Permanent hire date: September 1, 1974)

**ATTACHMENT 1**

**NAME:** Robert V. Chaboya

**POSITION:** Electricity/Alternative Energy Instructor  
Irvine Valley College  
Full-Time, Tenure-Track

**EDUCATION:**

M.A. Occupational Studies  
California State University, Long Beach  
Long Beach, CA

B.A. Occupational Studies  
California State University, Long Beach  
Long Beach, CA

A.A. Business Supervision/Management  
Cerritos College  
Norwalk, CA

**EXPERIENCE:**

Mr. Chaboya has been teaching as a part-time Lecturer for Long Beach City College and for the Electrical Training Institute since January, 2006. His experience also includes planning, supervising and inspecting the work of Journeyman, Sub-Journeyman, Elevator Mechanics and Digital Tech's as Electrical Supervisor and Electrical Working Supervisor for the Los Angeles Sheriff's Department from September, 1991 to present. Mr. Chaboya also worked as an Electrician for the Los Angeles Sheriff's Department from December, 1990 to September, 1991; at Los Angeles County Public Work from September, 1987 to December, 1990; for Los Angeles County Mechanical Department from March, 1982 to August, 1987; and at IBEW International Brotherhood of Electrical Workers, where he was an Electrician and Electrician Apprentice from September, 1977 to March, 1982.

**AWARDS, PROFESSIONAL GROWTH AND SERVICE:**

- California Teaching Credential in Adult Education, April, 2014
- Certificate of Achievement in Business Supervision



**ATTACHMENT 2**

**NAME:** Candy Nelson

**POSITION:** Nursing Instructor  
Irvine Valley College  
Full-Time, Temporary 2 Year Grant Funded

**EDUCATION:**

M.A. Nursing  
Azusa Pacific University  
Azusa, CA

B.A. Nursing  
California State University, Long Beach  
Long Beach, CA

**EXPERIENCE:**

Ms. Nelson has been teaching as a part-time Lecturer in nursing for Saddleback College since January, 2007. Her experience also includes teaching a part-time Lecturer in nursing from September, 2001 to May, 2005 and as a Clinical Instructor from September, 1998 to May, 2005 for Azusa Pacific University. Ms Nelson has also been employed with Saddleback Memorial Hospital as a Registered Nurse in the Emergency Department since May, 2001. She worked for Fountain Valley Regional Hospital and Medical Center as Registered Nurse in the Emergency Department from February, 1986 to November, 1998 and as Registered Nurse in Surgical, Medical, Coronary and ICU Departments from May, 1975 to January, 1986. She worked for Long Beach Memorial Hospital as Registered Nurse in Critical Care from June, 1972 to February, 1975.

**CREDENTIALS, LICENSES AND CERTIFICATES:**

- California Licensed Registered Nurse – August, 1972 – November, 2011
- California Licensed Clinical Nurse Specialist, Adult Care – May, 2000 - November, 2011
- Healthcare Instructor, BLS – August, 2009 – August, 2011
- PALS Instructor, Pediatric Advanced Life Support – December, 2011 – December 2010
- ACLS Instructor, Advanced cardiac Life Support – August, 2009 – August, 2011

**ATTACHMENT 3**

NAME: Thomas F. O'Leary

POSITION: Art History Instructor  
Saddleback College  
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Art History  
Minor East Asian Studies  
University of Southern California  
Los Angeles, CA

M.A. Art History  
Minor East Asian Studies  
University of Southern California  
Los Angeles, CA

B.A. Art History/English  
University of California, Berkeley  
Berkeley, CA

EXPERIENCE:

Dr. O'Leary has been teaching Art and Art History as a part-time Lecturer since August, 2007 for Santa Monica College, Los Angeles City College and Mount San Antonio College to the present. His experience also includes teaching Freshman and Sophomore English as a part-time Lecturer for Tokyo Denki University in Tokyo, Japan from March, 2006 to August, 2007; English Communication and Cultural History as a part-time Lecturer for Tokyo International University in Kawagoe, Japan from March, 2006 to August, 2007; and Art History as a Teaching Assistant for the University of Southern California, Los Angeles, CA. He also interned for Los Angeles Contemporary Exhibitions, as Cultural Intern in 1999 and for Oakland museum of California, in the Summer, 1996; and worked as Cultural Assistant for Pacific Film Archive/Berkeley Art Museum from 1995 to 1998. Dr. O'Leary has been the recipient of various awards, grants, scholarships and fellowships such as, to name a few, finalist for the IIE Fulbright Fellowship for 2004-2005; the Foreign Language and Area Studies Fellowship, East Studies Center, University of Southern California for Summer 2000, 2001, and 2002, and for the Academic years 2002-2003, 2004-2005 and 2005-2006; and All-University Pre-Doctoral Diversity Fellowship, the Graduate School, University of Southern California for 1999-2002.

PUBLICATIONS/LECTURES:

- Conference Proceedings: Hawaii International Conference on Arts and Humanities, 2008: "*Naked and Nude: Family Portraiture in fukase Masahisa and Nagashima Yurie*" and "*Clothing makes the (wo)Man: How Gender is Defined by Morimura Yasumasa and Mori Mariko.*"
- Guest Lecturer, The American International School in Japan, Tokyo, 2006: "50 Years of Japanese Photography from Domon Ken to Nagashima Yurie."
- Guest Lecturer, University of Southern California, Los Angeles, 2004: "Re-Visioning Identity in 20<sup>th</sup> Century Japanese Visual Culture."
- Guest Lecturer, California State University, Fullerton, 2002: "Tradition and Modernity in 20<sup>th</sup> Century Japanese Art."

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A 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. DEAR, DONALD is to be employed as Police Officer, Pos #2572, Office of Safety and Security, Irvine Valley College, Classified Police Officers Salary Range 2, Step 1, 40 hours per week, 12 months per year, effective August 2, 2010. This is a replacement for Ricky Welch, who retired.
- b. VARGA, REGINA is to be employed as Library Assistant I, Pos #3954, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 1, 20 hours per week, 12 months per year, effective July 28, 2010. This is a replacement for Jhuma Chakraborty, who resigned.

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Cunningham, Kelly	Instructional Assistant/IVC	122/1	07/27/2010
Edwards, Travis	College Information Operator/SC	113/1	07/01/2010
Harada, Constance	Accounting Specialist/IVC	127/1	07/01/2010
Joplin, Kieli	Accounting Specialist/IVC	127/1	07/01/2010
Motak, Courtney	Program Assistant (Categorical)/SC	118/1	07/01/2010

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010 and 2010/2011** academic years, 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>
Atwood, Brian	Project Specialist/SC	\$ 9.50	07/01/10-06/30/11
Carpenter, Allison	Project Specialist/IVC	12.00	07/26/10-06/30/11
Carter-Ortega, Mary	Clerk, Short-Term/SC	10.00	07/20/10-06/30/11
Concepcion, Alexandra	Project Specialist/IVC	9.50	07/01/10-06/30/11
Coombs, Erin	Project Specialist/SC	9.50	05/15/10-06/30/11
Evans, Michelle	Project Specialist/SC	16.00	07/01/10-06/30/11
Hammond, Kelly	Project Specialist/SC	9.50	05/15/10-06/30/11
Hoang, Minhquan	Project Specialist/SC	9.50	07/08/10-06/30/11
Katigbak, Nikolas	Project Specialist/DIST	10.00	07/01/10-06/30/11
Kimura, Thomas	Clerk, Short-Term/SC	10.00	07/13/10-06/30/11
Lakow-Oram, Gina	Project Specialist/DIST	20.00	07/01/10-06/30/11
Lapinski, Zachary	TMD Aide/SC	10.50	07/27/10-06/30/11
Leon, Frank	Project Specialist/SC	9.50	05/15/10-06/30/11
Lye, Lain	Project Specialist/IVC	14.00	07/01/10-06/30/11
McGrath, Marguerite	Project Specialist/SC	9.50	05/15/10-06/30/11

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010 and 2010/2011** academic years, 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>
Minot, Mason	Project Specialist/IVC	\$ 10.50	07/16/10-06/30/11
Nguyen, Phillip	TMD Aide/IVC	20.00	06/01/10-06/30/11
Perez, Denise	Project Specialist/SC	12.50	07/01/10-06/30/11
Petrone, Eugene	Project Specialist/IVC	9.50	07/06/10-06/30/11
Rae, Michael	Coaching Aide/SC	15.00	07/13/10-06/30/11
Rusinkovich, Todd	Coaching Aide/SC	15.00	07/01/10-06/30/11
Rystov, Alice	Project Specialist/IVC	12.00	07/01/10-06/30/11
Smith, Ryan	Coaching Aide/SC	15.00	07/08/10-06/30/11
Speakman, Joyce	Clerk, Short-Term/SC	11.00	07/08/10-06/30/11
Supe, Jose	Coaching Aide/IVC	15.00	07/20/10-06/30/11
Vargas, Angel	Project Specialist/SC	9.50	05/15/10-06/30/11
Whiting, David	Coaching Aide/SC	15.00	07/08/10-06/30/11

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2010/2011** academic year.

<u>Name</u>	<u>Start/End Date</u>
Gomez, Edgar	07/01/10-06/30/11
Harrison, Tian	07/07/10-06/30/11
Khosraviani, Sirous	07/12/10-06/30/11
Ko, Aaron	07/01/10-06/30/11
Leon, Frank	07/01/10-06/30/11
Miles, Brian	07/08/10-06/30/11
Perez, Denise	07/01/10-06/30/11
Taylor, Brittany	07/01/10-06/30/11
Vargas, Angels	07/01/10-06/30/11

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2010/2011** 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>
Balbirnie, Lisa	Interpreter IV/SC	42.00/hr	07/16/10-06/30/11
Hackman, Debra	Comm. Ed./IVC	\$2500.00/cs <sup>1</sup>	07/30/10-06/30/11
Hanson, Gina	Tutor/IVC	12.00/hr	07/30/10-06/30/11
Hoshall, Melanie	Tutor/IVC	12.00/hr	07/09/10-06/30/11
Hurt, Nicholas	Tutor/IVC	10.50/hr	08/01/10-06/30/11
Lastra, Stacey	Recreation Leader/SC	20.00/hr	07/22/10-06/30/11
Lawson, Anne	Clinical Skills Spec./SC	30.00/hr	07/13/10-06/30/11

<sup>1</sup> Per Course.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2010/2011** 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>
Mahoney, Christina	Recreation Leader/SC	20.00/hr	07/19/10-06/30/11
Moody, Debbie	Clinical Skills Spec./SC	30.00/hr	07/08/10-06/30/11
O'Connell, Jalon	Comm. Ed./SC	2500.00/cs <sup>1</sup>	07/01/10-06/30/11
Obasi, Prince	Recreation Aide/SC	10.00/hr	07/19/10-06/30/11
Shahzad-Ghajar, Tammy	Clinical Skills Spec./SC	35.00/hr	07/30/10-06/30/11
Uhlman, John	Comm. Ed./SC	2500.00/cs <sup>1</sup>	07/01/10-06/30/11
Varney, Rosemary	Comm. Ed./SC	2500.00/cs <sup>1</sup>	07/01/10-06/30/11
Yarnton, Todd	Comm. Ed./IVC	2500.00/cs <sup>1</sup>	07/28/10-06/30/11

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. HVAC TECHNICIAN, Pos #3350, Classified Bargaining Unit Salary Range 128, Office of Physical Plant, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective September 1, 2010, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. SENIOR HVAC TECHNICIAN, Classified Bargaining Unit Salary Range 130, plus 5% shift differential, Office of Physical Plant, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 1, 2010, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Job Description, Exhibit B, Attachment 1)

**D. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION**

1. STUDENT DEVELOPMENT OFFICE ASSISTANT, Pos #4101, categorical funded, Classified Bargaining Unit Salary Range 121, 29 hours per week, 12 months per year, Office of Student Development, Irvine Valley College seeks authorization to permanently increase hours to 40 hours per week, 12 months per year, effective July 1, 2010. This position is funded by the Associated Student Government (ASG) with employment contingent upon the availability of these funds.
2. ACCOMPANIST, Pos #3616, Classified Bargaining Unit Salary Range 126, 18 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College seeks authorization to permanently increase hours to 20 hours per week, 10 months per year, effective August 23, 2010.
3. ACCOMPANIST, Pos #3622, Classified Bargaining Unit Salary Range 126, 11 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College seeks authorization to permanently increase hours to 15 hours per week, 10 months per year, effective August 23, 2010.

**E. RECLASSIFICATION**

1. CAMPBELL, DANIEL, ID #12020, HVAC Technician, Pos #3350, Classified Bargaining Unit Salary Range 128, Step 6, plus 5% shift differential, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, is to be reclassified as Senior HVAC Technician, Classified Bargaining Unit Salary Range 130, Step 6, plus 5% shift differential, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, effective September 1, 2010, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. This item is contingent upon approval by the Board of Trustees for items B2 and C2 of this agenda.

**F. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT**

- a. DADOR RIVERA, INIGO, ID #16783, Student Development Office Assistant, Pos #4101, categorical funded, Classified Bargaining Unit Salary Range 121, Step 2, 29 hours per week, 12 months per year, Office of Student Development, Irvine Valley College, is to be given a permanent increase in hours to 40 hours per week, 12 months per year, effective July 1, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract. This position is funded by the Associated Student Government (ASG) with employment contingent upon the availability of these funds.
- b. LANGE, BROOKE, ID #15608, Curriculum Assistant, Pos #3939, Classified Bargaining Unit Salary Range 121, Step 3, 29 hours per week, 11 months per year, Office of Instruction, Saddleback College, has been given a temporary increase in hours to 40 hours per week, with benefits, effective July 1, 2010 through December 31, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- c. SANCHEZ, BETH, ID #4801, Lab Technician, Reading, Pos #3546, Classified Bargaining Unit Salary Range 122, Step 6, 29 hours per week, 12 months per year, School of Humanities and Languages, Irvine Valley College, is to be given a temporary increase in hours to 40 hours per week, with benefits, effective September 1, 2010 through December 31, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- d. SHEPHERD, DEAN, ID #9696, Accompanist, Pos #3616, Classified Bargaining Unit Salary Range 126, Step 6, 18 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College, is to be given a permanent increase in hours to 20 hours per week, 10 months per year, effective August 23, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- e. TOSCANO, HSUEH-LIN, ID #16454, Accompanist, Pos #3622, Classified Bargaining Unit Salary Range 126, Step 3, 11 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College, is to be given a permanent increase in hours to 15 hours per week, 10 months per year, effective August 23, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.

**F. CHANGE OF STATUS - continued**

**2. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)**

- a. DALLA BETTA, KEVIN, ID #16967, Senior Accounting Specialist, Pos #4017, Classified Bargaining Unit Salary Range 131, Step 2, 40 hours per week, 12 months per year, Foundation, Saddleback College, is to be employed as Accounting Officer, Pos #4250, Classified Bargaining Unit Salary Range 135, Step 1, 40 hours per week, 12 months per year, Office of College Fiscal Services, Saddleback College, effective September 13, 2010. This position was approved by the Board of Trustees on March 26, 2010.
- b. LANDINGHAM, GABRIELLE, ID #13553, Administrative Assistant, Pos #3290, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, is to be employed as Senior Administrative Assistant, Pos #3223, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Counseling Services and Special Programs, Saddleback College, effective September 1, 2010. This is a replacement position for Mary Anstadt, who received a change in status.

**G. OUT OF CLASS ASSIGNMENTS**

1. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 5, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District, has been given a temporary change in assignment to Executive Assistant to the Vice Chancellor, Pos #2244, Classified Management Salary Range 04, Step 3, 40 hours per week, Office of Business Services, District, effective August 18, 2010. This is a temporary reassignment for Cheryl Clavel, who is on leave.
2. DADOR RIVERA, INIGO, ID #16783, Senior Administrative Assistant, Pos #4254, a temporary reassignment, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, Office of Student Development, Irvine Valley College, assignment ended on June 30, 2010 and returned to permanent assignment as Student Development Office Assistant, Pos #4101, categorical funded, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Office of Student Development, Irvine Valley College, effective July 1, 2010. This position is funded by the Associated Student Government (ASG) with employment contingent upon the availability of these funds.
3. KEITH, RANDEL, ID #14835, Lead Building Maintenance Worker, Pos #4229, a temporary reassignment, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Saddleback College, assignment ended on July 31, 2010 and returned to permanent assignment as Electrician, Pos #3566, Classified Bargaining Unit Salary Range 128, Step 5, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Saddleback College, effective August 1, 2010.
4. LEOWIDJAJA, SILVERIUS, ID #14272, Admissions and Records Specialist III, Pos #3394, Classified Bargaining Unit Salary Range 122, Step 5, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Budget Control/Fiscal Officer, Pos #3518, Classified Bargaining Unit Salary Range 130, Step 2, 40 hours per week, Office of College Fiscal Services, Irvine Valley College, effective July 22, 2010. This is a temporary reassignment for Diana Walker, who is on leave.



**G. OUT OF CLASS ASSIGNMENTS – continued**

5. MC CONNELL, TRACY, ID #13022, Program Assistant, Categorical Funded, Pos #3906, Classified Bargaining Unit Salary Range 118, Step 3, 40 hours per week, 12 months per year, Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Executive Assistant, Pos #3325, Classified Bargaining Unit Salary Range 133, Step 1, 40 hours per week, Office of the Vice President of Student Services, Saddleback College, effective July 26, 2010 through July 30, 2010. This was a temporary reassignment for Barbara Sendaba, who was on leave.
6. OSZ, HELEN, ID #16145, Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 3, 25 hours per week, 12 months per year, Payroll, Office of Business Services, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Fiscal Services, Office of Business Services, District, effective August 23, 2009. This is a temporary reassignment for Mayra Arias, who has been temporarily reassigned.
7. WEIDENKOPF, SASHIKO, ID #14987, Accounting Systems Specialist, Pos #3918, a temporary reassignment, Classified Bargaining Unit Salary Range 135, Step 2, 40 hours per week, Office of College Fiscal Services, Saddleback College, assignment ends on September 10, 2010 and returns to permanent assignment as Accounting Assistant, Pos #3751, Classified Bargaining Unit Salary Range 118, Step 4, 40 hours per week, 12 months per year, Office of College Fiscal Services, Saddleback College, effective September 13, 2010.

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BROKAW, BETH, ID #1778, Senior Administrative Assistant, Pos #3335, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Mathematics, Sciences and Engineering, Saddleback College, resignation effective July 5, 2010 and retirement July 6, 2010. Payment is authorized for any compensated time off. (Permanent hire date: October 22, 1979)
2. LEVY, LESLIE, ID #1860, Senior Lab Technician, Computers, Pos #3317, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Computer Learning Center, School of Business Sciences, Irvine Valley College, resignation effective October 15, 2010 and retirement October 16, 2010. Payment is authorized for any compensated time off. (Permanent hire date: April 1, 1985)
3. NELSON, SHERI, ID #1408, Senior Administrative Assistant, Pos #3471, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Distance Education, Office of Instruction, Saddleback College, resignation effective December 30, 2010 and retirement December 31, 2010. Payment is authorized for any compensated time off. (Permanent hire date: April 18, 1988)
4. WALKER, LISA, ID #17262, Accounting Specialist, Pos #4053, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District, resignation effective July 6, 2010. Payment is authorized for any compensated time off. (Probationary hire date: November 16, 2009)

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - continued**

5. <sup>2</sup>WILLIAMS, MARY, ID #6802, Grants Analyst, Pos #4087, Office of Planning, Research and Grants, Saddleback College, 40 hours per week, 12 months per year, resignation effective August 20, 2010 and retirement effective August 21, 2010. Payment is authorized for any compensated time off. (Start date: November 15, 1994)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Araneta, Kyle	Avdee, Daniel	Baird, Caroline	Barr, Erik
Bednarczyk, Nicole	Boyd, Austin	Cantwell, Michael	Chen, David
Draper, John	Heavlin-Martinez, Jen.	Jay, Chad	Jones, Victoria
Kachad, Dustin	Kuhse, Jacob	Leonardi, Marissa	Luxon, Alexander
Maier, Justin	McDermott, Brittany	Meeker, Bryce	Patino, Danieli
Patton, William	Pinkow, Jake	Rodriguez, Jennifer	Rosen, Jacob
Rosney, Nadja	Rys, Devon	Scott, Andrew	Shapiro, Christina
Tanger, Gracia	Terry, Anthony	Thiercof, Joseph	Weiner, Eli

KSBR, Advanced Technology and Applied Science, Saddleback College

Aaron, Blake	Agustin, Gabe	Allen, Isaac	Andrews, Marshall
Armengol, Tom	Becker, Peter	Borja, Christopher	Boyer, Gary
Buchanan, Jeremy	Collins, Miles	Crawford, Brett	Davila, Judy
Flores, Pam	Garcia, Ileana	Goodman, Bob	Guzman, Omar
Halpern, Ron	Hurt, Bob	Jones, Kelly	Kaufman, Alex
Knapp, Charles	Landresse, P.J.	Lewis, Alfreda	Lewis, Linda
Maher, Thomas	Melvin, Kevin	Moore, Kara	Mooring, Donald
Olamendi, Esmeralda	Oricio, Franz	Otto, Jim	Paley, Aaron
Perez, Andres	Pinilla, Herman	Pool, Lisa	Porter, Laurie
Potts, Kevin	Romano, Jenny	Romano, Robert	Rutsch, Steven
Samayon, Ron	Schoenburg, Patrick	Shab, Donald	Shevchuk, David
Stoneking, Mary	Sussman, Carol	Terry, Candace	Thornton, Donna Jo
Todd, Just	Vazquez, Devin	Wallace, Lacey	Weaver, Wynn
Wynn-Dill, Robin	Yip, Vienna	Zimbalist, Jacqueline	

Fine Arts, Saddleback College

Allender, Gabrielle	Allender, Sarah	Borovinsky, Mary	Bowers, Kerry
Collins, Adrienne	Collins, Veronica	Copley, Anne	Copley, Cari
Dellerba, Danielle	Dellerba, Karen	Dorsey, Cassie	Dorsey, Emma
Fontana, Ally	Fontana, Kate	Fontana, Sandi	Krumrine, Marianna
Miller, Lindsay	Miller, Marcee	Miscione, Breanna	Miscione, Shari
Petrocelli, Danielle	Schwarm, Donna	Schwarm, Katie	Vansell, Claire
Vasquez, Avbree	Vasquez, Pamela	Zani, Medora	Zani, Courtney

Kinesiology, Physical Education and Athletics, Saddleback College

Banis, Sam	Caley, John	Cherone, Robert	Clark, Ryan
Gerloff, Marlene	Kasper, Ranna	Samson, Alfredo	

<sup>2</sup> Ms. Williams has been Acting as Director of Supplemental Funding and Supportive Services, Pos #4138, Classified Management Salary Range 8, Step 3 since September 1, 2009 with the temporary assignment ending upon her resignation.

**I. VOLUNTEERS – continued**

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Anderson, Doris	Casquette, Denis	Danielson, Warren	Denecour, Ron
Ewing, Hal	Garcia-Lua, Beatriz	Hoang, Phuong Linh	Houssainy, Sammy
Lamanuzzi, Brenda	Lindblad, Jim	Lindblad, Vicki	Nguyen, Hongghi
Shaffer, Robert			

Liberal Arts and Learning Resources, Saddleback College

Wilks, Don

Counseling Services and Special Programs, Saddleback College

Aragon, Erick	Cline, Shane	Harris, Amanda
Hodge, Danielle	McCann, Kara	Smith, Michael
Tran, Lisa	Webber, Cory	

Extended Education and Emeritus Institute, Irvine Valley College

Bavafa, Pouya	Haven, Nancy
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Fine Arts, Irvine Valley College

Asefi, Mariam

Guidance and Counseling, Irvine Valley College

Brown, Ashley

Health, Physical Education and Athletics, Irvine Valley College

Carey, Peter

Humanities and Languages, Irvine Valley College

Arakawa, Chiaki	Hino, Ayumi	Ikebe, Chiho
Ishibashi, Sayako	Takano, Ayako	Ziroki, Shandi

Learning Center, Irvine Valley College

Jhan, Soo	Zhao, Shirley
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Library Services, Irvine Valley College

Carlson, Lori	Demehri, Mehmaz	Singh, Surdeep
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Life Sciences and Technology, Irvine Valley College

Elmi, Deqa

Physical Sciences and Technology, Irvine Valley College

Dunkle, Glenn	Hushmand, Arash	Vaccher, Robert
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Public Information and Marketing, Irvine Valley College

Stoner, Jana

Special Programs and Services, Irvine Valley College

Goethe, La Rissa

I. **VOLUNTEERS** – continued

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

Student Services, Health and Wellness Center, Irvine Valley College

Denham, Tessa

Rodriguez, Ruben

Tapia, Faith

Tonel, Erwin

## ATTACHMENT 1

South Orange County Community College District

### **SENIOR HVAC TECHNICIAN – Classified Bargaining Unit Salary Range 130**

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 assigned supervisory and/or management staff, performs skilled work in the installation, servicing, repair, and maintenance of refrigeration, heating, ventilation and air conditioning equipment and systems; makes a variety of independent decisions related to HVAC systems; coordinates assigned projects related to HVAC systems and serves as the point person for contractors during the evening hours; operates and maintains a wide variety of hand and power tools and equipment; performs a variety of special projects; and assists in performing other skilled maintenance duties as assigned. May receive functional supervision, technical training and work direction from a Plant Engineer.

#### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the HVAC Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including making independent decisions related to the HVAC system, dealing with contractors, and independently performing a variety of special projects. Employees in this classification work part of a shift alone without any direct supervision from higher level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### 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. Inspect, test, troubleshoot, repair, maintain and service all types of heating, refrigeration, ventilation and air conditioning equipment and systems; ensure proper functioning; repair leaks and malfunctioning dampers in systems; make independent decisions related to the HVAC system when working alone during evening hours.
2. Install, replace, repair and adjust valves, thermostats, fans, pressure and air regulators, filters, belts, fuses, controls, gauges, air compressors, blowers, dryers and pumps; test joints and insulate pipes of refrigeration and air conditioning systems; clean, lubricate and adjust systems as required.
3. Test water used in air conditioning systems for proper levels of chemical treatment; maintain appropriate levels to maximize corrosion protection in cooling towers and water supply.
4. Fabricate, repair and install duct work and chassis covers; cut threads and assemble pipe and tubing to other components of air conditioning, heating and refrigeration equipment.
5. Perform inspections of powerhouses throughout the assigned campus; monitor operation of mechanical systems that supply air conditioning to buildings.
6. Perform scheduled preventative maintenance on all air conditioning and related equipment.
7. As assigned, assists in operating the Energy Management System in order to control time schedule and temperature of conditioned areas on campus.
8. As assigned, assist outside contractors; provide information within the area of assignment; provide hands on assistance as necessary; inspect completed work and report punch-list items to supervisor; ensure problems are resolved.
9. Coordinate assigned projects related to HVAC systems and serve as the point person for contractors during evening hours.
10. Perform a variety of special projects as assigned during evening hours.

South Orange County Community College District  
Page 2 – Senior HVAC Technician

REPRESENTATIVE DUTIES

11. Order, stock and maintain equipment and supplies.
12. Provide assistance on various other maintenance and repair projects as assigned.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Advanced methods, practices, equipment and tools used in the repair and maintenance of air conditioning, heating and ventilation systems.  
Advanced methods and techniques of troubleshooting and diagnosing of HVAC malfunctions.  
HVAC system design, equipment capabilities and requirements.  
Electronic, pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems.  
Operational characteristics of energy management systems and related components.  
Proper methods, materials, tools, terminology and equipment used in the HVAC trades.  
Methods and techniques of preparing and interpreting drawings, diagrams, schematics and blueprints.  
Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.  
Occupational hazards and standard safety practices.  
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Independently perform preventive HVAC maintenance work.  
Maintain, install and repair complex HVAC systems, equipment and components.  
Operate a variety of tools and equipment used in HVAC maintenance and repair work.  
Independently make decisions regarding the HVAC system.  
Read and interpret mechanical drawings, schematics, blueprints and sketches.  
Order and maintain parts and supplies according to established guidelines and repair requirements.  
Install, maintain and repair energy management systems and related components.  
Maintain detailed and accurate records.  
Ensure adherence to safe work practices and procedures.  
Work independently with little direction.  
Understand and follow 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 the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of heating, air conditioning and ventilation systems or a related field.

South Orange County Community College District  
Page 3 – Senior HVAC Technician

EDUCATION AND EXPERIENCE GUIDELINES

Experience:

Three years of responsible experience in the maintenance and repair of heating and air conditioning equipment and systems.

License or Certificate:

Possession of a valid California driver's license and proof of insurability.

Possession of, a valid EPA Refrigerant Handling certificate.

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 in indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to electrical energy. Occasional exposure to risks controlled by safety precautions. Positions may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; 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.

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College: Speakers  
**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college and/or ATEP since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

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



# **SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

## **SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
8/2/10 6 pm	TAS 225	Morgan Barrows	ENV 202 / Green Living	Erik Sykes	Organic Fertilizer
8/4/10 6 pm	TAS 225	Morgan Barrows	ENV 202 / Green Living	Kay Havens	Composting
8/9/10 6 pm	TAS 225	Morgan Barrows	ENV 202 / Green Living	Rachel Hulan	Green Design
9/1/10 11:30 am–12:30 pm	SSC 212	Barbara Huggins	CSNA General Meeting	Jeff Kuntz	Critical Care Nursing on Transport
9/22/10 5:15 pm	HS 105	Martine Wehr	Juvenile Violence, Gangs	Joseph Stokely	Gang Violence Suppression O.C. Probation

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

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 7/26/10 Total Basic Aid Estimated Receipts of \$394.2M less Total Approved Projects in the amount of \$360.5M leaves a \$33.7M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for 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.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2010 – 2011	\$38,984,025
2011 – 2012	\$39,538,907
2012 – 2013	\$38,545,185
2013 – 2014	\$37,493,544

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of July 26, 2010 Board Meeting**

	1999-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Total
Actual Basic Aid Receipts	\$74,365,248	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$355,217,605
Estimated Basic Aid Receipts 2010/11								\$38,984,025
							<b>Total Receipts</b>	<b>\$394,201,630</b>
							<b>Total Approved Projects</b>	<b>\$360,509,234</b>
							<b>Uncommitted Basic Aid Funds</b>	<b>\$33,692,396</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$11,919,662	\$23,498,276	\$35,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$11,303,957				\$11,303,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC M/S/E Bldg Ventilation System					\$5,000,000	\$5,000,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC New Science Building (M/S/E annex)					\$3,867,000	\$3,867,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$7,976,770			\$7,976,770
SOCCCD Legal Defense for Invocation Complaint	\$2,000,000					\$2,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,874,192					\$1,874,192
<b>Total Approved Projects</b>	<b>\$45,326,631</b>	<b>\$47,988,533</b>	<b>\$35,855,357</b>	<b>\$99,523,685</b>	<b>\$131,815,028</b>	<b>\$360,509,234</b>

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward	Total
College Scheduled Maintenance Projects	5,000,000		381,124	900,200	431,327	161,938	1,428,062	1,184,918	512,432	5,000,000
2005/06 Allocation for Salary Schedule Restructure	4,245,000			4,245,000		-	-	-	-	4,245,000
2005/06 College Instructional Equipment Needs	1,392,000			438,461	41,503	378,311	473,955	55,237.32	4,532	1,392,000
Technology Needs for IVC, SC & District	19,367,618		2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	1,419,004	19,367,618
Campus Appearance Improvement IVC & SC	1,000,000						378,837	215,312	405,851	1,000,000
ATEP Operating Budget*	11,303,957		266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548	2,693,475	11,303,957
ATEP Staffing, Equipment, Program Development	4,000,000						20,689	171,285	3,808,026	4,000,000
ATEP Renovation	15,034,576	370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	450,213	7,288,078	15,034,576
ATEP Building Demolition	7,000,000					-	61,693	12,192	6,926,115	7,000,000
ATEP Hangar & Chapel Utilities	1,000,000					-	-	-	1,000,000	1,000,000
ATEP Site Development Negotiations	4,750,000				12,066	887,067	1,080,568	592,509	2,177,791	4,750,000
ATEP Development	3,750,000					565,425	1,041,250	750,807	1,392,519	3,750,000
ATEP Parking Lot Renovation	950,000						-	176,205	773,795	950,000
College/District Contributions for Debt Retirement - COPS	4,380,701	1,543,653	1,351,330	1,485,718	-	-	-	-	-	4,380,701
Debt Retirement Contribution	34,400,000	21,000,000	5,000,000	4,200,000	4,200,000	-	-	-	-	34,400,000
IVC Business & Technology Innovation Center	12,882,000		-	25,860	981,852	5,563,594	2,392,351	1,477,228	2,441,115	12,882,000
IVC Design and Install Entrance from Barranca	2,850,000			9,950	-	-	-	41,576	2,798,474	2,850,000
IVC Fine Arts Building	4,652,000					61,163	115	-	4,590,722	4,652,000
IVC Floor Repairs	58,340		57,458	882	-	-	-	-	-	58,340
IVC Life Sciences Project	17,410,000					-	81,776	793,360	16,534,864	17,410,000
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759		1,500	222,418	1,183,432	69,409	-	-	-	1,476,759
IVC Maintenance and Police Facility	4,553,656		90,046	1,575,308	1,412,747	1,475,172	383	-	-	4,553,656
IVC Modular Building	370,000	369,456	544			-	-	-	-	370,000
IVC Landscaping (PAC & BSTIC)	1,796,000						-	105,493	1,690,507	1,796,000
IVC Performing Arts Center	17,006,209	57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	185,445	-	17,006,209
IVC Science Equip & TV Studio	500,000	492,814	7,186			-	-	-	-	500,000
IVC Sports Facilities	896,000	896,000				-	-	-	-	896,000
IVC Replace Main Water Valves	275,000							6,035	268,965	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000							3,088	226,912	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							-	400,000	400,000
IVC SSC HVAC System	800,000							1,346	798,654	800,000
IVC Utility Service Project	416,000			125,332	220,576	315	-	-	69,778	416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123			35,700	413,103	29,853	5,466	-	-	484,123
IVC Modular Bldg Replacement (CEC)	197,402				197,402	-	-	-	-	197,402
IVC Science Lab Addition & Remodel	6,980,000				276,823	86,014	2,373,462	2,024,161	2,219,540	6,980,000
IVC A-300 Bldg Remodel	2,481,000				49,177	94,785	1,529,452	228,508	579,078	2,481,000
IVC Early College Program	60,000					19,626	40,374	-	0	60,000
Retiree Benefits	35,417,938	2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	8,000,000	35,417,938
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000		57,748		9,684	61,163	115	-	2,208,290	2,337,000
SC M/S/E Plaza Repairs	5,081,000					-	69,288	-	5,011,712	5,081,000
SC M/S/E Renovation	2,608,344					-	39,000	-	2,569,344	2,608,344
SC Building Repairs - TAS Building	1,956,000		26,775	97,135	28,465	-	1,048	-	1,802,576	1,956,000
SC Building Repairs - Library Remodel	20,141,000	40,000	37,892	-	-	-	-	511,511	19,551,596	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	965,373	15,917	737,255	-	-	-	-	455	1,719,000
SC Demolition and Upper Quad Remodel	1,000,000					-	-	-	1,000,000	1,000,000
SC Village Remodel	4,130,000					244,229	2,014,945	1,311,975	558,852	4,130,000
SC Village Expansion	3,942,000						463,110	2,942,595	536,294	3,942,000
SC Golf Driving Range Net Replacement	300,000			1,800	43,400	46,600	5,000	5,000	198,200	300,000
SC Health Science/District Office Building	15,251,655	7,156,088	7,887,463	189,994	5,096	13,014	-	-	0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	48,500		24,250	-	-	-	-	-	24,250	48,500
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	46,200	1,288,800			-	-	-	-	1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200			682,740	3,735,624	4,277,090	28,746	-	-	8,724,200
SC New Science Building (M/S/E annex)	3,867,000				29,595	-	-	-	3,837,405	3,867,000
SC Science Equip & TV Studio	500,000	499,908	92			-	-	-	-	500,000
SC Science/Applied Science Bldg	14,850		14,850	-	-	-	-	-	-	14,850

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward	Total
SC Sports Facilities	817,310	778,625	26,695	11,990		-	-	-	-	817,310
SC Bridge Replacement	1,700,000							2,693	1,697,307	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	5,000,000							-	5,000,000	5,000,000
SC Pool Deck Replacement	1,500,000							23	1,499,977	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000							166,833	1,333,167	1,500,000
SC Temporary Classroom Facilities	7,269,285		714	3,729,338	3,341,007	105,308	450	300	92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000				162,708	105,248	2,023,613	72,862	177,569	2,542,000
SC Loop Road	3,442,000					-	-	5,740	3,436,260	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740			208,797	672,943	16,000	-	-	0	897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260				3,515,073	5,304,918	4,111,633	1,099,661	70,975	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	127,271	3,636,911	627,911	107,404	-	-	-	0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500			27,500		-	-	-	-	27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010			370,010		-	-	-	365,000	735,010
SOCCCD: HR Recruitment Work Plan	85,911		85,911			0	-	-	-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000	15,700	24,002	24,298	24,000	14,000	34,354	13,140	60,506	210,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830			184,690	85,327	59,813	-	-	-	329,830
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	7,976,770							2,906,089	5,070,681	7,976,770
SOCCCD: Legal Defense for Invocation Complaint	2,000,000								2,000,000	2,000,000
SOCCCD: Additional 1% Contingency	1,278,101						-	-	1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,874,192	453,867				-	527,830	-	892,495	1,874,192
<b>Totals</b>	<b>360,509,234</b>	<b>37,632,547</b>	<b>26,988,395</b>	<b>33,077,552</b>	<b>44,726,959</b>	<b>38,085,375</b>	<b>27,063,189</b>	<b>23,641,810</b>	<b>129,293,407</b>	<b>360,509,234</b>

	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward
Commitments	83,542,630	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	10,992,495
Cumulative Commitments	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	360,509,234
Receipts	74,365,248	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,984,025
Cumulative Receipts	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	394,201,630
Cumulative Expenses	37,632,547	64,620,942	97,698,494	142,425,453	180,510,828	207,574,017	231,215,827	360,509,234
Cash Balances	36,732,701	49,907,184	63,728,835	71,897,893	84,505,391	108,621,567	124,001,778	33,692,396

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## **FACILITIES PLAN STATUS REPORT**

### **August 30, 2010**

#### **SADDLEBACK COLLEGE**

##### **1. JAMES B. UTT LIBRARY REMODEL**

Reallocation of basic aid funding has allowed this project to move forward. Bids for the project were opened on March 31, 2010. The award of construction contract was approved by the Board in May. The Notice to Proceed was issued on June 14, 2010, and construction is underway commencing with the abatement and demolition work. *Abatement work is about 90% complete with demolition about 70% complete. The main stairway demolition work is underway.* Furniture and equipment planning continues. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

##### **2. SCIENCES BUILDING**

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$55,398,000 with \$33,553,000 anticipated from the state and \$21,845,000 proposed as funded through basic aid.

##### **3. McKINNEY THEATER RESTROOMS (Fine Arts Restrooms)**

Construction began on June 23, 2008. The project was complete May, 2009. Contractor close out is complete. *DSA closeout and certification is completed.* The Notice of Completion was filed on March 29, 2010. The overall project budget is \$2,542,000 funded through basic aid.

##### **4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL**

On June 25, 2007, the Board approved the Portable Renovation, the Gaucho Strength Center renovation and PE100 renovation projects.

Construction and punch list work for the Gaucho Strength Center Renovation for Communication Arts is complete. Contractor close out is complete. The Notice of Completion was filed in May, 2010. *DSA closeout and certification is completed. This item is closed and will be removed from future facilities reports.*

The overall project budget is \$4,130,000 funded through basic aid.

##### **5. MATH/SCIENCES/ENGINEERING BUILDING**

The District re-submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2009. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,235,000 with \$19,765,000 anticipated from the state and \$8,471,000 proposed as funded through basic aid.



#### 6. LOOP ROAD

The Board approved the Loop Road project in March, 2009. Currently, the project is estimated at \$5,650,000 which is believed to be an inadequate amount. Architectural selection was Board approved during the February 2010 meeting. The project team held the kick-off project meeting in May and subsequent progress meetings have been held through this month to status the required project studies. \$3,442,000 of the overall project budget is approved for funding through basic aid.

#### 7. M/S/E PLAZA RENOVATION

The Board approved the Math/Science/Engineering building project in March, 2009. Uneven settlement under the plaza area between the Library and the M/S/E building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The College has requested that this project be temporarily postponed. The overall project budget is \$5,081,000 funded through basic aid.

#### 8. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. There are two construction packages, one for site work and one for the buildings. The Surety for MJ Contractors and the District executed a Takeover Agreement. Construction is complete. The final change orders for the site work are under negotiation. The Notice of Completion for the building portion was filed in June 2010. *The final change order and the Notice of Completion for the site work is on this August 2010 agenda. DSA Close Out is underway.* The overall project budget is \$3,942,000 funded through basic aid.

#### 9. BRIDGE REPLACEMENT PROJECT

In March 2010, the Board approved an architect and basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity. The project team held the kick-off meeting in May and subsequent progress meetings through *June and July for design development.* Meetings were held with college administration and staff to review the bridge design development. *Construction documents development is underway and project progress meetings and reviews are being conducted.*

## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. All necessary DSA close out documentation is now submitted. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding. DSA began returns in groups of 3 or 4 in early March.

### 2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The final equipment *order is complete and on target* to meet reimbursement deadlines. DSA closeout is complete. The overall project budget is \$25,593,000 with \$12,711,000 from the state and \$12,882,000 funded through basic aid.

### 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. DSA close out is underway. The overall project budget is \$6,980,000 funded through basic aid.

### 4. A-300 REMODEL FOR MUSIC DEPARTMENT

The Notice of Completion was filed in July, 2009. DSA closeout is underway. The overall project budget is \$2,484,000 funded through basic aid.

### 5. LIFE SCIENCES PROJECT

The Board of Trustees approved the architects for the Life Sciences project in November 2008. Plans were submitted to the Division of the State Architect on June 9, 2010. *Staff is evaluating building envelope consultants for plan review and construction monitoring.* Constructability reviews will be ongoing while under review with the DSA. The overall project budget is \$24,848,000 with \$17,377,000 from the state and \$7,468,000 funded through basic aid.

### 6. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Though final budget will be resolved after the State Chancellor's Office has completed the funding process. The overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

### 7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March 2010. Currently, the project is estimated at \$2,850,000 which will be evaluated for appropriateness once the designer provides a cost estimate. Consultant has requested the soils analysis on the existing berm. The first of two plan check fees has been submitted to the City of Irvine. This review precedes final design and submittal to DSA. The discovery phase is on schedule. The overall project budget is \$2,850,000 funded through basic aid.

## 8. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March 2009. *Bid award recommendation is on this August 2010 board agenda.* The overall project budget is \$1,796,000 funded through basic aid.

## ATEP

### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation 99% complete. The contractor, has requested a review of previously submitted change orders. District staff has partially released retention and is working with ModSpace on finalizing a few outstanding items. To date, total change orders represent 3.01% of the original contract amount.

### 2. ATEP BUILDING DEMOLITION

Plans and specifications for all seven phases of demolition have been *approved* by the City of Tustin and the Navy. *Staff is finalizing the bid documents.* A second phase of demolition is under design to include the hanger located at the southwest edge of the property. The overall project budget is \$7,000,000 funded through basic aid.

### 3. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

### 4. ATEP FENCING

The contractor was given Notice to Proceed for July 12, 2010. *Material procurement is underway.* The overall project budget is \$50,000 funded through basic aid.

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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**BACKGROUND**

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it was requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

**STATUS**

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Vice Chancellor of Business Services.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
3/25/10	Retirees Receiving over \$100,000 Annually	Trustee Fuentes	April 26, 2010	Gary Poertner	April 26, 2010
2/22/10	Nepotism	Trustee Fuentes	April 26, 2010	David Bugay	April 26, 2010
11/17/09	Efficiencies, Reductions and Planning in 2010-2011	Trustee Fuentes	January 2010	Gary Poertner	January 2010
11/17/09	Presentation on Statewide Community College Survey Results	Trustee Fuentes	December 7, 2009	Gary Poertner	January 25, 2010 December 7, 2009
9/24/09	Saddleback College Communication Arts Program	Trustee Padberg	November 17, 2009	Tod Burnett	January 25, 2010 November 17, 2009
9/24/09	Saddleback College Film Program	Trustee Padberg	November 17, 2009	Tod Burnett	November 17, 2009
8/31/09	Salaries of College Professors in Orange County	Trustee Fuentes	October 26, 2009	David Bugay	October 26, 2009

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

**STATUS**

The California Community Colleges Quarterly Financial Status Report, as of June 30, 2010 for the 2009/10 fiscal year, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2009-2010

District: (890) SOUTH ORANGE

Quarter Ended: (Q4) Jun 30, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	168,463,854	177,706,923	180,702,584	181,588,225
A.2	Other Financing Sources (Object 8900)	85,022	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	168,548,876	177,706,923	180,702,584	181,588,225
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	117,782,460	120,989,151	133,868,154	136,661,585
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	52,839,132	47,257,511	48,636,000	44,656,082
B.3	Total Unrestricted Expenditures (B.1 + B.2)	170,621,592	168,246,662	182,504,154	181,317,667
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,072,716	9,460,261	-1,801,570	270,558
D.	Fund Balance, Beginning	20,986,284	18,913,568	28,373,829	26,572,259
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,986,284	18,913,568	28,373,829	26,572,259
E.	Fund Balance, Ending (C. + D.2)	18,913,568	28,373,829	26,572,259	26,842,817
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.1%	16.9%	14.6%	14.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	22,969	24,196	25,759	26,233
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III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		30,119,630	36,009,617	37,039,208
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	39,754,187	30,119,630	36,009,617	37,039,208

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	174,638,335	175,098,580	181,588,225	103.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	174,638,335	175,098,580	181,588,225	103.7%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	155,020,453	154,785,635	136,661,585	88.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	46,190,141	46,885,204	44,656,082	95.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	201,210,594	201,670,839	181,317,667	89.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-26,572,259	-26,572,259	270,558	
L.	Adjusted Fund Balance, Beginning	26,572,259	26,572,259	26,572,259	
L.1	Fund Balance, Ending (C. + L.2)	0	0	26,842,817	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	0%	0%		

**V. Has the district settled any employee contracts during this quarter?**

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified
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(Specify) YYYY-YY		Permanent		Temporary		Total Cost Increase	% *
		Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:							
	Year 1:						
	Year 2:						
	Year 3:						
b. BENEFITS:							
	Year 1:						
	Year 2:						
	Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
This year? **NO**  
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

District: (890) SOUTH ORANGE

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q4) Jun 30, 2010

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

David Bugay

CBO Phone:

Use format 999-555-1212

949-582-4699

CBO Signature:

Date Signed:

Chief Executive Officer Name:

Dixie Bullock

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Beth Mueller

Title:

District Director of Fiscal Services

Telephone:

Use format 999-555-1212

949-582-4661

Fax:

Use format 999-555-1212

949-347-0390

E-Mail:

bmueller@socccd.edu

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:

Christine Atailg (916)327-5772 catalig@cccco.edu or Glen Campora (916)323-6899 gcampora@cccco.edu

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**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

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**BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

**STATUS**

This report is for the quarter ending on June 30, 2010. Our cash balances at the end of June 30, 2010 were One Hundred Sixty-Six Million, Four Hundred, Sixty-Eight Thousand Four Hundred Forty-Six Dollars and 31/100 (\$166,468,446.31) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Five Hundred Forty-Six Thousand, Seven Hundred Seventy-Six Dollars and 07/100 (\$25,546,776.07) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 1.13% and the LAIF investment pool is yielding an average of 0.56% for the fiscal quarter ending June 30, 2010. Both pools are highly liquid, with overnight wire transfers available upon request.

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Written Reports

**ACTION:** None

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**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.

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association

**TO:** Acting Chancellor Dixie Bullock and Members of the Board of Trustees

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

**DATE:** August 24, 2010

**SUBJECT: President's Report for the August 30, 2010 Board of Trustees Meeting**

### **Irvine Valley College Signs MOU with University of Redlands**

IVC administration, faculty, staff, and students attended the formal signing of the Memorandum of Understanding (MOU) with the University of Redlands' School of Business on Tuesday, August 10, from 9:00 a.m. to 10:30 a.m. in the Media Resource Center of the Business Sciences and Technology Innovation Center. Participants in the signing included IVC President Dr. Glenn Roquemore and University of Redlands Vice President for Academic Affairs Dr. David Fite. The partnership will expand the many transfer opportunities available to IVC students and staff. One of the major benefits of the MOU is the tuition discount for undergraduate or graduate courses offered in Redlands' School of Business programs—10% for IVC students and 15% for IVC employees. There are two undergraduate programs, the Bachelor of Arts in Management and the Bachelor of Science in Business. Graduate programs include the Master of Business Administration and the Master of Arts in Management.

### **IVC Foundation Announces New Officers**

Julie Davis has been elected to serve as chairman for the 2010-11 academic year of the Irvine Valley College Foundation. The other officers who will be serving on the Foundation's executive committee are: Dr. Richard Nelson, first vice chairman; Beccie Dawson, second vice chairman; William M. Crosby, secretary; Candace Huie, treasurer and David A. Robinson, immediate past chairman. Julie Davis is a partner and CFO of Coast to Coast Business Equipment, an Irvine-based authorized dealer of office equipment for Toshiba, Okidata and Kyocera-Mita. Dr. Richard Nelson is CEO of Micromachines LLC, a high-tech provider of microdevices and consulting services. Beccie Dawson is the chief people officer of THINK Together, a non-profit provider of after-school programs, and the 2008 recipient of the Irvine Valley College Alumnus of the Year Award. William Crosby is a founding partner of Barnes, Crosby, Fitzgerald & Zeman, an Irvine-based law firm. Candace Huie is a CPA and partner of White, Nelson & Co., LLP. David A. Robinson is the managing partner of Enterprise Counsel Group, an Irvine-based law firm.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams  
Dixie Bullock, Acting Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

*An Equal Opportunity Employer*

### **IVC Student Honored by Horatio Alger Association**

IVC student LaQuann Moore was recently honored with a \$2,000 scholarship from the Horatio Alger Association. Moore will be returning to IVC to study in the fall as a Business Administration major. He hopes to attend Pepperdine University for the 2011-2012 school year. Moore was also the recipient of the 2010 Phi Theta Kappa Distinguished Chapter President Award.

### **IVC Foundation Golf Tournament Set for October 6**

The IVC Foundation golf tournament will be held at Oak Creek Golf Club on Wednesday, October 6, from 10 a.m. to 9 p.m. Proceeds will benefit student scholarships and golf programs at Irvine Valley College. The tournament is sponsored by AT&T. Honorary Tournament Chairman is Wing Lam, founder of the Wahoo's Fish Taco restaurant chain. Registration for the event is \$300 per person or \$1,200 per foursome. This includes 18 holes of play, golf cart, lunch, dinner, gift bag, and hole-in-one prizes. Opportunities for sponsorship and foursomes are still available.

### **September 11 Commemoration**

Irvine Valley College will commemorate the ninth anniversary of 9/11 on Friday, September 10, from noon to 12:30 p.m. in the IVC Performing Arts Center. Guest speakers will include Irvine Police Chief David Maggard, Jr., Orange County Fire Authority Chief Keith Richter and Jeff Gilbert from Morgan Stanley, whose offices were located in the Twin Towers. IVC's Ceremony is open to the college and the community and free parking will be provided. The observance will also include a moment of silence in commemoration of the lives lost on this day.

### **President Roquemore Receives Dibblee Honor**

For over 60 years, Thomas Wilson Dibblee (1911-2004) created a true California legacy for his geologic maps and reports. His knowledge of regional stratigraphy, structure, and paleontology has been basic to understanding much of California's geology. The magnitude, integrity, and permanence of Dibblee's geologic mapping of the state of California is unprecedented and legendary. Dr. Roquemore was recently informed that the Geological Map of the Little Lake Quadrangle has been named the Dr. Glenn R. Roquemore Honorary Map. The dedication reads "This map is dedicated to Dr. Glenn R. Roquemore for his public service in educating young geologists, for his work on this quadrangle, the geology of California, and for his contributions to the understanding of California geology."

### **Kids Kollege**

For the fourth year, Kids Kollege returned to IVC. Classes began the week of June 28 and ended August 20. Approximately 500 youth enrolled in such popular classes as the Nike Tennis Camp, Lango Language Camps, Movies by Kids, Lego Animation and Action Filmmaking Camps, Mad Scientist Laboratory, and the Institute of Reading Development.



## MEMORANDUM

TO: Members of the Board of Trustees  
Dixie Bullock, Acting Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR AUGUST 30, 2010 BOARD OF TRUSTEES' MEETING

Fall In-Service Week was held August 16-20 and was a huge success. Dr. Burnett welcomed faculty, managers, and classified staff to the President's Faculty Breakfast and President's Classified Luncheon, where he provided his State of the College address, provided an update on his goals for 2009-2010, and outlined his goals for 2010-2011. Also during In-Service Week, college employees were thrilled to attend the Chancellor's Opening Session at McKinney Theatre and thoroughly enjoyed the presentations. An accreditation question and answer session was held in preparation of the October accreditation team visit. A kick-off of the college's educational and facilities master plan was held.

Saddleback College's management team attended a retreat in Palm Springs on Friday, August 13<sup>th</sup> and Saturday, August 14<sup>th</sup>. The retreat was facilitated by Royleen White, who led the group in discussions on such topics as management roles and responsibilities, ideas for better communication, and how the team will apply the discussion topics in the future.

It was great to see all of new and continuing students start classes in the fall semester, which started August 23<sup>rd</sup>. The students were welcomed by Associated Student Government at Welcome Week, which included booths on student clubs, bands, food, and more.

### *Office of Instruction*

Progress is moving quickly on the James B. Utt Memorial Library and Learning Resources renovation project. Interior demolition is well under way and preparations are being made for the new features which will transform this almost 40 year old structure into a state-of-the-art classroom facility on the first floor; a comprehensive, college academic support center on the second floor; and a modern, technology-infused library on the third floor.

Meeting of the president, Don Busche, Gretchen and myself with Sempra Utilities representatives to discuss workforce training needs of SDGE and So. Cal Gas.

Theatre Arts Auditions took place on August 24<sup>th</sup> and 25<sup>th</sup> in the McKinney Theatre for *Bat Boy: The Musical* and Neil Simon's *Brighton Beach Memoirs*. Jazz, choral and music auditions also took place in August. Joey Sellers and the Saddleback Jazz Faculty performed a rousing concert in the McKinney Theatre on August 30<sup>th</sup>.

### *Student Services*

The Associated Student Government leaders participated in a student leadership conference at California State University, Fullerton on August 16<sup>th</sup>. Saddleback College was the only community college present at the conference. The ASG leaders not only learned a lot, they took advantage of the networking opportunity and got to know a lot of students, faculty, and staff from four-year colleges and universities.

The Associated Student Government had a wonderfully successful student leadership retreat at Saddleback College on August 18 and 19. The 2010-2011 ASG is looking forward to a very successful and productive year!

The Financial Aid Office is experiencing an extremely high volume of FAFSA applications for 2010-2011 given the present economy. The increase is more dramatic than we have seen in either previous year 2009-2010 or 2008-2009. Lines of students on a daily basis are common and the talk of the Student Services Center staff.

**Two Year Pell --** This is a new program requirement given to Financial Aid Administrators by the U.S. Department of Education that requires us to disburse and track two full Federal Pell Grants to qualifying students. For students who take advantage of this provision it should allow them to acquire the federal funding to complete their program earlier and transition to the next stage of their educational goals.

**Direct Lending --** With the passage of the HEA Act, the U.S. Department of Education has taken over all Federal Student Loans. All schools were required to change from the Student Educational Loan Program to Direct Lending by July 1, 2010.

**Higher One Saddleback Card --** New this year the Student Financial Assistance/Scholarship Office has instituted a new way of disbursing financial aid funds to students. "The Saddleback Card" will allow awarded students to receive their financial aid disbursements without the risk of lost or stolen check or delayed by mailing.

**The Student Financial Assistance/Scholarship Office** facilitated classroom presentations about financial aid options for students attending Saddleback College and planning on transferring to a 4 year college.

**Transfer Center Open House -** The Transfer Center presented an Open House during In-Service to welcome the Saddleback College community to the new home of transfer.

**CSU Open for Spring 2011 Applications --** In response to the new California State University policy regarding Spring 2011 applications, the Transfer Center and Saddleback College completed numerous outreach efforts to alert Saddleback College transfer students of the application filing period for Spring 2011 admission.

**Transfer Admission Guarantee (TAG) Outreach --** The Transfer Center completed outreach events (quad table visits and workshops) to inform transfer students of the seven (7) UC campuses offering guaranteed admission to California Community College students who meet the eligibility criteria.

**Transfer Preparation Pipeline (TPP) Outreach --** The TPP Counselors completed an Outreach Squad Training Day of Saddleback College students currently in the TPP Program. The students are trained to go into math and science classes on campus and present information regarding teaching and the TPP Program. Specifically, they will promote the teaching opportunities available in the math and science fields.





## **MEMORANDUM**

**TO:** Acting Chancellor Dixie Bullock  
Members of the Board of Trustees

**FROM:** Dr. Randy W. Peebles, Provost

**DATE:** August 24, 2010

**RE:** ATEP Report for the August 30, 2010 Board of Trustees Meeting

The City of Tustin approved the Concept 3A Plan for the ATEP expansion of up to 305,000 square feet of classrooms, labs and educational use facilities on up to 28 acres.

A special meeting of the Board of Trustees was held on August 4, 2010 to review and discuss ATEP, including an outline of approvals, progress, student services, partnerships, and timelines for future development.

Provost Randy Peebles, Dean Rocky Cifone and Director Tere Fluegeman toured San Diego Community College District's School of Continuing Education which serves more than 100,000 students with more than 1,400 courses at five Campuses of Excellence including Allied Health Technologies; Career Technical Education; Culinary Arts and Consumer Sciences Media Computer and Business; and English as a Second Language. The school is independently accredited from the Western Association of Schools and Colleges and hosts a mix of credit courses from the district's three colleges, as well as many non-credit, vocational and workforce development offerings.

Provost Randy Peebles, Director Tere Fluegeman and Hudson Capital Development Manager Nader Shah toured the College of the Canyons University Center to gain valuable insight into the extensive partnership development of that model.

Provost Randy Peebles and Director Tere Fluegeman met with a broker representing University of Southern Nevada and several European universities who are interested in partnering with ATEP to

develop technician training in various high demand areas such as allied health sciences, environmental research and training and waste management.

A graduation event was held for the Academic Foundations Summer Institute at ATEP, a collaborative between Saddleback College, Irvine Valley College and ATEP to provide basic skills and college preparatory coursework for an underserved population of the Orange County Rescue Mission's Village of Hope. The pass rate was 100%.

A KSBR radio interview with Director Bruce Sobczak aired on August 13 to promote the new HAAS Technical Education Center partnership. Articles appeared in the Orange County Register about ATEP demolition on July 27, and ATEP's progress and approvals in a Tustin Legacy piece published August 8.

A fall campaign "No Turning Back" was launched to promote the recent approvals for the expansion of ATEP with a new home page on the website, t-shirts, and campus posters to create a sense of community and interest.

The City of Santa Ana W/O/R/K center, Orange County's first "One-Stop Center," has invited ATEP to submit a "Request for Qualifications" (RFQ) to become a supplier of customized training. The proposal is due August 27, 2010.

A workforce training advisory committee is being formed. The first invitation will go to a group of eight to 10 people who will be asked to help recruit and form committees for each of the three workforce training areas, including technology, organizational development and environmental training.

Two corporate workforce training classes for Beckman Coulter are nearing completion at ATEP.

A corporate training proposal is being developed for maintenance training in automation for B Braun Medical. Training could span a four to five year period and provide 1,750 hours of instruction.

The National Center for Optics and Photonics Education (OP-TEC) announced renewed funding in the amount of \$3.4M from the National Science Foundation for its partner Optics and Photonics programs in seven states. ATEP is the only college campus in California to receive this funding through the OP-TEC grant.