

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, September 26, 2011

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

September 26, 2011

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 Employment (6)
 - a. Public Employee Discipline/Dismissal/Release
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph. D.
- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative – Debra Fitzsimons, Ph. D.; Negotiating parties: MG Promenade Apartments, LLC, 28032 Marguerite Parkway, Mission Viejo; Under negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
Avery Investment Group v. SOCCCD
 - 2. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee Frank Meldau

2.4 Resolutions / Presentations / Introductions

Resolution: Dr. Kris Leppien-Christensen – Saddleback College 2010-2011
Professor of the Year

Resolution: Teresa Bear – Saddleback College 2010-2011
Associate Professor of the Year

Resolution: Kay Ferguson Ryals – Irvine Valley College 2010-2011
Professor of the Year

Resolution: David Lacy – Irvine Valley College 2010-2011
Part-time Professor of the Year

Resolution: Richard Caramagno – Irvine Valley College 2010-2011
Emeritus Professor of the Year

2.5 Public Comments

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

4.1 Saddleback College and Irvine Valley College: Accreditation

Saddleback College and Irvine Valley College present Follow-Up Reports that accurately reflect the progress to date in meeting recommendations as required by the Accrediting Commission for Community and Junior Colleges.

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 August 29, 2011.

5.2 Saddleback College: Theatre Arts Students - KCACTF

Approve the participation of Saddleback College theatre arts students and their faculty advisor in the 2012 Kennedy Center American College Theatre Festival at a total estimated maximum budget not to exceed \$5,453.

5.3 Saddleback College: Authorization for Southern California Regional Transit Training Consortium (SCRTTC) Membership

Approve the 2011/12 Southern California Regional Transit Training Consortium membership and estimated dues at a total amount not to exceed \$2,000.00.

5.4 Saddleback College: Grant Acceptance, Faculty Entrepreneurship Project Mini-grant, Contract # DO-11-024

Accept sub-award of \$5,000 from Rancho Santiago Community College District.

5.5 Saddleback College: Forensics Team Out of State Travel

Approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament in Schaumber, IL, at a cost not to exceed \$27,020.

5.6 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 2012, and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.

5.7 Saddleback College/RapidTech: Amendment to Consultant Agreement

Approve the contract for Gary Barnak in the amount of \$83,500 paid through the National Science Foundation (NSF) grant.

5.8 Saddleback College: Cosmetology and Cosmetician Instruction Agreements

Approve a one year renewal agreement, with Athena College of Beauty for the Cosmetology and Cosmetician instruction at Saddleback College.

- 5.9 **Saddleback College: Saddleback College: Cafeteria Services: Amendment No. 2**
Approve the amendment to the agreement with Newbeginnings, Inc. for a one year extension from July 1, 2011 to June 20, 2012.
- 5.10 **Saddleback College: Saddleback College: Sale of Civic Light Opera Surplus under \$5,000 per year**
Approve the sale of surplus theatre items not to exceed a value of \$5000 by the Director of Facilities Planning and Purchasing.
- 5.11 **Saddleback College: Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Change Order Request No. 3**
Approve change order request increasing the project cost by \$119,978.00. The revised contract total amount is \$12,984.267.00
- 5.12 **Saddleback College: Saddleback College: Amendment to the Agreement for Satellite Coffee Services**
Approve the amendment with The Drip Coffee for a one year extension to their agreement from July 1, 2011 to June 20, 2012.
- 5.13 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.14 **Irvine Valley College: Associated Students of Irvine Valley College (ASIVC) 2011-12 Out-of-State Travel**
Approve the ASIVC 2011-2012 Out-of-State Travel request for IVC students and advisors, not to exceed \$80,882. There is no impact on the general fund.
- 5.15 **Irvine Valley College: Life Sciences Project: Geotechnical Consultant Amendment No. 1**
Approve amendment increasing the hourly rate by \$1.50/hour with C.E.M. Lab Corp. The contract is currently written for a not to exceed amount of \$176,625.
- 5.16 **Irvine Valley College: Substitution of Subcontractor: Life Sciences Project: Best Contracting Service, Inc.**
Approve the removal of S.W.G.I. Southwest Group, Inc. and its substitution with Best Contracting Services, Inc.
- 5.17 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 11-29 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the August 29, 2011 Meeting of the Board of Trustees.

- 5.18 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**
Approve authorizing individuals to execute documents and contracts.
- 5.19 **SOCCCD: Sole Source Provider for Non Windows Based Apple Computers, Software and Services**
Approve Apple Computer, Inc. as the sole source provider for the acquisition of Apple Computer products and services and authorize the Purchasing Department to purchase said products and services without requesting bids.
- 5.20 **SOCCCD: Auction No. 57 – Surplus Property**
Approve the sale of surplus property and authorize the hire of a private auction firm to conduct the auction and dispose of items not sold at the auction.
- 5.21 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-28 to Amend 2011-2012 Restricted General Fund**
Adopt resolution to amend the 2011/2012 adopted budget.
- 5.22 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.23 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01184 through P12-01593 amounting to \$4,491,271.90. Approve confirming requisitions dated August 10, 2011 through September 6, 2011 totaling \$69,479.99.
- 5.24 **SOCCCD: Payment of Bills**
Approve check no. 151306 through 151994 processed through the Orange County Department of Education, totaling \$5,812,186.96; and check no. 010235 through 010267, processed through Saddleback College Community Education, totaling \$78,669.73; and check no. 008907 through 008925, processed through Irvine Valley College Community Education, totaling \$165,851.43.
- 5.25 **SOCCCD: Gifts to the District and Foundations**
Approve acceptance of gifts.
- 5.26 **SOCCCD August/September 2011 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Development of District-wide Strategic Plan**
Approve final plan of the short term strategic plan.
- 6.2 **SOCCCD: Interfund Transfer of Cash**
Approve the transfer \$20,000,000 cash from the Capital Outlay Fund to the General Fund with the understanding the funds will be repaid in January after the initial property tax payments have been received.
- 6.3 **Saddleback College: Grant Acceptance, National Science Foundation, National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech)**
Accept the award of \$1,966,543 from the National Science Foundation for the National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech), Grant No. 1104305.
- 6.4 **Irvine Valley College: Life Sciences Building: Change Order No. 1**
Approve change order request and back charge resulting in a decrease of \$23,198.00 in the project cost. The total revised contract amount is \$11,364,089.00.
- 6.5 **SOCCCD: Board Policy Revision: BP-4054: Political Activities, BP-6150: Study Abroad Programs, BP-5408: Classroom Supervision, BP-4101: Salary Schedules and Annual Step Increments for Administrators and Classified Management Personnel, BP-4102: Salary Schedule Placement for Administrators, Classified Management and Classified Bargaining Unit Employees, BP-4111: Leave for Administrators and Classified Management Personnel, BP-5640: Service Animals, BP-1400 (110)-Code of Ethics-Standards of Practice**
Approve board policies as presented.
- 6.6 **SOCCCD: Board Policy Revision: BP-4201.2: Change in Position of Classified Management Personnel, BP-6200-Honorary Degrees, BP-2100-Delegation of Authority to the Chancellor**
Accept for review and study.
- 6.7 **SOCCCD: Adopt Resolution No. 11-30:**
Adopt resolution to rescind five grant-funded classified layoffs.
- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Administrative Appointment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

- 6.9 **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, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **SOCCCD: 2012 Teachers of the Year Recognition Ceremony**
Information on OC Teacher of the Year Program. The nominees being honored from SOCCCD are Kay Ferguson Ryals from Irvine Valley College and Kris Leppien-Christensen, Ph.D., from Saddleback College.
- 7.2 **Saddleback College and Irvine Valley College: 2010-2011 Reassigned Time and Stipends**
Information on 2010-2011 expenditures for reassigned time and/or stipends at Saddleback College and Irvine Valley College.
- 7.3 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through August 31, 2011.

8.0 WRITTEN REPORTS

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College
- F. President, Saddleback College
- G. Vice Chancellor, Technology & Learning Services

- H. Vice Chancellor, Human Resources
- I. Vice Chancellor, Business Services
- J. Irvine Valley College Classified Senate
- K. California School Employees Association
- L. Saddleback College Classified Senate
- M. Police Officers' Association
- N. Associated Student Government of SC
- O. Associated Student Government of IVC

9.0 ADDITIONAL ITEMS

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SEPTEMBER 26, 2011

DR. KRIS LEPPHEN-CHRISTENSEN

SADDLEBACK COLLEGE
2010-2011 PROFESSOR OF THE YEAR

Whereas, Dr. Kris Lepphen-Christensen, a psychology instructor whose students describe him as “amazing,” “approachable,” and “inspiring,” was named Saddleback College’s Professor of the Year; and

Whereas, Dr. Kris Lepphen-Christensen has served Saddleback College with great distinction to teaching excellence since 2005, challenging his students to pursue their passions, explore their intellectual growth, and embrace a new future, often inspiring them to follow in his footsteps to pursue doctoral degrees in psychology; and

Whereas, perhaps summing up what makes him a great professor, Dr. Kris Lepphen-Christensen says that he is fortunate to love what he does and can’t imagine doing anything else, and that Saddleback College is where he is meant to be; and

Whereas, Dr. Kris Lepphen-Christensen has endeared his students and Saddleback College’s faculty, staff, and management with his professionalism, kindness, and caring disposition; and

Whereas, Dr. Kris Lepphen-Christensen was a nominee for the 2012 Orange County Teacher of the Year Award and will be honored for his outstanding efforts to promote student success at a formal dinner on November 1, 2011; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Dr. Kris Lepphen-Christensen for his outstanding dedication to his students and well-deserved recognition as Saddleback College’s 2010-2011 Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

S E P T E M B E R 2 6 , 2 0 1 1

TERESA BEAR

SADDLEBACK COLLEGE

2010-2011 ASSOCIATE PROFESSOR OF THE YEAR

*W*hereas, Teresa Bear, an alumna of Saddleback College who has been a chemistry instructor at the college since 2007, was named Saddleback College's Associate Professor of the Year; and

*W*hereas, Teresa Bear's students rave about her energy and passion for her subject, and say that the hard work required to meet her high standards has inspired them to be as intrigued by chemistry as she is; and

*W*hereas, Teresa Bear attributes her passion for teaching and compassion for her students to having once been a Saddleback College student herself, as well as the influence of some very special instructors who were pivotal in helping her succeed and changing the course of her life; and

*W*hereas, Teresa Bear is such a superb teacher that many of her students who once feared chemistry changed their majors to the subject; and

*W*hereas, Saddleback College is lucky to now have Teresa Bear as a full-time, tenure track faculty; and

*W*hereas, Teresa Bear, continues to play a leading role in welcoming associate faculty to the college and providing them with resources and guidance; therefore,

*B*e it resolved that the Board of Trustees of the South Orange County Community College District does hereby commend and congratulate Teresa Bear for her outstanding dedication to her students and well-deserved recognition as Saddleback College's Associate Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SEPTEMBER 26, 2011

KAY FERGUSON RYALS IRVINE VALLEY COLLEGE 2010-2011 PROFESSOR OF THE YEAR

Whereas, Kay Ferguson Ryals joined Irvine Valley College as an adjunct instructor in English in 1996, becoming a full-time faculty member in 2004, and was recently honored with an Educator Recognition Award from UC Irvine; and

Whereas, Kay Ferguson Ryals creates a mutual and cooperative environment through her informal teaching style that fosters a safe atmosphere for students to question, learn and share, putting them at ease as she draws them step by step through methods of critical analysis and understanding course readings; and

Whereas, Kay Ferguson Ryals is described by her students as tough, but fair, caring, helpful and kind, and they add that "if you want to learn to write well, take her class!"; and

Whereas, Kay Ferguson Ryals' dedication to scholarship and academic excellence also extends to the IVC Honors Program, coordinating honors classes and developing opportunities for IVC honor students to engage in competitive and award-winning research conferences with other regional and state colleges and universities; and

Whereas, Kay Ferguson Ryals is a finalist for the 2012 Orange County Teacher of the Year Award, and, as one of five finalists, will be honored for her outstanding efforts to promote student success at a formal dinner on November 1, 2011; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Professor Kay Ferguson Ryals for her outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2010-2011 Full-Time Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SEPTEMBER 26, 2011

DAVID LACY IRVINE VALLEY COLLEGE 2010-2011 PART-TIME PROFESSOR OF THE YEAR

Whereas, David Lacy, an English instructor, joined Irvine Valley College as an adjunct faculty member in 2008, quickly becoming known for creating an atmosphere in the classroom that is interactive, inviting, caring and positive; and

Whereas, David Lacy has served Irvine Valley College with great distinction since 2008, introducing students to the art of writing well by bringing his past experience as an award-winning newspaper reporter and columnist for The Davis Enterprise into the classroom; and

Whereas, David Lacy is highly respected by his colleagues and is recognized by his students for his passion for his subject, one former colleague stating that “the students in his class are very lucky;” and

Whereas, David Lacy has dedicated his life to teaching college English, beginning his studies as a community college student at Sacramento City College, completing his BA at the University of California, Davis, ultimately achieving a PhD in English at the University of California, Irvine; and

Whereas, David Lacy is motivated by his love of words and passion for sharing his knowledge and experience with his students; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate David Lacy for his outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2010-2011 Part-Time Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SEPTEMBER 26, 2011

RICHARD CARAMAGNO

IRVINE VALLEY COLLEGE

2010-2011 EMERITUS PROFESSOR OF THE YEAR

Whereas, Richard Caramagno has been a true inspiration to his students since 2005, passionately teaching Tai Chi Ch'uan classes through the IVC Emeritus Institute after having spent several years volunteering in the classroom of a master teacher of the discipline and studying under some of the greatest Tai Chi masters in the world; and

Whereas, Richard Caramagno grew his classes from 30 students in the beginning to a high of 90 students, also increasing the number of classes he teaches from one section per semester to four sections; and

Whereas, Richard Caramagno previously spent 40 years as a public school music educator, first in Detroit, Michigan, then in the Tustin Unified School District, earning his bachelor's and master's degrees in Music Education from Wayne State University; and

Whereas, Richard Caramagno's passion for the past 25 years has been Tai Chi and his students describe him as caring, dedicated, kind, patient, respectful and always encouraging as he builds their confidence through supportive and gentle instruction, making each student feel special and showing true concern for the health and safety of all who walk into his classroom; therefore,

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Richard Caramagno for his outstanding dedication and well-deserved recognition by students and faculty as the Irvine Valley College 2010-2011 Emeritus Professor of the Year.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

Thomas A. Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

Jordan Larson, Student Member

Gary L. Poertner, Chancellor



TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Accreditation
ACTION: Review and Discussion

BACKGROUND

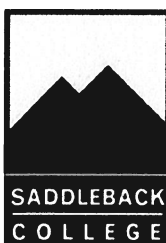
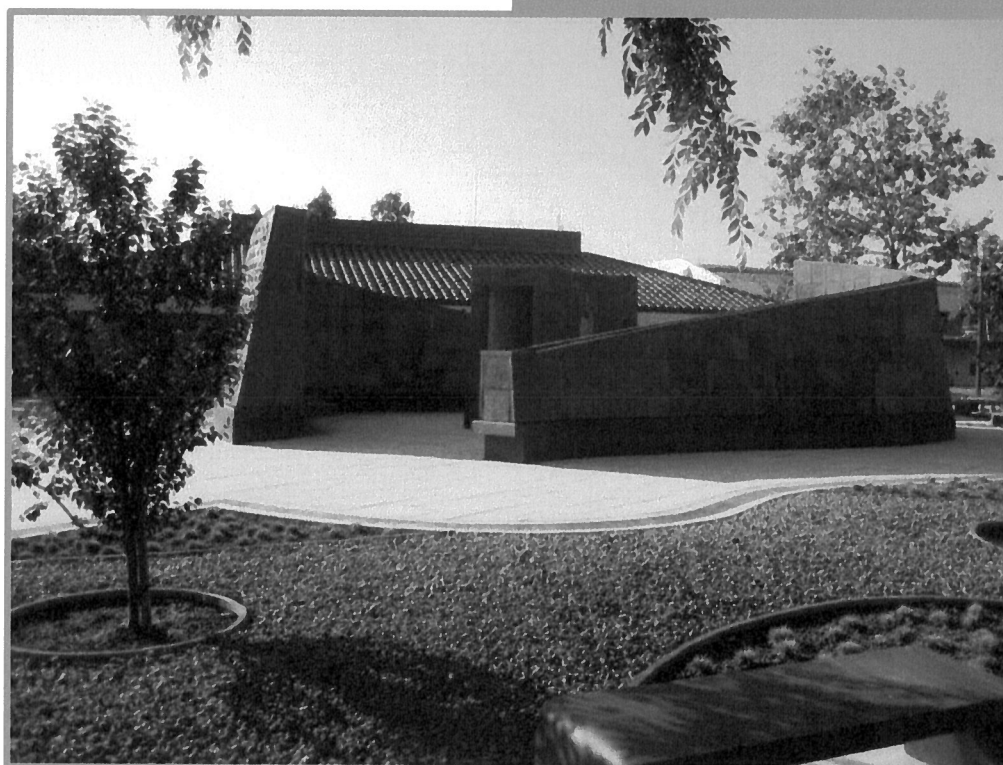
In preparation for the Fall Semester 2011 Accrediting Commission for Community and Junior Colleges (ACCJC), accreditation team visit, Saddleback College and Irvine Valley College have completed their Follow-Up Reports. During the production of these reports, there was a broad participation by the district community and the Follow-Up Reports reflect accurately the progress to date in meeting recommendations as required by the ACCJC.

STATUS

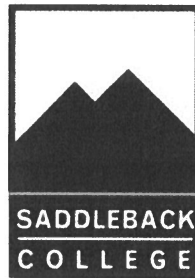
Exhibits A and B, the colleges' Follow-Up Reports, are presented to the Board of Trustees for review.

2011

Accreditation Follow-Up Report Saddleback College



Saddleback College
2011 Accreditation Follow-Up Report
DRAFT – September 18, 2011



Presented to the
Accrediting Commission for
Community and Junior Colleges of the
Western Association of Schools and Colleges
October 2011

South Orange County Community College District
Saddleback College
28000 Marguerite Pkwy.
Mission Viejo, California 92692
www.saddleback.edu

Board of Trustees

Thomas A. Fuentes, Dr. William O. Jay, David B. Lang,
Dr. Frank M. Meldau, Marcia Milchiker, Nancy M. Padberg,
T.J. Prendergast III, and Jordan Larson, Student Trustee
Gary L. Poertner, MBA, Chancellor, South Orange Community College District

Dr. Tod A. Burnett, President, Saddleback College

Mission Statement

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

Vision Statement

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

Values

Saddleback College embraces:

Commitment

We commit to fulfilling our mission to serve the south Orange County community.

Excellence

We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality

We foster a climate of integrity, honesty, and respect.

Success

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

Partnership

We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

Certification of the Follow-Up Report

Date: October 4, 2011

To: Accrediting Commission for Community and Junior Colleges
of the Western Association of Schools and Colleges

From: Saddleback College
28000 Marguerite Parkway
Mission Viejo, California 92692



This *2011 Accreditation Follow-Up Report* is in response to recommendations cited in the January 31, 2011, action letter from the Accrediting Commission for Community and Junior Colleges and the November 23, 2010, visiting team's *Evaluation Report*.

We certify that there was broad participation in the production of the *2011 Accreditation Follow-Up Report* by the college community, that the report accurately reflects actions taken by the college and the district to address the recommendations, and that the report was presented to the board of trustees for review prior to submission.

Dr. Tod A. Burnett
President
Saddleback College

Nancy M. Padberg
President, Board of Trustees
South Orange County Community College District

Gary L. Poertner
Chancellor
South Orange County Community College District

Dr. Donald L. Busché
Accreditation Liaison Officer
Accreditation Steering Committee Co-Chair

Dr. Bob Cosgrove
President-Elect
Saddleback College Academic Senate
Accreditation Steering Committee Co-Chair

Dan Walsh
President
Saddleback College Academic Senate

Donald Mineo
President
Saddleback College Classified Senate

Table of Contents

Statement of Report Preparation.....7

Response to District Recommendation 1.....14

Response to District Recommendation 2.....24

Response to District Recommendation 3.....32

Response to District Recommendation 4.....40

Response to District Recommendation 5.....47

Response to District Recommendation 6.....51

Conclusion.....57

List of Tables and Figures

Tables

Table I.1	Saddleback College Accreditation Steering Committee	7
Table I.2	District-wide Accreditation Committee	8
Table I.3	District Recommendation 1 Task Force.....	9
Table I.4	District Recommendation 2 Task Force.....	10
Table I.5	District Recommendation 3 Task Force.....	10
Table I.6	District Recommendation 4 Task Force.....	11
Table I.7	District Recommendation 5 Task Force.....	11
Table I.8	District Recommendation 6 Task Force.....	12
Table 3.1	District-wide Communication Issues and Solutions	10

Figures

Figure 1.1	District-wide Strategic Planning Model	18
Figure 2.1	SOCCCD Resource Allocation Process	19
Figure 6.1	District-wide Committee Structure with Examples	53

Statement of Report Preparation

On January 31, 2011, Saddleback College received the action letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), placing the college on warning status and outlining six district recommendations that needed to be addressed [I.01]. The college and district services, the administrative offices of the South Orange County Community College District (SOCCCD), immediately began working together in unprecedented fashion to address the recommendations and take steps to bring us into compliance with all accreditation standards.

Under the leadership of Dr. Tod A. Burnett, president, the college reconvened its Accreditation Steering Committee, consisting of the following members:

Juan Avalos	Vice President for Student Services
Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Bob Cosgrove	Faculty/President-Elect, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Russell Hamilton	Network Systems Technician/Past President, Classified Senate
Carol Hilton	Director of Fiscal Services
Joseph Tinervia	Faculty
Jim Wright	Dean, Mathematics, Science, and Engineering
Tere Fluegeman	District Director of Public Affairs, SOCCCD
Beth Mueller	District Director of Fiscal Services, SOCCCD

Table I.1: Saddleback College Accreditation Steering Committee

Dr. Donald L. Busché and Dr. Bob Cosgrove were appointed co-chairs of the steering committee. Carmen Dominguez and Claire Cesareo-Silva were designated as primary writers for the follow-up report, and Joe Tinervia became the editor. The steering committee has met every other week during this process.

Since all of the recommendations were district recommendations, the newly appointed chancellor, Gary Poertner, scheduled a discussion of the commission's findings and recommendations at the monthly meeting of the Chancellor's Cabinet (now Chancellor's Council) on February 10, 2011 [I.02]. Out of this discussion, a District-wide Accreditation Committee was assembled that brought together representatives from Saddleback College, Irvine Valley College, and district services to jointly address the recommendations. This district-wide committee met monthly, beginning on March 10, 2011 [I.03], and most meetings were recorded on video so that any employee of the district could watch the proceedings if they desired [I.04]. The district-wide committee consisted of the following members:

SOCCCD District Services

Gary Poertner	Chancellor/Chair
Robert Bramucci	Vice Chancellor of Technology and Learning Services
David Bugay	Vice Chancellor of Human Resources
Brandye D'Lena	District Director of Facilities Planning and Purchasing
Debra Fitzsimons	Vice Chancellor of Business Services
Tere Fluegeman	District Director of Public Affairs
Grace Garcia	Manager, Office of the Chancellor and Trustee Services
Denice Inciong	District Director of Research and Planning
Delores Irwin	Accounting Specialist/CSEA Representative
Teddi Lorch	District Director of Human Resources
Beth Mueller	District Director of Fiscal Services
Randy Peebles	Associate Vice Chancellor of Economic Development

Saddleback College

Juan Avalos	Vice President for Student Services
Tod Burnett	President
Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Bob Cosgrove	Faculty/President-Elect, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Russell Hamilton	Network Systems Technician/Past President, Classified Senate
Carol Hilton	Director of Fiscal Services
Jim Wright	Dean, Mathematics, Science, and Engineering

Irvine Valley College

Lisa Davis Allen	Faculty/President, Academic Senate
Craig Justice	Vice President of Instruction
Davit Khachatryan	Director of Fiscal Services
Gwen Plano	Vice President of Student Services
Glenn Roquemore	President
Christopher Tarman	Research and Planning Analyst
Susan Sweet	Senior Administrative Assistant
Kathleen Werle	Dean, Academic Programs

Table I.1: District-wide Accreditation Committee

In addition, district-wide task forces, chaired by either the chancellor or a vice chancellor, were established around each of the six joint recommendations. These task forces were charged with developing and implementing specific actions to be taken by district services and the colleges in order to rectify the identified deficiencies. The task forces reported on a regular basis to the District-wide Accreditation Committee on their activities and attained consensus on their recommended actions. All agendas, minutes, and documents produced by these task forces have been available for review by employees of the district through SharePoint, the district's intranet system [I.05].

The membership of these task forces is as follows:

District Recommendation 1 Task Force – Planning

SOCCCD District Services

Gary Poertner	Chancellor/Co-Chair
Randy Peebles	Associate Vice Chancellor of Economic Development/Co-Chair
Robert Bramucci	Vice Chancellor of Technology and Learning Services
David Bugay	Vice Chancellor of Human Resources
Brandye D'Lena	District Director of Facilities Planning and Purchasing
Debra Fitzsimons	Vice Chancellor of Business Services
Tere Fluegeman	District Director of Public Affairs
Denice Inciong	District Director of Research and Planning
Delores Irwin	Accounting Specialist/CSEA Representative
Beth Mueller	District Director of Fiscal Services

Saddleback College

Juan Avalos	Vice President for Student Services
Tod Burnett	President
Gretchen Bender	Director of Planning, Research, and Grants
Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Bob Cosgrove	Faculty/President-Elect, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Russell Hamilton	Classified Staff/Past President, Classified Senate
Carol Hilton	Director of Fiscal Services
Donald Mineo	Career Guidance Officer/President, Classified Senate
John Ozurovich	Director of Facilities
Jim Wright	Dean, Mathematics, Science, and Engineering

Irvine Valley College

Lisa Davis Allen	Faculty/President, Academic Senate
John Edwards	Director of Facilities
Dennis Gordon	Senior Accounting Specialist/President-Elect, Classified Senate
Craig Justice	Vice President of Instruction
Jeff Kaufmann	Faculty
Davit Khachatryan	Director of Fiscal Services
Angela Mahaney	Executive Assistant/President, Classified Senate
Gwen Plano	Vice President of Student Services
Glenn Roquemore	President
Keith Shackelford	Dean, Kinesiology, Health, and Athletics
Christopher Tarman	Research and Planning Analyst
Kathleen Werle	Dean, Academic Programs

Table I.3: District Recommendation 1 Task Force

District Recommendation 2 Task Force – Resource Allocations

SOCCCD District Services

Debra Fitzsimons	Vice Chancellor of Business Services/Chair
Brandye D'Lena	District Director of Facilities Planning and Purchasing
Delores Irwin	Accounting Specialist/CSEA Representative
Beth Mueller	District Director of Fiscal Services

Saddleback College

Juan Avalos	Vice President for Student Services
Gretchen Bender	Director of Planning, Research, and Grants
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Carol Hilton	Director of Fiscal Services

Irvine Valley College

Craig Justice	Vice President of Instruction
Jeff Kaufmann	Faculty
Davit Khachatryan	Director of Fiscal Services
Kathy Schmeidler	Faculty

Table I.4: District Recommendation 2 Task Force

District Recommendation 3 Task Force – Communication

SOCCCD District Services

David Bugay	Vice Chancellor of Human Resources
Tere Fluegeman	District Director of Public Affairs
Beverly Johnson	Executive Assistant to the Vice Chancellor of Human Resources
Randy Peebles	Associate Vice Chancellor of Economic Development

Saddleback College

Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Bob Cosgrove	Faculty/President-Elect, Academic Senate
Russell Hamilton	Network Systems Technician/Past President, Classified Senate
Jennie McCue	Director of Public Information and Marketing

Irvine Valley College

Diane Oaks	Director of Public Information and Marketing
Gwen Plano	Vice President of Student Services
Stephen Rochford	Faculty
Susan Sweet	Senior Administrative Assistant

Table I.5: District Recommendation 3 Task Force

District Recommendation 4 Task Force – Board Self Evaluation

SOCCCD District Services

Gary Poertner	Chancellor/Chair
---------------	------------------

Saddleback College

Bob Cosgrove	Faculty/President-Elect, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Jim Wright	Dean, Mathematics, Science, and Engineering

Irvine Valley College

Lisa Davis Allen	Faculty/President, Academic Senate
Dan Rivas	Faculty
Jerry Rudmann	Faculty

Table 6: District Recommendation 4 Task Force

District Recommendation 5 Task Force – Board Code of Ethics

SOCCCD District Services

Debra Fitzsimons	Vice Chancellor of Business Services/Chair
Robert Bramucci	Vice Chancellor of Technology and Learning Services
Cheryl Clavel	Executive Assistant to the Vice Chancellor of Business Services

Saddleback College

Donald Busché	Acting Vice President for Instruction/Accreditation Liaison Officer
Carmen Dominguez	Faculty/former President, Academic Senate
Russell Hamilton	Faculty/President-Elect, Academic Senate
Donald Mineo	Career Guidance Officer/President, Classified Senate
Kevin O'Connor	Dean, Liberal Arts
Dan Walsh	Faculty/President, Academic Senate

Irvine Valley College

Lisa Davis Allen	Faculty/President, Academic Senate
Karima Feldhus	Dean, Humanities & Languages, Social Sciences, and Library
Will Glen	Director of Safety and Security/Chief of Police
Dennis Gordon	Senior Accounting Specialist
Bill Kelly	Acting Dean, Mathematics, Science, and Engineering
Lewis Long	Faculty/President, Faculty Association
Shanna Moorhouse	A&R Evaluator/former President, CSEA
Gwen Plano	Vice President of Student Services

Table 7: District Recommendation 5 Task Force

District Recommendation 6 Task Force – Decision-Making and Functional Mapping

SOCCCD District Services

David Bugay	Vice Chancellor of Human Resources/Chair
Robert Bramucci	Vice Chancellor of Technology and Learning Services
Denice Inciong	District Director of Research and Planning
Dolores Irwin	Accounting Specialist/CSEA Representative
Jim Laurie	Systems Manager for Human Resources
Teddi Lorch	District Director of Human Resources
Beth Mueller	District Director of Fiscal Services
Randy Peebles	Associate Vice Chancellor of Economic Development

Saddleback College

Juan Avalos	Vice President for Student Services
Claire Cesareo-Silva	Faculty/former President, Academic Senate
Carmen Dominguez	Faculty/former President, Academic Senate
Russell Hamilton	Network Systems Technician/Past President, Classified Senate

Irvine Valley College

Lisa Davis Allen	Faculty/President, Academic Senate
Gwen Plano	Vice President of Student Services
Christopher Tarman	Research and Planning Analyst
Kathleen Werle	Dean, Academic Programs

Table I.8: District Recommendation 6 Task Force

Based on the work of these district-wide committees, the college's Accreditation Steering Committee produced the *2011 Accreditation Follow-Up Report*. A draft of the report was presented to the entire college community, the District-wide Accreditation Committee, and the recommendation task forces during the fall 2011 in-service week. The draft was also distributed via email to all college employees and posted on the college's accreditation web page. Feedback was solicited, and suggestions were incorporated into a subsequent draft. In addition, members of the Irvine Valley College and Saddleback College steering committees met on August 26, 2011, to compare drafts and to ensure that the information was accurately and consistently presented. Members of the steering committee met with Dr. Burnett on September 14, 2011, to complete the final draft. This draft was presented to the Consultation Council on September 27, 2011, where it was recommended for acceptance to the college president [I.06]. The draft was also forwarded for review by the board of trustees at its September 26, 2011, meeting [I.07].

Evidence for the Statement of Report Preparation

- I.01 Letter from ACCJC, July 31, 2011
<http://www.saddleback.edu/accreditation/documents/ACCJC-2010-Accreditation-Notification-Letter-01-31-2011.PDF>
- I.02 Minutes from Chancellor's Cabinet, February 10, 2011 (hard copy only)
- I.03 Minutes from the District-wide Accreditation Committee, March 10, 2011
<https://accreditation.socccd.edu/dac/Agenda%20and%20Minutes/accred%20minutes%203-10-11.pdf>
- I.04 Video Recordings of District-wide Accreditation Committee Meetings
[Link](#)
- I.05 District-wide Accreditation Committee Site
<https://accreditation.socccd.edu/default.aspx>
- I.06 Minutes from Consultation Council, September 27, 2011
[Link](#)
- I.07 Agenda for the Board of Trustees Meeting, September 26, 2011
[Link](#)

Response to District Recommendation 1

District Recommendation 1: *The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4.).*

The college's 2010 Accreditation Self-Study Report extensively documented the planning processes in place at Saddleback College. In recognition for its efforts, the college received the following commendations in the 2010 visiting team's *Evaluation Report*:

- The team commends the college for its development of a 20-year facilities needs assessment that includes scheduled maintenance, renovation, and new buildings.
- The team commends the college for its efforts in strategic planning and integrating that with the college resource allocation efforts.

The visiting team's report also noted, however, that while the college was in compliance with all subsections of Standard I, the district had made less progress in developing its processes, and in integrating district-wide planning with the planning efforts at the colleges. Although district-wide goals were developed in 2009-2010 [1.01], they were not connected to the colleges' strategic planning efforts nor directly linked to resource allocations. Moreover, there was not a procedure for evaluating the progress in attaining these goals or for evaluating the planning and implementation process itself.

The commission's recommendation addresses the need for both district-wide strategic short-term and long-term planning. The district's long-term planning efforts were well under way prior to the receipt of the commission's letter. For the first time in the district's recent history, development of the *2011 Education and Facilities Master Plan* (EFMP) was a fully-collaborative process that took place over 10 months beginning in June 2010 and included [1.02; 1.03]:

- A consideration of all Program Reviews and Administrative Unit Reviews produced by the colleges.
- Student, employee, and community surveys.
- Eighty-nine college meetings, including presentations to each of the colleges' participatory governance groups.

- Six campus-wide/community presentations.
- Thirty-nine college and district services focus group interviews.
- An interactive website.

The entire process, overseen by Brandye D'Lena, district director of facilities planning and purchasing, and facilitated by gkkworks consulting firm, was designed to maximize participation so that both college and district education and facilities plans would reflect the shared vision of students, faculty, staff, management, trustees, and the community.

The EFMP documents are composed of one Education Master Plan and one Facilities Master Plan for each college and a fifth document reflecting a district summary and plan. The Education Master Plan for each college includes the following chapters:

- Executive Summary
- Background
- Saddleback College
- Community and Regional Context
- Inside the College
- Education Program Services
- Long-Range Considerations
- Appendices

The Facilities Master Plan for each college includes the following chapters:

- Executive Summary
- Introduction
- Goals and Influences
- Development Strategies
- Facilities Master Plan
- Appendices

And the District Summary includes the following chapters:

- Executive Summary
- Introduction
- District Overview
- District Facilities

- District-wide Strategic Direction

The final draft of the EFMP is available on the district's master planning website [1.04]. The EFMP will be approved by the board of trustees upon completion of the Environmental Impact Report (EIR), anticipated in December 2011. Once approved, the district will forward the EFMP to the California Community Colleges (CCC) Chancellor's Office.

The five volumes of the EFMP provide a blueprint for the colleges and district through 2031, and serve the following principle purposes [1.05]:

- To establish clear direction for the colleges and district by envisioning the future under the changing conditions of internal and external trends and influences.
- To provide a foundation and serve as a primary resource for the development of other college and district planning activities.
- To support accreditation reviews and demonstrate compliance with accreditation standards.
- To forge a closer relationship with the community through the dissemination of information about the district and colleges' present situations, needs, and future plans.
- To forecast dynamics that may impact the colleges and district and to provide appropriate responses.
- To serve as the basis for facility expansion and modification decisions and the implementation of expenditures provided to improve facilities.
- To identify the limitations, strengths, and capabilities of the colleges and district, and to offer options for the future.
- To stimulate continuing discussion about the colleges' programs and their effectiveness.

The EFMP includes five-, 10-, and 20-year time horizons. Each year, a *Five-Year Construction Plan* derived from the EFMP is updated and submitted to the CCC Chancellor's Office. This prioritized list of projects for the entire district is developed with input from both colleges through the district-wide Capital Improvement Committee (CIC).

Another long-term college plan is the *20-Year Facilities and Scheduled Maintenance Plan*, which identifies the college's scheduled maintenance, renovations, and capital projects [1.06]. The college has not been able to fully fund this plan out of its operating budget, resulting in a serious deterioration of many campus facilities.

Although the college has recently been able to renovate some of its buildings, such as the Business and General Studies building and the Library and Learning Resources building, a backlog of scheduled maintenance remains unfunded. In order to address these unmet needs of the college, the district created the Capital Improvement Committee (CIC). This committee is in the process of developing a *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Plan* for the district as well as a short-term facility renovation and scheduled maintenance timetable.

Short-term planning has been more problematic because the district has never engaged in an integrated strategic planning process. In order to assist district services in coming together with the colleges to develop a relevant and integrated plan, it was decided at the first District-wide Accreditation Committee on March 10, 2011, [1.07] that a consultant would be hired to advise the chancellor and to facilitate district-wide discussions. Two proposals were solicited, and the District Recommendation 1 Task Force, co-chaired by Chancellor Poertner and Dr. Randy Peebles, associate vice chancellor of workforce development, reviewed the proposals and decided to retain the services of College Brain Trust. The appointed facilitators were Dr. Eva Conrad, former president of Moorpark College, and Julie Hatoff, former vice president of instructional services at MiraCosta College.

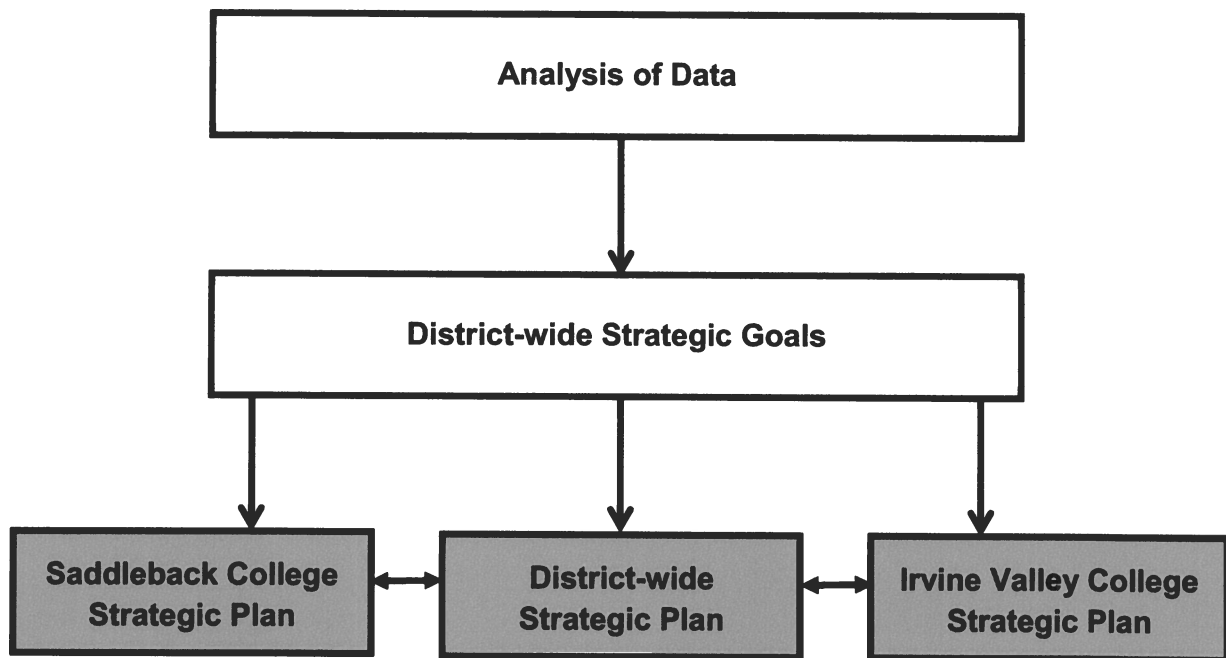
In preparation, the facilitators read the strategic plans and accreditation reports of Saddleback and Irvine Valley colleges, and conducted interviews with each member of the District Recommendation 1 Task Force. Based upon this data gathering, the facilitators made recommendations to the chancellor on how to proceed.

The first of two strategic planning retreats was held on June 13, 2011, at the Norman P. Murray Community Center in Mission Viejo. The all-day retreat was attended by the District-wide Accreditation Committee, along with several other individuals invited from both colleges and district services. At this meeting, committee members worked collaboratively to determine the following [1.08]:

- The components of the *SOCCCD District-wide Strategic Plan 2011-2014*.
- The list of data sources to be used in the development of goals and objectives.
- A proposed list of district-wide goals (originally called “strategic directions”).
- A proposed list of objectives (originally called “goals”) for each of these goals.
- A proposed list of action steps for each of the objectives.
- The need for district services units to undergo Administrative Unit Review.

A general discussion also ensued regarding how the district-wide strategic plan would ultimately guide the strategic plans of both colleges. The following (Figure 1.1) is an illustration of how this relationship came to be understood by the task force:

Figure 1.1: District-wide Strategic Planning Model



The chancellor took this information and with the assistance of the facilitators, developed a draft district-wide strategic plan that was reviewed and revised at a second strategic planning retreat that took place at Saddleback College on August 3, 2011 [1.09]. This retreat was recorded on video and is available for viewing by district employees [1.10]. Once again, individuals from the two colleges and district services worked collaboratively and respectfully throughout the retreat. This resulted in the framework for an initial district-wide strategic plan that was grounded in research, meaningful input from all constituent groups, collaboration, and transparency.

The draft goals that emerged from this retreat and will serve as the basis for planning and decision-making during the next three years are the following [1.11]:

- SOCCCD will create a district-wide culture that is characterized by mutual respect and collaboration and celebrates the uniqueness of each institution.

- SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.
- SOCCCD will maintain its technological leadership and will make future advancements to enhance student access and success.
- SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.
- SOCCCD will develop, document and implement data-driven district-wide decision-making processes that are collaborative, transparent, efficient and effective.
- SOCCCD will assess the educational needs of the communities within the district boundaries and will pursue joint venture partnerships with educational institutions and business/industry.

These goals are designed to encourage productive working relationships within the district, to guide resource allocations, and to promote student success. Moreover, while this plan utilized the colleges' strategic plans as its starting point, future college strategic planning will now use the district-wide strategic plan as the foundation for its planning efforts. This will serve to better integrate the work of the district and colleges and also lead to increased success at the college level since planning and resource allocation processes will now be linked across the district.

Measurable objectives and action plans related to each of these goals were also developed, with responsible parties and target dates for completion identified. A draft of the district-wide strategic plan was then distributed to all employees for feedback on August 16, 2011, and posted on the district's accreditation SharePoint site. In addition, during the college's fall 2011 in-service, presentations were made at both the Chancellor's Opening Session and at a special college session dedicated to discussing progress on the commission's recommendations [1.12; 1.13]. Dr. Bugay, vice chancellor of human resources, also attended the August 31, 2011, Academic Senate meeting to present the plan and respond to questions [1.14]. The draft plan was submitted to the board of trustees for review at the August 28, 2011, meeting [1.15]. Based on feedback received, a final draft was completed and submitted to the board of trustees for approval at the September 26, 2011, board meeting [1.16]. The plan was subsequently posted on the district's planning web page [1.17].

A process of Administrative Unit Reviews (AURs) for district services has also been developed by the chancellor and his staff, using the Saddleback College AUR Handbook as a model [1.18]. A schedule was devised for the completion of district services AURs, with all due by March 2012. These AURs will serve as the basis for continuous improvement and future strategic planning, and will be linked to resource allocations for district services.

All district services units began their evaluation process by looking at the results of the spring 2011 Employee Survey [1.19] and developing action plans to address key findings [1.20]. For example, one of the action items listed for Human Resources is a review of the current classified hiring process in an attempt to reduce the time it takes to fill a vacated position. A Continuous Quality Improvement (CQI) Task Force on the Classified Hiring Process was established with representatives from both colleges and Human Resources, and it has already begun to meet and craft recommendations for improving the efficiency of the district's hiring practices.

The action plans were distributed via email to all district employees on August 31, 2011, and placed on the chancellor's SharePoint site. This was followed by two workshops held on September 30 and October 7 at Saddleback College and September 23 and October 14 at Irvine Valley College [1.21]. During these workshops, presentations were made on the various district services and feedback solicited from the audience members. It is hoped that these and future "road shows" will strengthen the ties between the colleges and district services and increase channels of communication.

Based upon the work of several of the recommendation task forces, an *SOCCCD Planning and Decision-Making Manual* has been developed by the chancellor and his staff that clearly outlines the current strategic planning, decision-making, and resource allocation processes of the district. The model for this handbook was the *Irvine Valley College Planning and Decision-Making Manual*. These district processes will undergo regular evaluations and be revised as needed.

Evaluation

During the past year, significant progress has been made in both long-term and short-term planning in the district. Although the district-wide strategic planning process is newly formulated and just entering the implementation phase, district services and the colleges have developed a shared commitment to engage in ongoing, systematic, and data-driven planning that will serve as the basis for all resource allocations within the district, including funding for the Advanced Technology & Education Park (ATEP). In fact, two objectives in the new *District-*

wide Strategic Plan 2011-2014 address ATEP specifically (planning objectives 6.1 and 6.2), and require the chancellor and college presidents to collaborate in determining the responsibility for the use and maintenance of the ATEP site, including the development of a 3- to 5-year site development plan.

Planning Agendas

1. Institutionalize the District-wide Accreditation Committee and the District-wide Recommendation 1 Task Force into a new District-wide Planning Council to ensure continued to broad participation and oversight of all district-wide planning.
2. Continue to assess, evaluate, and further develop the strategic planning process utilized during this first iteration of a district-wide plan.
3. Complete an Administrative Unit Review of all district service units by March 2012, and regularly assess their progress in meeting their goals and action plans.
4. Update the *SOCCCD Planning and Decision-Making Manual* as changes occur and through a systematic review every two years.
5. Implement the action steps outlined in the *SOCCCD District-wide Strategic Plan 2011-2014*, including the development of a concrete 3- to 5-year site development plan for ATEP.

Evidence for District Recommendation 1

- 1.01 Minutes of the Board of Trustees Meeting, June 22, 2009
http://soccdd.granicus.com/MinutesViewer.php?view_id=2&clip_id=170
- 1.02 Minutes of the Board of Trustees Meeting, May 23, 2011
<http://ba.soccdd.org/weblink7/ElectronicFile.aspx?docid=1582&dbid=1>
- 1.03 Presentation to the Board of Trustees on the 2011 Education and Facilities Master Plan, May 23, 2011
<http://www.soccdd.edu/about/documents/DiscussionItem4.2.pdf>
- 1.04 Website of the 2011 Education and Facilities Master Plan
<http://soccddemp.com/>
- 1.05 Saddleback College 2011 Education and Facilities Master Plan
<http://www.soccddemp.com/index-saddleback.php?page=project>
- 1.06 20-Year Facilities and Scheduled Maintenance Plan
<http://www.saddleback.edu/accreditation/documents/3.093%20-%2020-Year%20Facilities%20and%20Scheduled%20Maintenance%20Plan.pdf>
- 1.07 Minutes of the District-wide Accreditation Committee, March 10, 2011
<https://accreditation.soccdd.edu/dac/Agenda%20and%20Minutes/accred%20minutes%203-10-11.pdf>
- 1.08 Agenda of the SOCCCD Strategic Planning Retreat, June 13, 2011
<https://accreditation.soccdd.edu/rtf1/Agendas%20and%20Minutes/June%2013,%202011/SOCCCD%20Retreat%20Agenda%20for%20June%2013,%202011.pdf>
- 1.09 Agenda of the SOCCCD Strategic Planning Retreat, August 3, 2011
<https://accreditation.soccdd.edu/rtf1/Agendas%20and%20Minutes/August%2003,%202011/SOCCCD%20Agenda%20August%2003.pdf>
- 1.10 Video Recording of the SOCCCD Strategic Planning Retreat, August 3, 2011
[Link](#)
- 1.11 District Website
http://www.soccdd.edu/about/about_mission.html
- 1.12 Saddleback College Fall 2011 In-Service Professional Development Program
<http://www.saddleback.edu/asenate/documents/FlexFall11.pdf>

- 1.13 PowerPoint Presentation from In-Service Presentation, August 16, 2011
http://www.saddleback.edu/accreditation/documents/Accreditation_Follow-Up_Report_2011r2.pdf
- 1.14 Minutes of the Academic Senate Meeting, August 31, 2011
<http://www.saddleback.edu/asenate/documents/AS8-31-11minuteswrollcall.pdf>
- 1.15 Agenda of the Board of Trustees Meeting, August 29, 2011
http://www.socccd.edu/documents/BoardAgenda_August29_003.PDF
- 1.16 Agenda of the Board of Trustees Meeting, September 26, 2011
[Link](#)
- 1.17 SOCCCD District-wide Strategic Plan 2011-2014
<https://accreditation.socccd.edu/rtf1/Shared%20Documents/SOCCCD%20Strategic%20Plan%20Draft%203.pdf>
- 1.18 District Services Administrative Unit Review Handbook
[Link](#)
- 1.19 SOCCCD District Services Survey 2011 Results
https://accreditation.socccd.edu/rtf6/Shared%20Documents/SOCCCD%20District%20Services%20Survey%202011%20Results_Final_06%2010%2011.pdf
- 1.20 SOCCCD District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans
https://sharepoint.socccd.edu/chancellor/Shared%20Documents/District%20Services%20Survey%20Results%20Evaluation%20Action%20Plan%202011-2012_Final_08%2029%2011.pdf
- 1.21 Flyers – District Road Show (hard copies only)

Response to District Recommendation 2

District Recommendation 2: *The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3 c.).*

The 2010 Accreditation Self-Study Report documents the significant advances that the college has made in linking resource allocations to comprehensive planning. The 2010 visiting team's *Evaluation Report* noted that the college has "through its strategic planning process and program and administrative review, provided mechanisms for allocating resources to effectively support student learning and service and program improvements." It was also noted, however, that the district lacked a resource allocation model that is based on planning, is open and transparent, and is periodically reviewed for effectiveness. As discussed in the college self-study, this was particularly the case for basic aid funds, which led to widespread dissatisfaction at the college with chancellor and board of trustee decision-making.

The District Recommendation 2 Task Force was charged with researching and analyzing the district's current resource allocation model, identifying gaps in the model, and recommending changes so that it is open, transparent, inclusive, and widely disseminated [2.01]. The task force was initially chaired by Dr. Bugay, vice chancellor of human resources who was also serving as acting vice chancellor of business services, and subsequently chaired by Dr. Debra Fitzsimons, the new vice chancellor of business services, when she assumed her post in June 2011.

The first task was to study the district's current resource allocation processes and models. Most of the district's resources, the unrestricted general funds derive primarily from local property taxes and enrollment fees, flow through the District Resources Allocation Council (DRAC), which has been in place since 1996. DRAC is a district-wide participatory governance council that is charged with making recommendations for and overseeing the model upon which the district's resource allocations are determined. One of the guiding principles of DRAC is that the colleges are allocated revenue using the state's SB 361 funding formula for all ongoing operating expenditures. Based upon this formula, the District Budget Allocation Model [2.02] is produced each year and shows the exact allocations made to Saddleback College, Irvine Valley College, district services, district-wide general expenses, and a contingency reserve. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.

Once funds have been allocated in accordance with the DRAC model, the remaining property tax revenues are designated as basic aid funds. At the time of the *2010 Accreditation Self-Study Report*, the board of trustees allocated these funds according to a process adopted at the August 29, 2005, board meeting [2.03]. The self-study report provided evidence that basic aid allocations were often out of compliance with this approved process, as well as with the district's Budget Development Guidelines that state that "excess revenue above apportionment shall be allocated at the college or district level for one-time purposes" and "shall not be used for regular ongoing expenditures, such as salaries" [2.04].

The Recommendation 2 Task Force confirmed the findings of the college's self-study that the colleges' main concern was the process and decision-making for the allocation of basic aid funds. While the colleges understood the DRAC process and felt that it worked well, there was a widespread sentiment that the determination of how projects are added to the basic aid funding list seemed "mysterious" [2.05].

In order to rectify these inconsistencies and clarify how basic aid expenditures are to be linked to district priorities based on planning, it was determined by the District-wide Accreditation Committee that a board policy on basic aid should be developed [2.06]. Fortunately, this process was already under way. The Board Policies and Administrative Regulations Committee (BPARC), which is a participatory governance committee charged with developing and updating board policies and administrative regulations and making recommendations to the chancellor and Chancellor's Council, began working on the development of a new Basic Aid Allocation Policy, BP 3110 [2.07], in December 2010. This new board policy asserts that "allocation of basic aid will be made based on district and college planning documents and supporting data." Moreover, the policy clearly specifies the types of projects appropriate for basic aid funding. These are:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, the *Education and Facilities Master Plan*, the *20-Year Facility, Renovation, and Scheduled Maintenance Plan*, and the *Five-Year Construction Plan*.
2. Retiree benefit trust fund and other long-term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments.
4. Major technology initiatives as identified in the district and college technology plans.

5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-Year Facility, Renovation and Scheduled Maintenance Plan. The other 50 percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process.

BP 3110 was placed on the July 25, 2011, board of trustees meeting agenda for study and review. At the meeting, the board made some changes to the policy [2.08]. It then went to the August 29, 2011, board meeting for further discussion and approval. The board policy was passed unanimously at this meeting [2.09].

AR 3110, the administrative regulation associated with BP 3110, was drafted by a small workgroup established by BPARC. The draft is now at BPARC for further discussion and consultation with the participatory governance groups. When in final form, the administrative regulation will be brought to a board of trustees meeting as an information item for review and input. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plan, and other planning documents to determine the allocation of basic aid funds. The formation of a new district-wide committee, the Basic Aid Allocation Recommendation Committee (BAARC) is being proposed. This committee would oversee the entire basic aid allocation process, assess its effectiveness, and make recommendations for further refinement of the process [2.10].

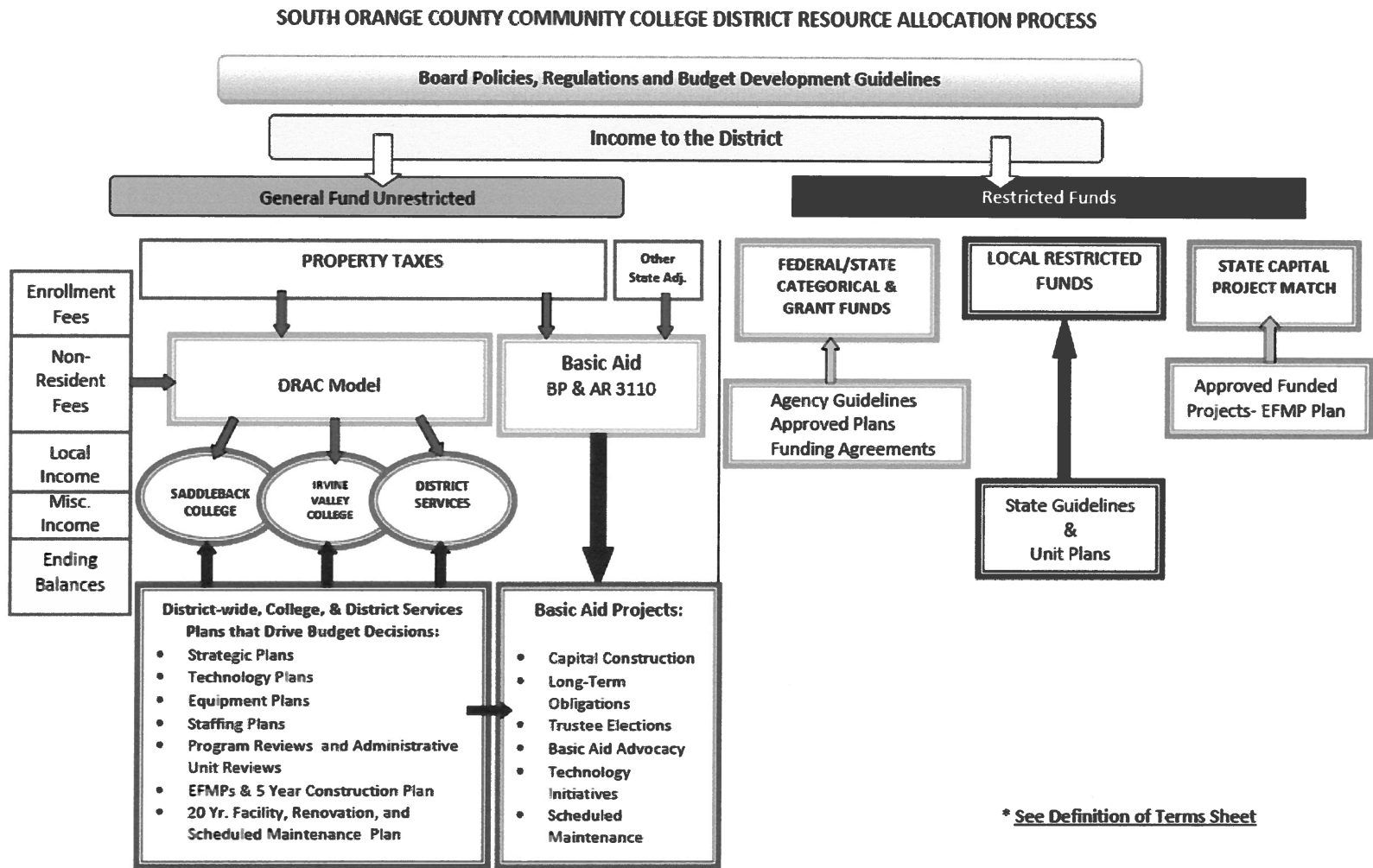
Additional committees have also been formed, or will be formed, to look at the specific district-wide needs for the five areas listed in BP 3110 to create a district-wide priority list and implementation schedule. For example, a Capital Improvement Committee (CIC) was created and charged with developing a 20-year capital improvements schedule for the district as well as a short-term facility renovation and scheduled maintenance plan. In a similar vein, the existing District-wide Technology Committee (DTC) has begun working on a technology plan for the district.

In order to help clarify the district's current resource allocation processes and make this information clear and transparent, the District Recommendation 2 Task Force developed a flow chart that illustrates in a simple, user-friendly manner, the resources that are received by the district and how the planning processes are used to drive allocation decisions with respect to the various resources [2.11]. This chart (Figure 2.1) is accompanied by a glossary that defines all the terms used in relation to budget allocations [2.12]. The task force also devised a table listing all of the

district funds, the fund number, a description or title of the fund, and a brief definition [2.13]. All of these documents are posted on the task force's SharePoint site. They are also a part of the *SOCCCD 2011-2012 Final Budget*, which can be found on the district's budget web page [2.14].

In order to better link planning and resource allocations at the colleges and within district services, TracDat, a software program, has been purchased and is in the process of being implemented. TracDat will allow all instructional programs and administrative units at the colleges and in district services to enter their Program Review and Administrative Unit Review goals and align them directly to college and district-wide strategic planning goals. SharePoint 2010 upgrades at both district services and Saddleback College in 2011 (IVC is currently using SharePoint 2010) will allow for an additional purchase of the TracDat-SharePoint 2010 integration option district-wide. This option will provide the ability to generate funding requests directly from data-based program and administrative unit reviews and strategic planning initiatives.

Figure 2.1: SOCCCD Resource Allocation Process



* See Definition of Terms Sheet

dif 8/11/2011

Evaluation

In order to respond to this recommendation, a complete evaluation of all the processes and procedures related to resource allocations within the district was conducted. Steps were then taken to improve the district resource allocation model by ensuring that it is directly linked to planning and by increasing collaboration and transparency in resource allocation decision-making.

Planning Agendas

1. Complete AR 3110 in a way that clearly links resource allocations to planning.
2. Regularly review BP 3110 and AR 3100 for effectiveness, and revise if necessary.
3. Complete the *District-wide 20-Year Facilities, Renovation, and Schedule Maintenance Plan*, the *5-Year Construction Plan*, and the *District-wide Technology Plan* by March 15, 2012, and ensure adequate funding for these plans based upon demonstrated need.
4. Devise and adhere to district-wide plans related to capital improvement, scheduled maintenance, and technology.
5. Complete the implementation of TracDat and the installation of SharePoint 2010, and investigate the purchase of the TracDat-SharePoint 2010 integration option.

Evidence for District Recommendation 2

- 2.01 Final report of the Accreditation Sub-Committee for Recommendation 2 Resource Allocation, July 29, 2011
<https://accreditation.socccd.edu/rtf2/Handouts/Final%20Report%20july%2029%202011%20with%20revisions%208%204%2011%20and%208%205%2011%20pdf.pdf>
- 2.02 District Budget Allocation Model, 2010-2011
<https://accreditation.socccd.edu/rtf2/Handouts/District%20Allocation%20Model%202010-2011.pdf>
- 2.03 Process for the Allocation of District Basic Aid Funds for Priority Projects
<http://www.saddleback.edu/accreditation/documents/4.84%20-%20Agenda%20Item%2016,%20August%202005%20-%20BOARD%20APPROVED%20Basic%20Aid%20Allocation%20Process.pdf>
- 2.04 SOCCCD 2011-2012 Final Budget
http://www.socccd.edu/businessservices/documents/FinalBudget_000.pdf
- 2.05 Final Report of the Recommendation 2 Task Force, July 29, 2011
<https://accreditation.socccd.edu/rtf2/Handouts/Final%20Report%20july%2029%202011%20with%20revisions%208%204%2011%20and%208%205%2011%20pdf.pdf>
- 2.06 Minutes of the District-wide Accreditation Committee, June 17, 2011
<https://accreditation.socccd.edu/dac/Agenda%20and%20Minutes/Accred%20Minutes%206-17-11.pdf>
- 2.07 Board Policy 3110, Basic Aid Funds Allocation Process
[Link](#)
- 2.08 Minutes of the Board of Trustees Meeting, July 25, 2011
<http://ba.socccd.org/weblink7/ElectronicFile.aspx?docid=1598&dbid=1>
- 2.09 Minutes of the Board of Trustees Meeting, August 29, 2011
[Link](#)
- 2.10 Draft of AR 3110
[Link](#)

- 2.11 District Resource Allocation Process Flowchart
<https://accreditation.socccd.edu/rtf2/Handouts/district%20resource%20alloc%20process%20flow%20chart%20rev%20dlf%207-28-11,%208%204%2011,%208%2011%2011%20pdf.pdf>
- 2.12 SOCCCD Resource Allocation Definition of Terms
<https://accreditation.socccd.edu/rtf2/Handouts/RESOURCE%20ALLOCATION%20DEFINITION%20OF%20TERMS%20draft%207-26-11%20%282%29%20revised%208%204%2011%20pdf.pdf>
- 2.13 SOCCCD Funds Table
<https://accreditation.socccd.edu/rtf2/Handouts/Funds%20Table%20revised%207%2029%2011,%20revised%208%204%2011%20pdf.pdf>
- 2.14 SOCCCD 2011-2012 Final Budget
http://www.socccd.edu/businessservices/documents/FinalBudget_000.pdf

Response to District Recommendation 3

District Recommendation 3: *The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, (ATEP) Advanced Technology Education Park, technology and building priorities (Standards IV.A.2., IV.B.3.).*

As noted in the 2010 visiting team's *Evaluation Report*, the college and district have made significant strides in the area of communication and effective participation over the past six years, citing the college's "proactive approach and use of multidimensional strategies to reach diverse college groups and external communities." However, due to the lack of consistent, clear, and open communication channels and protocols, areas of conflict arose within the district. This was especially the case around points of potential disagreement, such as the five areas noted in the recommendation: academic calendar, planning, Advanced Technology & Education Park (ATEP), technology, and building priorities.

As evident from early discussions of the District-wide Accreditation Committee, this was the most perplexing of the recommendations because many individuals, including the chancellor, were unclear as to what, exactly, the District was doing wrong in this regard [3.01]. District Recommendation 3 Task Force, chaired by Dr. Bugay, was, therefore, charged with first determining what the real problem was and then developing strategies to solve it. Indeed, the entire first meeting of the task force was spent trying to identify the problem by outlining current communication practices [3.02].

Eventually it became clear that solutions would have to be multipronged since different groups accessed and desired information in different forms (such as via email, on a website, or through college forums). It was also determined that part of the problem stems from a lack of clear decision-making processes. Thus, the work of the other task forces, especially those working on district recommendations 1, 2, and 6, would help to alleviate some of the tensions within the district.

Through extensive dialogue during task force meetings, a number of strategies were proposed to address the identified communication issues. These are outlined in the table below [3.03]:

Communication Issue	Possible Solutions
Issue #1: Decisions are made and it is not clear they have been made.	<ul style="list-style-type: none"> • Post meeting agendas, minutes, handouts, and related documents on SharePoint so that a clear chronology of decisions is available. • Clearly delineate decisions and action items in meeting minutes. Include any steps needed to move the process forward. All committees to use the same template for minutes. • Look into improvements to electronic search capacities. • Provide RSS feeds. • Ensure changes in processes are clearly communicated through regular open forums held at the colleges by district services.
Issue #2: Lack of process creates indecision, so decisions are not being made.	<ul style="list-style-type: none"> • Function Map will clarify who “owns” decisions. • See solutions for Communication Issue #3.
Issue #3: Some committees are not clear on their charge and member responsibilities are not clear.	<ul style="list-style-type: none"> • Update and maintain a list of district-wide committees that includes the committee charge and scope. • Define the responsibilities of the: <ul style="list-style-type: none"> ○ Committee ○ Chair ○ Members • For each committee, define: <ul style="list-style-type: none"> ○ Decision-making process ○ Reporting structure ○ Process to resolve disagreements • The committee chair is responsible for the posting of all information described above on the committee’s SharePoint site.
Issue #4: Decisions are not clearly communicated. Need to standardize use of channels of communication.	<ul style="list-style-type: none"> • Utilize SharePoint as a required communication tool. • Identify “official” forms of communication. • Standardize a uniform meeting minutes format that includes: <ul style="list-style-type: none"> ○ Specific decisions made ○ Summary of basic purpose or outcome of meetings ○ Action Items • See solutions for Communication Issue #1, including open forums and RSS feeds.
Issue #5: If committee members do not agree, what is the next step?	<ul style="list-style-type: none"> • Develop uniform definition of consensus and unanimity. • Train committees on an effective process to reach consensus. • Build into the decision-making process the steps to resolve disagreements so that stall tactics do not impede progress. • Establish district-wide code of conduct. • See solutions for Communication Issue #3.

Table 3.1: District-wide Communication Issues and Solutions

The specific strategies currently being enacted include:

- Creating an intranet (SharePoint) site for each of the accreditation task forces so that all documents, including agendas and minutes, are available to all employees of the district.
- Creating standardized intranet (SharePoint) sites for all district-wide committees, following the model established for the accreditation task forces, which outline each committee's charge, membership, and member responsibilities.
- Including a list of all district-wide committees and their specific charge in the newly created *SOCCCD Planning and Decision-Making Manual*.
- Developing a template for standardized meeting agendas and minutes that requires reporting of all decisions and action items within five days.
- Developing uniform definitions of consensus and standards of interaction so that resolutions can be achieved when there is disagreement among committee members.
- Establishing guidelines for an annual self-assessment of all committees to ensure that they are fulfilling their stated purpose and communicating all actions taken.
- Making board of trustee meeting minutes and agendas (which can exceed 300 pages) searchable online by keyword.
- Continuing email updates to employees, such as the *Board of Trustee Meeting Highlights* and *District Updates*, but also posting information around key issues on dedicated web or intranet sites.
- Creating RSS feeds as part of the SharePoint 2010 upgrade for all district committee sites so that employees can receive notification of recent developments.
- Developing a wiki for district services by using the human resources wiki as a model with its provisions for pertinent information such as personnel, processes, forms, and so on.

Additionally, planning objective 1.2 from the *SOCCCD District-wide Strategic Plan 2011-2014* [3.04] directs the chancellor to periodically communicate directly with employees district-wide. This will include regular newsletters from the Office of the Chancellor and open forums at the colleges.

Since January 2011, the new district director of public affairs and the new chancellor have made substantial efforts to increase the quality and frequency of communications to all employees district-wide in a variety of formats. In total, 47 communications have been sent out since January, representing a 400 percent increase over 2010. These include Board Highlights, a monthly newsletter sent

immediately following board meetings [3.05]; District Updates from the chancellor on high level and statewide issues such as budget, planning, legislation, and accreditation and from the district director of public affairs on a wide variety of topics [3.06]; and press releases [3.07].

With respect to the five issues specifically mentioned in this recommendation, awareness of communication needs and the suggested solutions have had the following impacts:

Academic Calendar

Since both IVC and Saddleback College have historically been on the same academic calendar, there is a district-wide committee that looks at proposed calendars from both colleges and establishes the final joint calendar. While in the past this process has not caused problems, this past year it became contentious because the proposals from the two colleges were substantially different, and there were rumors about the possibility of implementing two distinct calendars. While the measures listed above cannot alleviate disagreements between the two colleges, they will help to ensure that discussions are based on facts and not rumors, and they will make the committee's process, decisions, and action items transparent and available to everyone.

In the end, a revised academic calendar for 2012-2013 was established through collegial efforts from both colleges and the District-wide Calendar Committee, chaired by Dr. Robert Bramucci, the vice chancellor of technology and learning services, in spring 2011. It was approved by all participatory governance groups and adopted by the board of trustees at the March 29, 2011, meeting [3.08]. The new calendar addresses the unique needs of both colleges while decreasing long-standing length disparities between the fall and spring semesters. It also increases the length of winter break, which will increase options for programs that utilize field trips, institutional visits, and discipline-specific internships, and addresses summer scheduling options.

Planning

The first goal of *SOCCCD District-wide Strategic Plan 2011-2014* is to “create a district-wide culture which is characterized by mutual respect and collaboration and that celebrates the uniqueness of each institution” [3.04]. Open communication is essential to creating and sustaining a climate based on trust, mutual respect, and aligned purposes. Each step of the strategic planning process was inclusive of all constituent groups and was posted on the SharePoint site for the Recommendation 1 Task Force [3.09]. This was

also true of the EFMP process, during which an interactive website was established that allowed individuals to view documents and participate in the process by leaving comments or obtaining answers to questions.

The new *SOCCCD Planning and Decision-Making Manual*, which clearly documents how decisions are made within the district, will also help to make the entire planning and resource allocation processes more transparent and understandable.

ATEP

Over the years, planning and decision-making with regard to ATEP was not fully collaborative or transparent, and significant basic aid funds were being funneled to the project without clear guidelines and goals or a shared understanding of how the site would be developed. Part of the negativity toward ATEP stemmed from conflicting messages being delivered by district services and the board of trustees. It was felt that decisions were not being made in a forthright manner and when made were often not communicated clearly. One way this problem was addressed was through the creation of Board Policy 3110, which lays out the priorities for basic aid funding, and the subsequent development of the corresponding administrative regulation.

Another way that communication was increased in relation to ATEP was through the ability to conduct keyword searches in the board of trustees meeting agendas and minutes. This will make information about board actions easily attainable. The *SOCCCD District-wide Strategic Plan 2011-2014* also calls for a collaborative 3- to 5-year site development plan that will clearly delineate the future steps to be taken regarding ATEP (planning objective 6.2) [3.04].

Technology

The activities and priorities of District Information Technology (IT) have long been questioned by many at the college who feel that there is more focus on high-visibility, cutting-edge projects (such as My Academic Plan (MAP) and Sherpa, a student recommendation engine) than on the more mundane projects necessary for the day-to-day functioning of the college (such as scheduling and the Student Information System). Although District IT can document that, in actuality, considerably more time and resources were dedicated to necessary projects (such as the inFORM Data Warehouse, CurrSIS curriculum system, human resources integration, maintenance of the ESCAPE and CHRMS financial systems, maintenance of the Blackboard course management system and coordination of upgrades, and the MySite

web portal) than to special projects, the perception persists, indicating that communication may be the central problem.

In order to address this perception, it was determined that a district-wide technology plan would be created with input from all constituent groups at both colleges. The plan is one of the objectives for the *SOCCCD District-wide Strategic Plan 2011-2014* (planning objective 3.1), and will be developed by a task force of the District-wide Technology Committee (DTC) [3.10]. This process will enable the colleges to have input into the prioritization and funding of all district-wide IT projects. Moreover, District IT identified additional strategies for improving communication in the *SOCCCD District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans*, including the designing and building of the intranet (SharePoint) infrastructure currently being used by all district services, the biannual publication of a District IT newsletter starting in fall 2011 that will document the status of all projects, and the institution of monthly meetings with representatives from the various constituent groups at the colleges [3.11]. Meetings with the IT directors at the colleges have already begun on an informal basis.

District IT is also actively working with the colleges to prioritize the current list of backlogged projects in order to ensure that college needs are met.

Building Priorities

The district has made significant progress in clarifying district-wide building priorities and how they are established. The colleges and district services effectively and collegially collaborated on the development of the EFMP, which includes five-, 10-, and 20-year projections. Feedback was solicited from constituent groups and individuals at the colleges through numerous meetings and focus groups, as well as a collaborative website.

Recently, a new district-wide Capital Improvement Committee (CIC) was established to collaboratively address long-term facilities and capital improvement needs and make recommendations using uniform, data-driven criteria to plan and budget for the next 20 years.

The colleges and the district also came together in the creation of BP 3110 that establishes a list of funding priorities for basic aid funds.

In addition to these procedural modifications, recent changes in personnel in district leadership and among the board of trustees have had a significant positive impact upon the level of open dialogue and shared decision-making in the district. Gary Poertner, the new chancellor, is respected by all constituent groups on campus. The

chancellor is committed to working collaboratively with all constituent groups at both colleges and to accurately conveying college needs to the board of trustees.

Evaluation

Numerous steps have been taken to improve communication within the district, and the college is optimistic that communication will continue to improve. Although these steps will go a long way in making communication more open, efficient, and effective within the district, the committee also determined that communication is a “shared responsibility.” Employees of the district must want to be informed and engaged. It is hoped that a demonstrated willingness to communicate on the part of the chancellor, district services, and the board of trustees will be reciprocated with increased participation in committees and district-wide events, such as open forums.

Planning Agendas

1. Institutionalize the practices for improving communication identified by the Recommendation 3 Task Force.
2. Ensure that these practices are continued, assessed, and modified as necessary through regular monitoring by district services administration.
3. Continue collaboration among employees at the colleges and district services on issues of key concern within the district.

Evidence for District Recommendation 3

- 3.01 Minutes from the District-wide Accreditation Committee, April 8, 2011
<https://accreditation.socccd.edu/dac/Agenda%20and%20Minutes/accred%20minutes%204-8-11.pdf>
- 3.02 Minutes from the District Recommendation 3 Task Force Meeting, April 21, 2011
<https://accreditation.socccd.edu/rtf3/Shared%20Documents/Meeting%20Agendas%20and%20Minutes/Minutes%20Accred%20Subcommittee%20Rec%203%2011%2004%2021%20Final.pdf>
- 3.03 Communication Issues and Solutions
<https://accreditation.socccd.edu/rtf3/Handouts/Communication%20Issues%20and%20Solutions.pdf>
- 3.04 SOCCCD District-wide Strategic Plan 2011-2014
[Link](#)
- 3.05 Board Highlights
http://www.socccd.edu/about/about_board_meeting.html
- 3.06 District Updates from the Chancellor and the Director of Public Affairs
<https://sharepoint.socccd.edu/pa/Communications/Forms/AllItems.aspx?RootFolder=%2Fpa%2FCommunications%2FDistrict%20Updates>
- 3.07 SOCCCD Press Releases
http://www.socccd.edu/publicaffairs/pa_newsreleases.html
- 3.08 Minutes of the Board of Trustees Meeting, March 28, 2011
http://socccd.granicus.com/DocumentViewer.php?file=socccd_f34293a512b7ea661c4af4b5a252a854.pdf
- 3.09 Recommendation 1 Task Force SharePoint Site
<https://accreditation.socccd.edu/rtf1/default.aspx>
- 3.10 Minutes of the District-wide Technology Committee, July 21, 2011
[Link](#)
- 3.11 SOCCCD District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans
https://sharepoint.socccd.edu/chancellor/Shared%20Documents/District%20Services%20Survey%20Results%20Evaluation%20Action%20Plan%202011-2012_Final_08%2029%2011.pdf

Response to District Recommendation 4

District Recommendation 4: *The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).*

In accordance with Board Policy 172, Board Self-Evaluation [4.01], which was adopted on August 27, 2007, the SOCCCD Board of Trustees is to conduct an annual self-evaluation in order to identify its strengths and areas for improvement. At the time of the *2010 Accreditation Self-Study Report*, the most recent evaluation had been conducted on May 20, 2009, during a special board meeting that was open to the public but held at an offsite location. As noted in the college's self-study report, the results were not disseminated to the public. This was also the case for the 2010 board self-evaluation. Through the creation of this recommendation, the visiting team concurred with the stated planning agenda that the board review its self-evaluation process and disseminate the outcomes of the evaluation in a timely manner.

After receiving the commission's recommendations, the current process was carefully reviewed by the chancellor in consultation with the board of trustees and by the District-wide Accreditation Committee. It was determined that the process was essentially sound, but that steps would be taken to a) communicate the results of the self-evaluation to all employees and the public, and b) ensure that the results were used to create action items for improvement.

The chancellor and Board President Nancy Padberg decided to hire a facilitator to lead the board through its 2011 self-evaluation. Dr. Cindra Smith, who wrote the Community College League of California (CCLC) document entitled *Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation* and who assisted the SOCCCD Board of Trustees with its 2009 self-evaluation, was selected [4.02].

The evaluation process took place in three stages. Stage one took place in April and May 2011 and involved the administering of a comprehensive evaluation questionnaire for board of trustee members [4.03], a survey for Chancellor's Cabinet (a district-wide cabinet composed of members from all participatory governance groups – now called Chancellor's Council), administrators, and managers (CAM), all of whom regularly observe the board in action [4.04], and a survey for all employees of the district [4.05]. The questionnaire and surveys were administered online and were anonymous. The responses of the three groups were then compared [4.06].

Stage two involved a Board of Trustees Self-Evaluation Workshop held on May 14, 2011, at the Mission Viejo Country Club. This meeting was open to the public and was widely publicized through district-wide emails, the district website, and at board meetings [4.07]. Announcements for the workshop were also posted in the required board meeting public posting areas. The District-wide Accreditation Committee discussed the pros and cons of holding the workshop in the regular boardroom or at an off-campus location, and whether or not it should be recorded. It was decided that, in the interest of candor, the workshop would be held off-campus and would not be recorded. However, all district employees were invited to attend and the results of the discussion would be widely distributed. Only three people besides the board and the chancellor attended the workshop (the two college presidents and a Saddleback College faculty member who was observing it for the purposes of this report), allowing the board members to engage in a frank dialogue.

The facilitator set the agenda of the workshop based upon analysis of the data from the surveys [4.08]. This included a review of the board's self-identified strengths and areas of improvements [4.09], as well as an in-depth discussion of the survey results that focused, in particular, on areas in which there was a significant discrepancy between board member perceptions and those of other employees within the district. These included the following statements from the surveys where the trustees rated themselves high but district employees rated them low:

- The board understands its policy role and differentiates its role from those of the CEO and college staff.
- The board respects faculty, staff, and student participation in decision-making.
- Trustees set a positive tone for the institution.
- Board meetings are conducted in an orderly manner with sufficient time provided to explore and resolve issues.

Although some board members felt that these low survey ratings were unwarranted, it was mentioned that, regardless of the reasons, the perceptions of individuals and groups must be taken seriously, and the board agreed to consider actions that would change these perceptions. Moreover, board members acknowledged that their behavior set the tone for the district as a whole, and they discussed the importance of working together in a civil and respectful manner [4.10].

At the end of the discussion, concrete actions and tasks were developed and are summarized below [4.11]. Progress on these items will be assessed as part of the 2012 self-evaluation process.

1. The board will review and approve an updated code of ethics policy that includes addressing violations of the code. A draft policy was accepted for review at the April board meeting; the board will discuss the proposed policy in detail at a board or special meeting. The board noted the urgency of doing so before fall.
2. In addition to reviewing and adopting an updated code of ethics policy, the board will discuss and renew its commitment to communication protocols and expectations for trustee roles during board meetings and with college staff and community.
3. The board will re-institute a process for CEO evaluation, including setting expectations, annual priorities and/or goals. It will include CEO evaluation on the board's master calendar to ensure it occurs regularly. The chancellor will propose a process to the board.
4. The board will re-institute a regular self-evaluation process and will include the process of seeking input from administrators, faculty, and staff. The next survey process may include items that gather how much knowledge respondents have about board roles, including attending and/or viewing videos of board meetings. It was recommended the surveys include opportunities to comment. The board will consider the feasibility of doing a survey within six months to gather perceptions of the "new" board.
5. The board is committed to listening to and considering faculty, staff, and student perspectives and recommendations in local decision-making. It is committed to clarifying its rationale for decisions that may be counter to those recommendations.
6. The board will seek opportunities to inform administrators, faculty and staff about board roles, limits, responsibilities, accountability to the community, and rationale for decision-making.
7. The board will strengthen its role in being knowledgeable about, setting standards for, and monitoring and discussing student success and educational quality. Efforts will include understanding and monitoring the processes used to ensure quality. The chancellor will present proposals for board consideration.

8. The board will be involved early in the collective bargaining process in discussing and setting parameters. Members recognize that individual trustees must avoid negotiating directly, or appearing to negotiate, with employees or their representatives.
9. The board recognizes the effect its communications and leadership have on creating an environment for safe, open, and professional communication within the district, and will strive to do so.
10. The board will ensure that there are opportunities for it to engage fully in discussions on policy issues. Staff will be asked to present reports in ways that engage trustees in discussions, and trustees will ensure that meetings allow time to truly engage in discussion.

The third and final stage of the process involved the dissemination of the results to the college community and the public. At the May 23, 2011, board of trustees meeting, Chancellor Poertner reported on the board self-evaluation, and mentioned that a web page was created on the district website that outlines the entire self-evaluation process and where individuals can access all of the pertinent documents [4.12; 4.13]. On May 31, 2011, district employees were sent an email by Tere Fluegeman, district director of public affairs, with a link to this web page.

Evaluation

One point that was raised repeatedly during the board self-evaluation on May 14, 2011, was that there are several new trustees and a new chancellor who has the respect of board members and college employees alike. There was a sense of optimism about these positive changes, and board members stated that they were looking forward to conducting a new survey in the near future to monitor changes in perception about the board and its functioning among district employees. This optimism is also reflected in anecdotal statements made by members of the college community.

During Chancellor's Opening Session in fall 2011, the chancellor discussed some positive changes that have already occurred in relation to the board's goal of strengthening "its role in being knowledgeable about, setting standards for, and monitoring and discussing student success and educational quality" (see Goal 7 above). The board is committed to providing more opportunities for the colleges, including faculty, to present information in order to facilitate this greater understanding. At the July 2011 meeting, IVC President Glenn Roquemore gave a

presentation on the trustees' role in accreditation [4.14]. Also slated for this year are presentations on:

- Educational Quality and Academic Programs (October 2011).
- Educational Program Review and Student Learning Outcomes (November 2011).
- Student Success Improvements and Vision 2020 Planning (December 2011).

Planning Agendas

1. The chancellor will ensure that employees and the general public are kept apprised of progress on the action items from the 2011 Board of Trustees Self-Evaluation.
2. The chancellor will evaluate the success of this process and make any necessary adjustments.
3. The board of trustees will continue annual self-evaluations that include a district-wide employee survey, and will convey the results of these self-evaluations to the entire college community.

Evidence for District Recommendation 4

- 4.01 Board Policy 172, Board Self-Evaluation
<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-172BoardSelfEvaluation.pdf>
- 4.02 Minutes of the District-wide Accreditation Committee, April 8, 2011
- 4.03 Board of Trustees Self-Evaluation Survey Results
<http://www.socccd.edu/about/documents/BOTSelfEvaluationResults.pdf>
- 4.04 CAM Board Evaluation Survey Results
http://www.socccd.edu/about/documents/BOTEvaluationResults_CAM.pdf
- 4.05 All District Employees Board Evaluation Survey Results
http://www.socccd.edu/about/documents/BOTEvaluationResults_All.pdf
- 4.06 Comparison of Responses on Surveys
<http://www.socccd.edu/about/documents/ComparisonofSurveyResponses.SelfEvaluation.PDF>
- 4.07 Notice of Special Board Meeting
<http://www.socccd.edu/about/documents/SpecialMtg5.14.11.pdf>
- 4.08 Board of Trustees Self-Evaluation Workshop Discussion Outline, May 14, 2011
<http://www.socccd.edu/about/documents/DiscussionOutline.pdf>
- 4.09 Board of Trustees Self-Evaluation Workshop Highlights of Strengths/Areas of Improvement, May 14, 2011
<http://www.socccd.edu/about/documents/StrengthsandImprovements.PDF>
- 4.10 Board of Trustees Self-Evaluation Workshop Discussion Notes, May 14, 2011
<http://www.socccd.edu/about/documents/SelfEvalWkshpReport2011.pdf>
- 4.11 Board of Trustees Self-Evaluation Workshop Outcomes, May 14, 2011
<http://www.socccd.edu/about/documents/2011-12BoardGoals.pdf>
- 4.12 Board Meeting Highlights, May 23, 2011
<http://www.socccd.edu/Board/highlights/5-23-2011.htm>

- 4.13 Board Self-Evaluation Web Page
<http://www.socccd.edu/about/BoardSelfEvaluation.html>
- 4.14 Agenda of the Board of Trustees Meeting, July 25, 2011
<http://ba.socccd.org/weblink7/ElectronicFile.aspx?docid=1598&dbid=1>

Response to District Recommendation 5

District Recommendation 5: *The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III.A.1.d., IV.B.1.h.).*

The SOCCCD first adopted Board Policy 1400, Code of Ethics – Standards of Practice, in 1977, and has revised it on various occasions over the years. As noted in the college's *2010 Accreditation Self-Study Report*, however, the policy did not include a stated process for dealing with board behavior that violates the policy, and it was recommended that such a clause be added to the board policy. The visiting team members concurred, and in their *Evaluation Report*, stated that in order to be in compliance with Standard III.A.1.d, the policy must be revised to address how unethical behavior on the part of board members would be addressed.

At the direction of the chancellor, Dr. Bugay, vice chancellor of human resources, contacted Mary Dowell, legal consultant to the CCLC, in order to gather information and appropriate documentation to be used in developing an additional section of the existing policy on board ethics. Based upon this information, Dr. Bugay drafted a new policy, renumbered as Board Policy 110 in order to more closely follow CCLC board policy number conventions. Eventually, Dr Fitzsimons, vice chancellor of business services, took over the responsibility of shepherding the policy through the revision and approval process.

At the February 11, 2011, meeting of the Board Policy and Administrative Regulations Committee (BPARC), a district-wide participatory governance committee, the first draft of the revised board policy was presented to its members [5.01]. The revised policy includes the following new section on enforcement [5.02]:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the board's Code of Ethics. The board reserves the right to censure any board member who does not adhere to this policy or engages in other unethical conduct.

A. Censure is an official expression of disapproval passed by the board of trustees. A board member may be subject to a resolution of censure by the board of trustees should it be determined the trustee misconduct has occurred.

B. A complaint of trustee misconduct will be referred to the board president.

With the assistance of legal counsel, the board president will appoint an ad hoc committee of three trustees not associated with the complaint to conduct an investigation and review the matter. In the event the complaint involves the board president, another officer of the board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

- C. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.
- D. The committee shall, within a reasonable period of time, make a report of its findings to the board of trustees for action.
- E. Board members who are found by a majority of the board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the district attorney for criminal prosecution, or other action as determined by the board.

The chancellor decided that since this policy dealt directly with sensitive trustee issues, it would immediately be sent to the trustees for their input. Following trustee comment, the policy would return to BPARC in order to proceed through the normal review and revision process. The first presentation of this policy to the board of trustees was made at the April 2011 meeting [5.03]. The trustees were given two months to provide comment to the proposed policy changes.

After incorporating the trustee input, a revised draft policy was returned to the vice chancellor to present to BPARC at their next regularly scheduled meeting in June 2011. The revised draft policy was placed on the BPARC agenda for review, comment, and revision, and then forwarded to all participatory governance groups within the district [5.04]. Each Saddleback College governance group representative presented the revised policy to its membership for review [5.05, 5.06]. Following approval from college governance groups, the policy was once again taken back to BPARC for final discussion, approval, and recommendation to the chancellor. The chancellor reviewed the final draft policy and placed it on the September 26, 2011, board agenda [5.07] for adoption and implementation. **It was unanimously approved by the board of trustees.**

Evaluation

It is recognized that the behavior of the governing board of the district sets the tone for the entire district. Through less-than-cordial public displays at board of trustee meetings over the years, the SOCCCD board of trustees did not always do a good job in establishing a tone of civility and ethical behavior for the district. Therefore, it was extremely important that this policy be revised to include ramifications for violations of the board's Code of Ethics. Fortunately, recent changes in board membership have also ushered in what appears to be a new era of cooperation and collegiality among board members and between the board and district leadership. Addressing this recommendation gave the entire district the opportunity to reaffirm its commitment to ethics, respect, and civility.

Planning Agendas

1. The board of trustees will adhere to the provisions set forth in the new Board Policy 110, Code of Ethics – Standards of Practice.

Evidence for District Recommendation 5

5.01 Minutes of BPARC, February 11, 2011

[Link](#)

5.02 Board Policy 110, Code of Ethics – Standards of Practice

[Link](#)

5.03 Minutes of the Board of Trustees Meeting, April 25, 2011

http://soccdd.granicus.com/DocumentViewer.php?file=soccdd_3f0764338e3ce151faeda1d686323a82.pdf

5.04 Minutes of BPARC, June 24, 2011

[Link](#)

5.05 Minutes of the Saddleback College Classified Senate, August 10, 2011

http://www.saddleback.edu/csenate/documents/CS_Minutes081011.pdf

5.06 Minutes of the Saddleback College Academic Senate, August 3, 2011

<http://www.saddleback.edu/asenate/documents/AS8-3-11minuteswrollcall.pdf>

5.07 Minutes of the Board of Trustee Meeting, September 26, 2011

[Link](#)

Response to District Recommendation 6

District Recommendation 6: *The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision-making and the role of the district in college planning and decision-making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

The need for a clear delineation of roles and responsibilities within the district has been an issue since at least 1998, when it was addressed by the accreditation visiting team, and it continued to be identified as problematic in 2010. The *2010 Accreditation Self-Study Report* states that the “roles and scopes of authority has occurred at the college and since 2008, with the board of trustees. However, the role, authority, and responsibilities of the district office personnel and leadership are not clearly defined.” Although the *2008 Focused Midterm Visit Report* concluded that Standard IV.B.3 had been met, the 2010 visiting team reinstated a recommendation on the delineation of district-wide functional responsibilities.

To address previous visiting team recommendations, in May 2007, Dr. Andreea Serban, then vice chancellor of technology and learning resources, coordinated the efforts of representatives from both colleges and from district services in developing a district-wide function map that delineated institutional roles based on primary, secondary, or shared responsibilities. The function map did not include any detail about the exact responsibilities of each entity and it was not subsequently reviewed or modified at the district level. During the 2010 accreditation self-study, Saddleback College, working with Tracy Daly, then district director of public affairs, revised the function map and added narrative for each of the standards and sub-standards in an effort to better understand how decisions are implemented across the district. In its 2010 accreditation report, Irvine Valley College used a function map identical to that developed in 2007.

District Recommendation 6 Task Force, chaired by Dr. Bugay, vice chancellor of human resources, began by looking at the different function maps submitted by the colleges, as well as models from other community colleges in the state. The first decision reached was that the function map should be district-wide and not developed independently at each college. The second decision was that the model used at Saddleback College in 2010 would be adopted, with an additional column for Irvine Valley College [6.01]. The district column was revised as changes were implemented as a result of to the work of the accreditation task forces. The task force also looked at discrepancies between the two function maps and resolved

them in a collegial manner. The resulting document is a comprehensive function map [6.02] that more accurately reflects the functioning of each entity with respect to the accreditation standards, and it will serve as the basis for future elaborations of the workflow in relation to the roles and responsibilities of the colleges and district services.

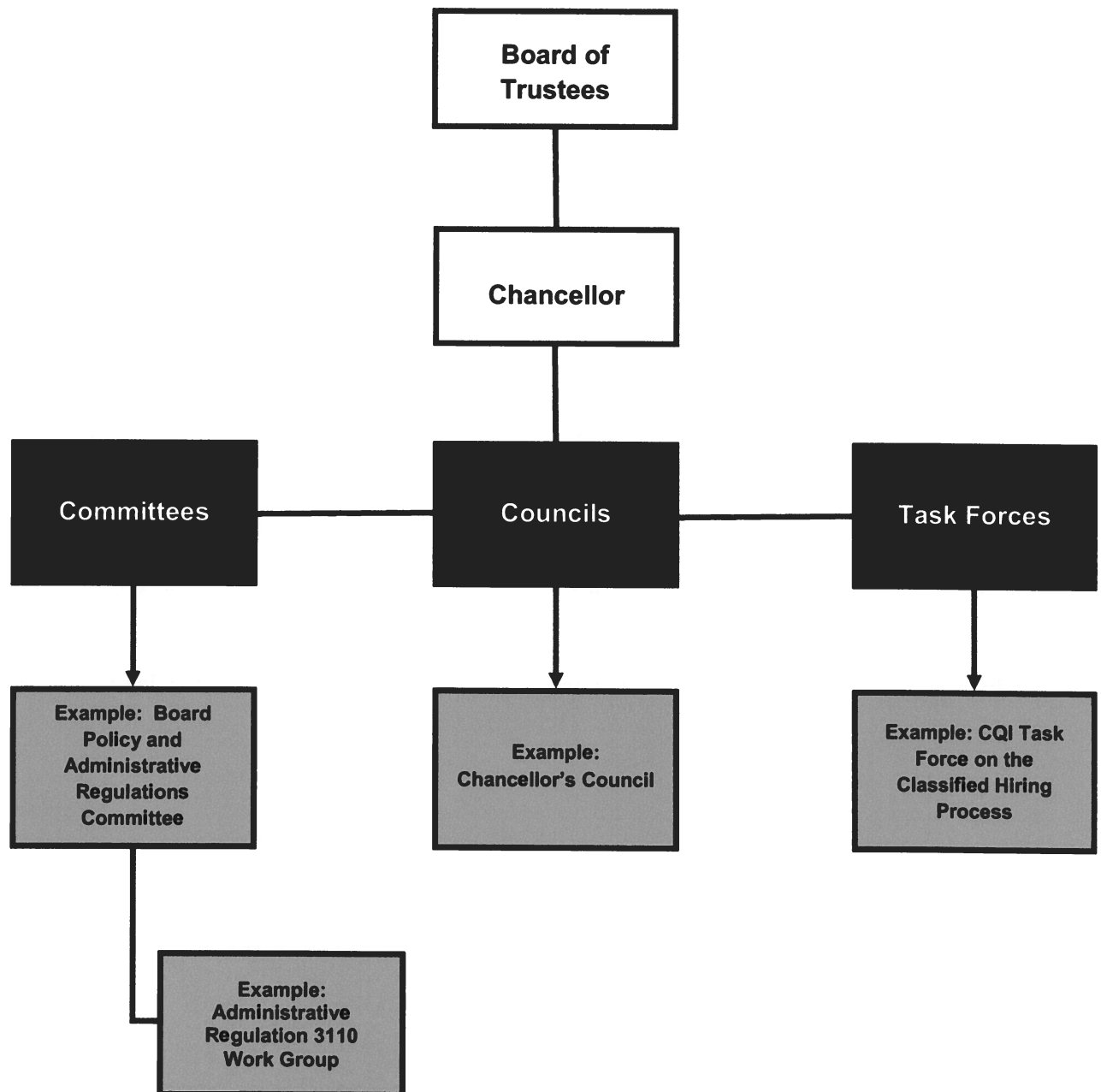
Another main area of concern for the task force was the organization, communication methods, and responsibilities of district-wide committees. The following recommendations were made by the task force and have been implemented:

- Creation of uniform intranet (SharePoint) sites for all district-wide committees so that there will be a record of each committee's charge or purpose, membership, meeting times, agendas, minutes, and decisions made [6.03].
- Review of all district-wide councils, committees, and task forces with the end result being a clear understanding of the committee structure at the district level, as well as the purpose and membership of each committee [6.04; 6.07].
The committees were divided into the following categories:
 - Councils: Composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and its charge is broad in scope. Documents, minutes, agendas, and calendars are posted and available on SharePoint.
 - Committees: Composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. A committee can be long-term in nature and may meet on a regular basis. Documents, minutes, agendas, and calendars are posted and available on SharePoint.
 - Task Forces: Composed of a variety of individuals, which may include administrators, managers, and representatives of students, faculty, and staff. Task forces are created to address a specific district-wide issue and meets until its charge has been completed. It is characterized by being focused on a single issue and is usually short-term in nature. Upon completion of the task, the group becomes inactive.
 - Work Groups: Sub-groups of a larger committee that work on a particular, singular issue and then report back to that committee. They

are always short-term and are generally used to gather information around an issue so that the committee can develop recommendations.

The relationship between these different groupings and larger decision-making structures can be seen in the following illustration, which also shows an example from each of the committee types (Figure 6.1):

Figure 6.1: District-wide Committee Structure with Examples



- Creation of a *SOCCCD Planning and Decision-Making Manual* in order to consolidate all documentation of the district-wide processes [6.05].
- Inclusion of all committees in the *SOCCCD Planning and Decision-Making Manual*. The committee pages were modeled after those in the Irvine Valley College planning manual [6.05].
- Implementation of an annual self-evaluation for each committee, the results of which would be placed upon the committee's SharePoint site [6.06]. The process for this self-evaluation is to be determined by each committee and reviewed periodically for effectiveness. The self-evaluation process must include the following components:
 - Review of committee charge.
 - Review of committee membership.
 - Review of communication process.
 - Assessment of goal attainment.
- Development of standardized templates for committee agenda and minutes so that information regarding all recommendations and actions taken will be clear and easily accessed [6.06].
- Development of directions for how committees should function in relation to decision-making. It was recommended that all district-wide committees function on the basis of consensus, and the following model from the *IVC Planning and Decision-Making Manual* was recommended [6.07]:

Committees and task forces that operate on the principle of consensus generally follow these guidelines:

1. Clarification of the Issue: At the outset of the discussion, issues are clearly presented.
2. Discussion/Dialogue: A range of alternatives may be presented to the committee or developed by the committee for discussion. When possible, the committee modifies alternatives to accommodate the interests of committee representatives.
3. Participation: Committee representatives accept responsibility for attending meetings and contributing to the discussion. Silence is not consensus. Absence is not participation.
4. Consensus Does Not Mean Unanimity: The committee reaches consensus once all representatives have had an opportunity to contribute to the discussion. Consensus requires majority rather than unanimous approval.

5. Committee Recommendations/Decisions: Once consensus is achieved, all committee representatives support the decision of the committee. Committees work according to the assumption that silence during the discussion or speaking against the committee decision undermines the process.

Evaluation

As noted in the visiting team's *Evaluation Report*, a clear delineation of roles and responsibilities within the district has been a long-standing problem. The measures outlined here are extremely important in the development of a permanent resolution of this problem. In particular, the creation of jointly developed district-wide planning processes and implementation procedures that are clearly documented in the *SOCCCD Planning and Decision-Making Manual* is unmistakable evidence that the district now understands the importance of these standards for the effectiveness of its institutions.

Planning Agendas

1. Develop work flow documents for the colleges and district services in relation to their different functions in key areas (e.g., human resources, purchasing).
2. Regularly update the *SOCCCD Planning and Decision-Making Manual* so that it always reflects current processes.
3. Regularly review the district-wide committee structure to determine if all existing committees are still relevant, and make changes as needed.

Evidence for District Recommendation 6

- 6.01 Minutes of the Recommendation 6 Task Force, May 11, 2011
<https://accreditation.socccd.edu/rtf6/Shared%20Documents/Meeting%20Agendas%20and%20Minutes/Minutes%20Accred%20Rec%206%20Functional%20Responsibilities%2011%2005%2011.pdf>
- 6.02 SOCCCD Function Map
<https://accreditation.socccd.edu/rtf6/Shared%20Documents/Dist%20Colleges%20Function%20Map%20Collaborative-1.pdf>
- 6.03 Minutes of the Recommendation 6 Task Force, June 6, 2011
<https://accreditation.socccd.edu/rtf6/Shared%20Documents/Meeting%20Agendas%20and%20Minutes/Minutes%20Accred%20Rec%206%20Functional%20Responsibilities%2011%2006%2006.pdf>
- 6.04 SOCCCD District-wide Councils, Committees and Task Forces
<https://accreditation.socccd.edu/rtf6/Handouts/District-wide%20Committees%20revised%2011%2007%2029.pdf>
- 6.05 SOCCCD Planning and Decision-Making Manual
<https://accreditation.socccd.edu/dac/Shared%20Documents/DRAFT%202%20DW%20Planning%20and%20Decision%20Making%20Manual.pdf>
- 6.06 Minutes of the Recommendation 6 Task Force, June 20, 2011
<https://accreditation.socccd.edu/rtf6/Shared%20Documents/Meeting%20Agendas%20and%20Minutes/Minutes%20Accred%20Rec%206%20Functional%20Responsibilities%2011%2006%2020%20Final.pdf>
- 6.07 Minutes of the Recommendation 6 Task Force, July 20, 2011
<https://accreditation.socccd.edu/rtf6/Shared%20Documents/Meeting%20Agendas%20and%20Minutes/Minutes%20Accred%20Rec%206%20Functional%20Responsibilities%2011%2007%2020%20Final.pdf>

Conclusion

In the process of addressing the six ACCJC recommendations, personnel from the colleges and district services came together in unprecedented fashion to genuinely grapple with the issues that have plagued the district for quite some time. The ACCJC recommendations validated many of the observations made in the college's self-study report, and have provided the necessary leverage to make significant progress. These recommendations have, in fact, served as a catalyst for meaningful positive changes in the functioning of the district and for a renewed sense of optimism about the future. Indeed, one of the by-products has been the recognition that the "district" denotes more than just the people who work in the district service offices. Instead, the district should be seen as denoting all employees of the SOCCCD, and, therefore, when addressing these recommendations it has been incumbent upon everyone to contribute to meaningful change at all levels of the institution.

Through the hard work and commitment of many individuals, the district has improved the way it communicates, plans, makes decisions, and utilizes its resources. These improvements are supported by a new chancellor who has the respect of the college community and has demonstrated his intentions of working collaboratively with the college and its participatory governance groups. A concomitant shift in the make-up of the board of trustees provides an additional reason for optimism. Although there is still work left to be done, as indicated by the planning agendas set forth in this report, the college and district have made real progress over the past year and are now, we believe, in full compliance with all ACCJC standards. We look forward to demonstrating our continued advances in the midterm report.

Follow Up Report

Submitted by

Irvine Valley College
5500 Irvine Center Drive
Irvine, California 92618
South Orange County Community College District

Submitted to

Accrediting Commission for
Community and Junior Colleges of the
Western Association of Schools and Colleges

October 7, 2011



TABLE OF CONTENTS

CERTIFICATION OF THE FOLLOW UP REPORT.....	1
INTRODUCTION.....	3
COLLEGE RECOMMENDATION 6.....	11
DISTRICT RECOMMENDATION 1	18
DISTRICT RECOMMENDATION 2	29
DISTRICT RECOMMENDATION 3	38
DISTRICT RECOMMENDATION 4	54
DISTRICT RECOMMENDATION 5	62
DISTRICT RECOMMENDATION 6	66
SUMMARY	74

CERTIFICATION OF THE FOLLOW UP REPORT

DATE: October 7, 2011

TO: Accrediting Commission for Community Colleges and Junior Colleges, Western Association of Schools and Colleges

FROM: Irvine Valley College
5500 Irvine Center Drive
Irvine, CA, 92618

This *Follow Up Report* is submitted to fulfill the requirements of the January 31, 2011 ACCJC letter to the College President. We certify that there was broad participation by the college community and we believe that the *Follow Up Report* accurately reflects our response to date to the recommendations noted in the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges commission action letter.

Glenn R. Roquemore, Ph.D.,
President, Irvine Valley College

Gary L. Poertner, Chancellor,
South Orange County Community
College District

Nancy M. Padberg, President,
Board of Trustees

Craig Justice, Ph.D.,
Vice President, Instruction,
Accreditation Liaison Officer

Lisa Davis Allen, Ph.D.,
President, Academic Senate,
Accreditation Response Co-Chair

Kathy Werle, Ph.D.,
Dean, Academic Programs,
Accreditation Response Co-Chair

Dennis Gordon, President,
Classified Senate

Natasha Nguyen, President,
Associated Students of IVC

INTRODUCTION

Irvine Valley College submitted a self study report in support of reaffirmation of accreditation in early September 2010. A site evaluation visit occurred the week of October 18, 2010 at Irvine Valley College and Saddleback College, the two institutions that make up the South Orange County Community College District. Accrediting Commission for Community and Junior Colleges (ACCJC) commission action letters dated January 31, 2011 informed the chancellor and college presidents that both colleges had been placed on warning status. The colleges were directed to prepare a follow up report by October 15, 2011 demonstrating resolution of District Recommendations 1, 2, 3, 4, 5, and 6. In addition, Irvine Valley College was directed to resolve deficiencies still evident in college recommendation 6, originally noted in the 2004 ACCJC site team *Evaluation Report*.^{Intro-1} The ACCJC commission action letter emphasized the urgency of these necessary corrections and required that Irvine Valley College resolve them by the October 2011 deadline.

Institutional dialog regarding the possibility of warning status occurred at Irvine Valley College, Saddleback College, and district services well in advance of the official receipt of the letters from the ACCJC: the chancellor and the college presidents began to explore ways to immediately address anticipated district recommendations and Irvine Valley College already had a number of initiatives underway to address the college recommendations and effect ongoing improvement in areas identified in its strategic plan.

A number of important changes have occurred in the composition and leadership of the board of trustees in the last year. With the resignation of Board President Don Wagner following his election to the State Assembly, long-time trustee Nancy Padberg was elected Board President in December 2010. Trustee T.J. Prendergast, III was elected to replace Don Wagner in November 2011. Also in December 2010 trustee John Williams resigned from the board and in January Frank Meldau was appointed to fill the vacant seat. Due to health reasons, Tom Fuentes has been unable to attend meetings since June 2011. Trustee Fuentes has not indicated an intention to resign his position. In addition, a number of leadership positions on the board have changed. Trustee Prendergast has been elected vice president, and Trustee Milchiker has been elected board clerk. A new student trustee has been elected as well.

A number of college personnel have been hired since the accreditation evaluation team visited Irvine Valley College in October 2010. New district hires have effected a watershed in district management philosophy and behavior, resulting in significant improvement in climate and collegiality with the colleges. A new chancellor, Gary Poertner, was hired by board action on November 17, 2010, replacing interim chancellor Dixie Bullock.^{Intro-2} A new vice chancellor of business services was hired in July 2011, relieving the vice chancellor of human resources of significant workload.^{Intro-3} At the college level, a director of technology services was hired in November 2010, and a dean of academic programs, a newly approved position, was hired in January 2011. A dean of math, sciences and engineering was hired in August 2011. In September 2011, screening for a new college foundation director was underway with an expected October 2011 start date.

The college president, at his opening day presentation on January 3, 2011, discussed the evaluation report frankly with the assembled faculty and staff. He described the work that had already been undertaken to rectify the issues identified in the report, many of which had been a source of frustration for the college under a previous administration. The message was one of optimism that the college now had the leverage, in the form of accreditation recommendations, to effect changes it had desired for nearly a decade.

In February 2011, Irvine Valley College received final written confirmation from the ACCJC that a warning had been issued.^{Intro-4} The warning status required that the college correct identified deficiencies and complete a follow up report addressing the six district recommendations and one college recommendation detailed by the 2010 visiting accreditation team.

This follow up report provides information, evidence and analysis regarding the resolution of the recommendations to which Irvine Valley College was directed by the commission action letter.

STATEMENT OF REPORT PREPARATION

In collaboration with Irvine Valley College's constituency groups and committees as determined through the college's participatory governance structure, the accreditation response co-chairs, the accreditation liaison officer (ALO), and the college president led the development and preparation of the *Follow Up Report*. The accreditation response co-chairs were identified and formally approved by the college in February 2011.

In March 2011, the South Orange County Community College District chancellor established a District-Wide Accreditation Committee. This committee has met regularly through the resolution of issues and writing of this report. The committee was responsible for the following:

- facilitation of six representative task forces charged with creating best practices in the resolution of each assigned district recommendation;
- coordination and communication of the efforts of each of the representative recommendation task forces; and
- hosting institutionally-collaborative discussions focused on examining issues raised in the ACCJC recommendations detailed in the January 31, 2011 correspondence.

College Recommendation 6 was addressed by the IVC College Council.

For each district recommendation, a representative task force, led by a district administrator with membership from both colleges, met regularly between March 2011 and September 2011 to resolve the issues identified in the accreditation visiting team's fall 2010 evaluation report. Each task force scrutinized the ACCJC recommendation, developed and implemented a plan for resolution as it pertained to the assigned recommendation, analyzed the results, and recommended plans as necessary. All college governance groups were invited to participate in each task force's work at regularly scheduled meetings during spring 2011. Where appropriate, task forces enlisted the assistance of college shared governance committees to implement the remediation actions and prepare the report.

The task-force structure provided significant institutional and cross-institutional dialog. District recommendations and their resolutions were

discussed by each task force and by the District-Wide Accreditation Committee, resulting in clarification and reconfiguration of policies, procedures, and functions. Common interests were identified, and the recognition that district services exist to provide support and assistance for the colleges was acknowledged, articulated and embraced district-wide.

Irvine Valley College representatives on the District-Wide Accreditation Committee and corresponding task forces provided monthly updates to institutional leadership at the College Council and prepared notes on their progress through October 2011. In July, prepared notes were combined into a consolidated draft provided to the college's Strategic Planning Oversight and Budget Development Committee (SPOBDC) in advance of its July 29 retreat. Modifications were made based on the input provided, and a refined draft was presented for comment at a college-wide forum during the college's Professional Development Week on August 19, 2011. The draft was posted to the SharePoint intranet site for additional input through September 6, 2011. A final unformatted draft was circulated through each college constituency group for review and approval. The accreditation co-chairs held discussions with the Academic Senate Representative Council on September 1, the Classified Senate on September 7, and the Associated Students of Irvine Valley College on August 30 and September 6, 2011.

Final revisions to the drafted report were completed by September 9, 2011. The resulting *Follow Up Report* was presented and approved at the September 14, 2011 College Council meeting. The College Council is the college's primary participatory governance council.^{Intro-5} The *Follow Up Report* was submitted to the South Orange County Community College District Board of Trustees for review at the September 26, 2011 board meeting.

The individuals listed in the tables below participated directly in addressing the recommendations and drafting the report. Numerous others participated in dialog, read drafts, or substantively contributed to this report.

TABLE 1: DISTRICT-WIDE ACCREDITATION COMMITTEE

District Services	Irvine Valley College	Saddleback College
Gary Poertner, Chancellor (Chair)	Lisa Davis Allen, Faculty	Juan Avalos, Administrator
Robert Bramucci, Administrator	Craig Justice, Administrator	Tod Burnett, President
David Bugay, Administrator	Davit Khachatryan, Manager	Don Busche, Administrator
Brandye D'Lena, Manager	Gwen Plano, Administrator	Claire Cesareo-Silva, Faculty
Debra Fitzsimmons, Administrator	Glenn Roquemore, President	Bob Cosgrove, Faculty
Tere Fluegeman, Manager	Susan Sweet, Classified	Carmen Dominguez, Faculty
Grace Garcia, Manager	Christopher Tarman, Classified	Russell Hamilton, Classified
Denice Inciong, Manager	Kathy Werle, Administrator	Carol Hilton, Manager
Delores Irwin, Classified		Jim Wright, Administrator
Teddi Lorch, Manager		
Beth Mueller, Manager		
Randy Peebles, Administrator		

TABLE 2: ACCREDITATION 2011 TASK FORCE 1 MEMBERSHIP, STRATEGIC PLANNING

District Services	Irvine Valley College	Saddleback College
Gary Poertner, Chancellor (Chair)	Lisa Davis Allen, Faculty	Juan Avalos, Administrator
Randy Peebles, Administrator (Co-Chair)	Dennis Gordon, Classified	Gretchen Bender, Administrator
Robert Bramucci, Administrator	Davit Khachatryan, Manager	Todd Burnett, Administrator
David Bugay, Administrator	Christopher Tarman, Classified	Claire Cesareo-Silva, Faculty
Brandye D'Lena, Manager	Kathy Werle, Administrator	Carol Hilton, Manager
Debra Fitzsimmons, Administrator	John Edwards, Manager	Don Busche, Administrator
Tere Fluegeman, Manager	Craig Justice, Administrator	Bob Cosgrove, Faculty
Denice Inciong, Manager	Angela Mahaney, Classified	Carmen Dominguez, Faculty
Delores Irwin, Classified	Gwen Plano, Administrator	Russell Hamilton, Classified
Beth Mueller, Manager	Glenn Roquemore, President	Donald Mineo, Classified
	Keith Shackleford, Administrator	John Ozurovich, Manager
		Jim Wright, Administrator

TABLE 3: ACCREDITATION 2011 TASK FORCE 2 MEMBERSHIP, RESOURCE ALLOCATION

District Services	Irvine Valley College	Saddleback College
Debra Fitzsimmons, Administrator (Chair)	Jeff Kaufmann, Faculty	Gretchen Bender, Administrator
Brandye D'Lena, Manager	Davit Khachatryan, Manager	Claire Cesareo-Silva, Faculty
Delores Irwin, Classified	Craig Justice, Administrator	Carmen Dominguez, Faculty
Beth Mueller, Manager	Kathy Schmeidler, Faculty	Carol Hilton, Manager

TABLE 4: ACCREDITATION 2011 TASK FORCE 3 MEMBERSHIP, COMMUNICATION

District Services	Irvine Valley College	Saddleback College
David Bugay, Administrator	Diane Oaks, Manager	Don Busche, Administrator
Tere Fluegeman, Manager	Gwen Plano, Administrator	Bob Cosgrove, Faculty
Randy Peebles, Administrator	Stephen Rochford, Faculty	Russell Hamilton, Classified
	Susan Sweet, Classified	Jennie McCue, Manager

TABLE 5: ACCREDITATION 2011 TASK FORCE 4 MEMBERSHIP, BOARD OF TRUSTEE SELF-EVALUATION

District Services	Irvine Valley College	Saddleback College
Gary Poertner, Chancellor (Chair)	Lisa Davis Allen, Faculty	Bob Cosgrove, Faculty
	Dan Rivas, Faculty	Carmen Dominguez, Faculty
	Jerry Rudmann, Faculty	Jim Wright, Administrator

TABLE 6: ACCREDITATION 2011 TASK FORCE 5 MEMBERSHIP, BOARD OF TRUSTEE CODE OF ETHICS

District Services	Irvine Valley College	Saddleback College
Debra Fitzsimmons, Administrator (Chair)	Lisa Davis Allen, Faculty	Don Busche, Administrator
Robert Bramucci, Administrator	Karima Feldhus, Administrator	Carmen Dominguez, Faculty
Cheryl Clavel, Classified	Will Glen, Police	Russell Hamilton, Classified
	Dennis Gordon, Classified	Donald Mineo, Classified
	Bill Kelly, Administrator (Acting)	Kevin O'Connor, Administrator
	Lewis Long, Faculty	Dan Walsh, Faculty
	Shanna Moorhouse, Classified	
	Gwen Plano, Administrator	

TABLE 7: ACCREDITATION 2011 TASK FORCE 5 MEMBERSHIP, DECISION-MAKING PROCESS

District Services	Irvine Valley College	Saddleback College
David Bugay, Administrator (Chair)	Lisa Davis Allen, Faculty	Juan Avalos, Administrator
Bob Bramucci, Administrator	Gwen Plano, Administrator	Claire Cesareo-Silva, Faculty
Denice Inciong, Manager	Christopher Tarman, Classified	Carmen Dominguez, Faculty
Dolores Irwin, Classified	Kathy Werle, Administrator	Russell Hamilton, Classified
Teddi Lorch, Manager		
Beth Mueller, Manager		
Randy Peebles, Administrator		

EVIDENCE: INTRODUCTION

- Intro-1 IVC Comprehensive Evaluation Visit Report Fall 2004
- Intro-2 Board of Trustees Meeting Minutes (11-17-10)
- Intro-3 Board of Trustees Meeting Agenda (05-23-11)
- Intro-4 ACCJC Action Letter (1-31-11)
- Intro-5 IVC Planning and Decision Making Manual, p. 39

COLLEGE RECOMMENDATION 6

College Recommendation 6: Although the college and its constituent groups have achieved a collegial working relationship with the current president to address issues with a new optimism, the college does not have this same type of relationship with the district leadership and the Board of Trustees. While some progress has been made and policies have been developed, the team feels that Recommendations 7 and 8 (Standards IV.A.1,2,3,5) of the 2004 visiting team Accreditation Team have not been fully met.

BACKGROUND

The ACCJC commission action letter of January 31, 2011 stated that of the six college recommendations made in the 2010 evaluation, only College Recommendation 6 needed to be addressed in the October 2011 *Follow Up Report*. In its evaluation of the college's 2004 self study, the evaluation team made eight college recommendations, which the college addressed in its 2010 self study. College Recommendation 6 is based on recommendations 7 and 8 which were not fully met from the 2004 accreditation evaluation report. The 2004 recommendations were:

Recommendation 7: The Board of Trustees, district leadership, and college leadership define, publish, adhere to, regularly evaluate, and continuously improve the respective leadership roles and scopes of authority of college and district constituent groups and governance committees in meaningful, collegial decision making processes (Standard IV.A.1.2.3.5), and

Recommendation 8: The Board of Trustees, Chancellor, presidents, administrators, managers, faculty senates and unions, classified senates and unions, and students come together and take measures to reduce the hostility, cynicism, despair, and fear that continue to plague the College (Standard IV. A. 1. 2. 2.a. 2.b. 3. 5).

The ACCJC evaluation report of the college's 2010 self study noted that the college and district have made steady progress in addressing these recommendations. The team went so far as to commend the college for the positive change in campus climate since the last accreditation visit. In particular, the team noted that Irvine Valley College had taken a leadership

role in improving relations between the college, district services, and board of trustees. The team found the college to be a vibrant institution with students and college personnel engaged actively in the learning process. At the college level the team validated a solid working relationship among the administration, faculty, and classified staff.^{CR6-1}

Irvine Valley College and the district leadership have worked to build a climate of trust, respect, and openness, have defined roles and responsibilities, and created a structure that facilitates and sustains effective participation. The college president led an impressive effort to address the relationship between college governance groups and between college and district personnel and district services, culminating in the creation of the *Irvine Valley College Planning and Decision Making Manual*.^{CR6-2}

Despite these achievements, during the team evaluation process it was observed that the “district continues to make autocratic decisions that affect the college with little or no input from IVC. Until established decision making processes are followed on a consistent basis, the team is concerned that the college will have difficulty in meeting this recommendation in full.”^{CR6-3}

Dialog at the campus level after receipt of the evaluation report indicated a disappointment that the snapshot in time was not taken a month or two later. By the October 2010 site visit, interim chancellor Bullock had worked with the college president to ensure that he was given full responsibility and authority to implement and administer district policies at Irvine Valley College without interference. The site visit occurred when the district leadership was in transition, resulting in the visiting team’s concerns about consistency and sustainability of the more positive working relationship begun under the interim chancellor in July 2010. Fortunately, the November-December 2010 changes in board membership, board leadership, and the seating of a new chancellor continued the markedly improved relationship between the college, the district leadership and board of trustees that had begun in July. This positive working relationship has been central to addressing the concerns raised in College Recommendation 6, specifically, defining, publishing, adhering to, regularly evaluating and continuously improving the college’s relationship with the district and board of trustees and fostering a climate of civility and optimism.

RESOLUTION OF THE RECOMMENDATION

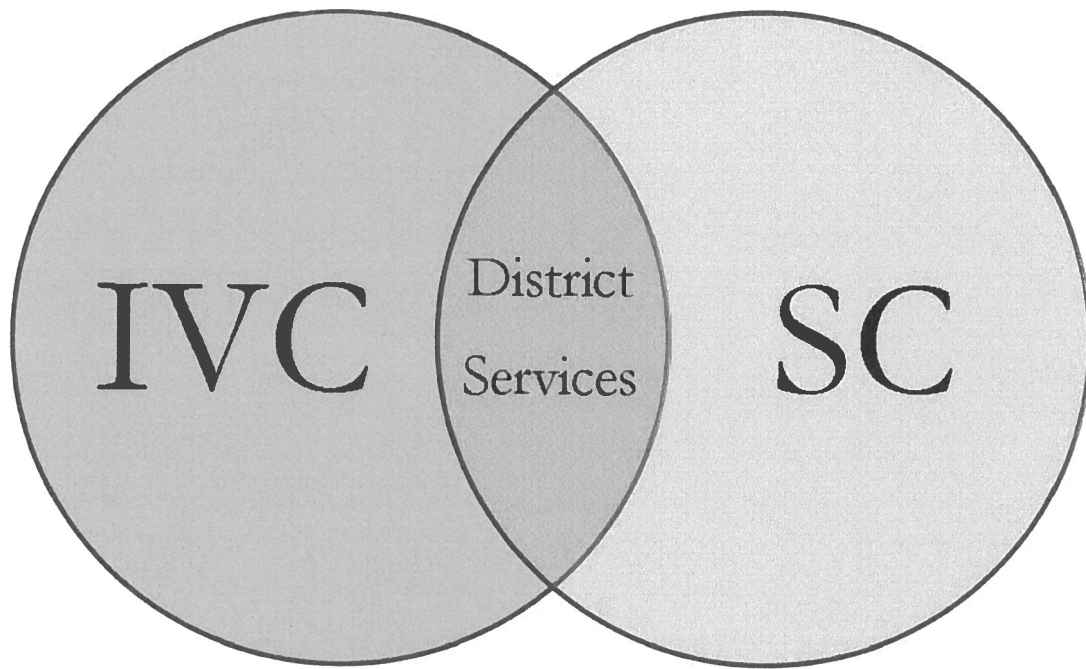
Several remedies have been developed in order to meet ACCJC directives in College Recommendation 6. At the time of the site evaluation visit the district was recruiting a permanent chancellor, which has since been accomplished. The procedures for hiring a chancellor were followed explicitly^{CR6-4} and a new permanent chancellor was hired on November 17, 2010. The new chancellor has taken the ACCJC recommendations very seriously and is working with the board of trustees, college presidents, and district services leaders to ensure that the ACCJC recommendations are resolved prior to our follow-up evaluation visit.

A number of changes have occurred in the past several months that are evidence of working toward and achieving resolution of this recommendation by defining, publishing, adhering to, regularly evaluating and continuously improving the college's relationship with the district and board of trustees and fostering a climate of civility and optimism.

First, the working relationship between the college and district leadership has improved markedly with the hiring of a new chancellor and with dialog that has occurred through the work of the task forces and other constituency groups in addressing the district recommendations. Anecdotally, constituency groups across the campus have voiced respect for the chancellor. There is a feeling of optimism that the district is rapidly making improvements that the college has desired for a long time.

Second, a delineation of functions between district services and the college, an assessment of services in meeting the needs of the college, and the adoption of a decision-making model have helped identify changes that would improve or coordinate services to the college. The chancellor has been verbal in differentiating 'district services' from 'the district,' noting that both colleges, the Advanced Technology and Education Park (ATEP), and district services comprise 'the district'.

FIGURE 1 - GRAPHIC REPRESENTATION OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Third, the working relationship between the college and board of trustees has improved significantly with the hiring of a new chancellor and with focus on the district recommendations that pertain to the board of trustees. The behavior of the trustees at board meetings and the climate has improved noticeably. For the last several months, board meetings have been briefer than in the past and collegial.^{CR6-5} At the board self-evaluation workshop on May 14, 2011, the trustees identified a good working relationship with the chancellor and appropriate delegation of authority to college administration as two of their strengths.^{CR6-6} Faculty are expressing optimism about the district as a result of the change in attitude and behavior of individual trustees and the board as a whole.

Fourth, the behavior of college constituent groups toward district staff has improved as a result of several efforts. There has been a concerted effort by the college president to provide leadership in improving civility at Irvine Valley College. Civility was identified as the first goal in the SOCCCD strategic

plan. Irvine Valley College is launching a campus initiative on civility this fall.^{CR6-7}

Fifth, the college president has taken the lead by demonstrating collegiality, civility and open dialog through attendance at academic and classified senate meetings rather than sending ambassadors, speaking openly with campus groups, and working with classified staff to develop a classified staff hiring priority process. During fall 2011 flex week the college president conducted a classified senate workshop titled, "Communication is a Two Way Street." The meeting was attended by 40 employees and evaluated as useful and upbeat.^{CR6-8} Another workshop is planned for administrators and classified managers on "Communicating with Tact and Skill" on October 7, 2011.^{CR6-9}

Sixth, the college president instituted a significant change in the President's Executive Council (PEC), expanding membership to include the presidents of the college's academic senate, classified senate, and associated students. This action has increased consultation between constituent groups and the college president, aided in the preparation of College Council agendas, and communicated major directions and efforts of the institution to key constituency groups.^{CR6-10} The president recognizes that an inclusive and transparent council configuration leads to more informed and successful decision-making at the college.

Seventh, one of the first recommendations of the expanded PEC was to create college-wide discussion boards to provide a venue for comment and questions on topics of importance to the college. This will improve communication through the use of SharePoint software and enhance the participatory environment at Irvine Valley College. College strategic planning committee chairs will manage the sites using established, professional protocols for encouraging civil dialog.^{CR6-11}

Finally, the chancellor commissioned a district services survey that allowed all district employees to provide honest feedback on the services they received. The chancellor then formed the District Services Task Force to meet and develop a comprehensive plan to address improvement based on the results of the survey.^{CR6-12} In addition, the work of the District Recommendation 3 Task Force has led to identification and a plan, Issues and Solutions, to resolve

the “big five” barriers to clear, transparent, and effective communication described in the District Recommendation 3 response.^{CR6-13}

EVALUATION

Irvine Valley College meets ACCJC Standard I.B and has resolved the issues leading to this recommendation. The college has achieved a collegial working relationship with the district leadership and the board of trustees and has demonstrated a commitment to defining, publishing, adhering to, regularly evaluating and continuously improving the college’s relationship with the district and board of trustees and fostering a climate of civility and optimism. Actions taken in the process have set up an infrastructure that will continue to improve transparency, communication and trust between the college and the chancellor and between the college and the board of trustees.

ADDITIONAL PLANS

- CR6.1 Develop a board policy on mutual respect.
- CR6.2 Create, administer and analyze a district-wide climate survey that will measure perception of college climate and the effectiveness of services, collaboration and planning. ^{CR6-14}
- CR6.3 Develop and implement the IVC initiative on civility.

EVIDENCE: COLLEGE RECOMMENDATION 6

- CR6-1 2010 Team Visit Evaluation Report, p. 7
- CR6-2 *Irvine Valley College Planning and Decision Making Manual*
- CR6-3 2010 Team Visit Evaluation Report, p. 12
- CR6-4 Email Regarding Chancellor Hiring Process (7-31-11)
- CR6-5 Board of Trustees Minutes/Video Site
(http://soccdd.granicus.com/viewpublisher.php?view_id=2)
- CR6-6 Strengths and Improvements Document
- CR6-7 Draft SOCCCD District-wide Strategic Plan 2011-2014
- CR6-8 Flex Week 2011 Workshop Evaluation Summary
- CR6-9 10-7-11 Administrator/Manager Workshop Announcement
- CR6-10 Expanding PEC email notification (8-28-11)
- CR6-11 College Council Meeting Minutes (9-14-11)
- CR6-12 District Services Survey Results Evaluation and Action Plan 2011-2012 (08-29-11)
- CR6-13 Communication Issues and Solutions
- CR6-14 Draft SOCCCD District-wide Strategic Plan 2011-2014

SUPPORTING DOCUMENTS

Communication Guidelines for District-Wide Committees (Draft)

District Function Map

Special Meeting of the Board of Trustees May 14, 2011 Agenda

DISTRICT RECOMMENDATION 1

District Recommendation 1: The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology & Education Park (ATEP), and the district (I.B.4).

BACKGROUND

Irvine Valley College has fully developed, implemented and evaluated a strategic planning process that integrates program review with planning, budget development and resource allocation. The process is based on the college's mission, goals and current *Education and Facilities Master Plan*. The college maintains five strategic planning committees, the first four of which are responsible for examining institutional effectiveness, academic facilities and technology, student success/access and matriculation, and marketing and outreach. These four strategic planning committees submit identified strategies to the fifth committee responsible for oversight and budget development. The Strategic Planning Oversight and Budget Development Committee (SPOBDC) reviews and prioritizes the submitted strategies. The prioritized list is then forwarded to the President's Executive Council (PEC) for final approval and action. This is a cyclical process of planning, decision-making, resource allocation and evaluation.

The 2004 ACCJC recommendation to develop such a plan was found to be fully addressed by the evaluation team in 2010. Although Irvine Valley College successfully developed and implemented a strategic planning process based on the 2004 ACCJC recommendation, the district continued to work without a formalized and communicated short-term strategic planning process until spring 2011. Despite the lack of formalized short-term strategic planning, district personnel have, however, worked extensively with Irvine Valley College and Saddleback College to develop a long-term *Education and Facilities Master Plan* for the district, which has been finalized, but will not be approved by the board of trustees until an environmental impact statement has been developed, which is expected in December 2011.

For 2009-2010, the vice chancellor for technology and learning services facilitated a district-wide process for input into the formation of district-wide goals (formerly called “strategic directions”). These goals were not fully vetted through college participatory governance groups, and district-wide strategic planning was not integrated at that time or linked to resource allocation. The district was well underway in developing a long-range strategic plan, however. The development of the *2011 Education and Facilities Master Plan* (EFMP) was a fully-collaborative process which took place over ten months beginning in June of 2010 and included:

- A consideration of all program reviews and administrative unit reviews produced by the colleges
- Student, employee, and community surveys
- Eighty-nine college meetings, including presentations to each of the participatory governance groups
- Six campus-wide/community presentations
- Thirty-nine college and district services focus group interviews
- An interactive web site

RESOLUTION OF THE RECOMMENDATION

Several remedies have been developed in order to meet ACCJC directives in District Recommendation 1. The District-Wide Accreditation Committee was created to oversee all recommendations and work specifically on District Recommendation 1 addressing short-range strategic planning. The committee’s charge was to address the ACCJC recommendation that the chancellor develop and implement a strategic short-term plan that was inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district.

The first District-Wide Accreditation Committee convened March 10, 2011 to review the recently received 2010 ACCJC recommendations and develop plans

for their resolution.^{DR1-1} The convened committee established a plan to retain facilitators to provide professional guidance as the district developed a strategic planning process. Two hiring proposals were received and distributed electronically to the full committee membership for feedback. On March 17, 2011, the chancellor and District Recommendation 1 Task Force members conducted a teleconference with possible professional facilitators.^{DR1-2} The task force recommended to the chancellor that he accept the proposal put forward by the College Brain Trust, a California associate group of retired CEOs, CBOs, and CIOs who are available for guidance, facilitation and consultation on matters of planning, accreditation and finance.

The chancellor consulted with the hired College Brain Trust facilitators in order to establish project scope. The project was overseen by district administration, directing the facilitators as they worked with district employees. After reading both colleges' strategic plans, the facilitators worked through the chancellor's office to obtain interviews with each member of the District-Wide 2011 Accreditation Committee.

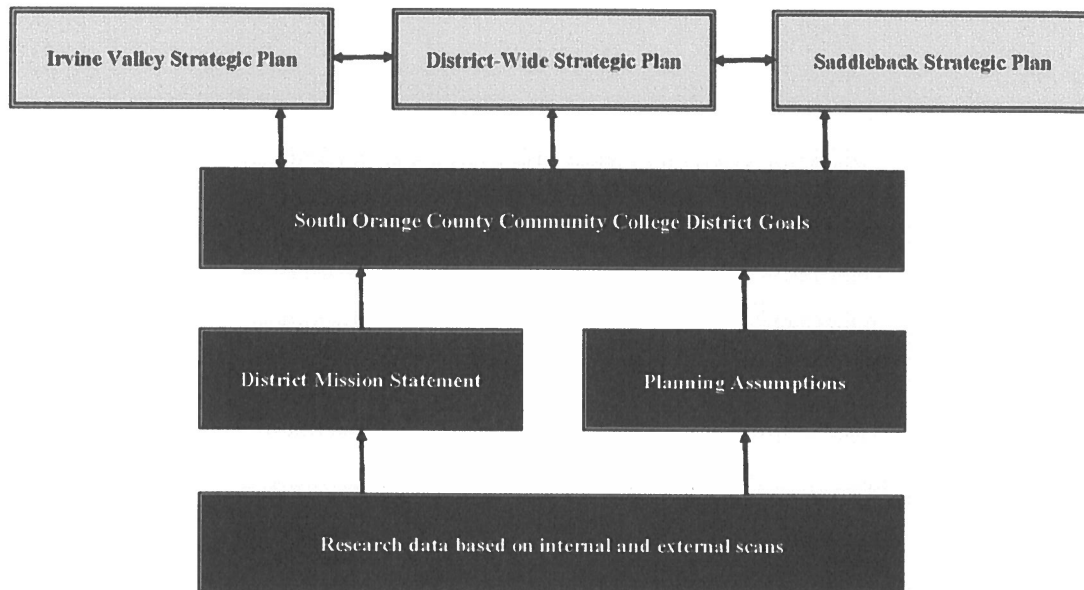
The College Brain Trust analysis of the college strategic plans and data collected from interviews helped the district to identify areas of concern that needed to be addressed. With guidance from the facilitators, the chancellor identified district-wide climate as the primary issue to be addressed. The issue was introduced for discussion at the June 2011 District-Wide Accreditation Committee retreat.

At the June 13, 2011 retreat, District-Wide 2011 Accreditation Committee members (including the incoming CSEA president, and the newly-hired vice chancellor of business services) met to begin drafting a short-term district strategic plan.^{DR1-3} This retreat resulted in a list of district-wide strategic directions, and re-affirmed the existing district mission statement, vision, and core values.^{DR1-4} The District-Wide Accreditation Committee, guided by the chancellor and assisted by the College Brain Trust, collaboratively drafted a district-wide strategic plan that incorporates broad-based planning, transparency, and mutual respect, while assuring continued opportunities for input by all constituency groups (colleges and district). Although invited earlier to participate in the district-wide committee activity, Irvine Valley College student government forwarded representation to the District-Wide

Accreditation Committee in August 2011. The student selected was unable to participate. Student participation did not occur until fall 2011.

The following flowchart shows the planning model created by the District Recommendation 1 Task Force.

FIGURE 2 - DISTRICT WIDE PLANNING MODEL



SOURCE: DRAFT SOCCCD DISTRICT STRATEGIC PLAN 2011-2014

The chancellor charged the facilitators with the task of compiling additional committee-generated edits and incorporating them into the drafted strategic plan for redistribution to the committee. That second-level draft was distributed for further review and input prior to the August 3, 2011 district-wide strategic planning retreat. The committee initially developed strategic directions, but in the process of developing and implementing an integrated planning model for the district, each of these were subsumed into one of the district-wide goals, the *District-wide Strategic Plan 2011 – 2014* or the appropriate district services administrative unit review.

The *SOCCCD District-wide Strategic Plan 2011- 2014* is designed to be a living, often-used document which invites the recording of progress on the action steps in the shaded areas of each page. These reports of progress will be

consolidated annually to produce a progress report. Consensus on the final draft was achieved during the retreat. The SOCCCD Board of Trustees reviewed the district strategic plan at the August board meeting, and approved the charter *SOCCCD District-wide Strategic Plan 2011- 2014* at their September 26, 2011 board meeting. While future college strategic planning will be driven by its own mission, vision, and regularized program reviews, it also will be informed by the district strategic plan.

The *SOCCCD District-wide Strategic Plan 2011- 2014* identifies six district-wide strategic goals, each with measureable objectives followed by action steps. All action steps identify responsible parties and target dates for completing the corresponding actions. In addition, each goal will be regularly evaluated for progress and necessary improvements (where appropriate). The following six goals are designed to encourage district services and college cooperation and collegiality, inform resource allocation, and promote student success at the colleges:

- District-wide Goal 1: SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.
 - College benefit: improved communication, clear and focused guidance, and collaborative insight increase the likelihood of student success and professional collaboration.
- District-wide Goal 2: SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate institutionalization of those innovations across the district.
 - College benefit: support for student success through focused resource allocation.
- District-wide Goal 3: SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.
 - College benefit: increased collaboration with district technology services to support advanced software tools, promote resource allocation, and assist in training.

- District-wide Goal 4: SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.
 - College benefit: regularized, predictable and cyclical planning at the district level will improve the college's opportunities for successful planning.
- District-wide Goal 5: SOCCCD will develop, document and implement data-driven district-wide decision-making processes that are collaborative, transparent, efficient and effective.
 - College benefit: increased communication between district services, district offices and the college improved campus morale, advances program planning and review, and increases opportunities for resource support through allocation.
- District-wide Goal 6: SOCCCD will assess the educational needs of the communities within the district boundaries and will pursue joint venture partnerships with educational institutions and business/industry.
 - College benefit: assists programs through additional resource support, student success through professional/vocational opportunities, and college growth through advances in career technical education.

To more fully tie planning to resource allocation, a process of Administrative Unit Reviews (AURs) for district services offices has been developed by district services leadership, using the Saddleback College AUR Handbook as a model.^{DR1-5} A schedule was devised for the completion of district services AURs, with all due by May 2012. These AURs will be used as the basis for continuous improvement and future strategic planning, and will be linked to resource allocations within district services.

District service units began their evaluation process by looking at the results of the spring 2011 Employee Survey and developing action plans to address key concerns.^{DR1-6} The action plans were distributed via e-mail to all district employees on August 31, 2011, and placed on the district SharePoint site. This was followed by two workshops at each college in September and

October of 2011 during which presentations were made on the district services offices and feedback was solicited from the audience.^{DR1-7} It is anticipated that these and future “road shows” will help to strengthen the ties between the colleges and district services and open up better channels of communication.

The *SOCCCD Education and Facilities Master Plan* has been finalized but is not going to be sent to the board for approval until after an environmental impact study is completed, which is expected in December 2011. The completed version is available on the master planning website.^{DR1-8} Once approved, the district will forward the plan to the California Community Colleges (CCC) Chancellor’s Office.

The master plan provides a blueprint for the colleges and the district through 2031, and serves the following principal purposes:

- To establish clear direction for the colleges and district by envisioning the future under the changing conditions of internal and external trends and influences.
- To provide a foundation and serve as a primary resource for the development of other college and district planning activities.
- To support accreditation reviews and demonstrate compliance with accreditation standards.
- To forge a closer relationship with the community through the dissemination of information about the district and colleges’ present situations, needs, and future plans.
- To forecast dynamics that may impact the colleges and district, and to provide appropriate responses.
- To serve as the basis for facility expansion and modification decisions and the implementation of expenditures provided to improve facilities.
- To identify the limitations, strengths, and capabilities of the colleges and district, and to offer options for the future.

- To stimulate continuing discussion about the colleges' programs and their effectiveness.

EVALUATION

Irvine Valley College meets Standard I.B.4 and has resolved the issues leading to this recommendation to develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges. This planning structure drives the allocation of district resources for the colleges, Advanced Technology & Education Park (ATEP), and the district. Actions taken in the process have resulted in an infrastructure that will require planning based on data and information on an ongoing basis, and clearly tie planning to resource allocation in the future.

ADDITIONAL PLANS

In order to strengthen and institutionalize the planning process at the district level, the following plans have been formulated:

- DR1.1 Institutional Oversight: District leadership and the chancellor have established a standing District-Wide Planning Council. Current participants on the District-Wide Accreditation Committee will continue as charter members (seats based on position and not personality). Additions and revisions to the committee membership will result through annual review.^{DR1-9}
- DR1.2 Regularized Assessment: All district services will continue to be reviewed and modified as necessary through annual administrative unit reviews. These assessments will be communicated district-wide annually. In addition to administrative unit reviews, the district will establish a budget for regularized external environmental scans in order to successfully respond to the needs of the SOCCCD communities.
- DR1.3 Assess, evaluate, and revise the strategic planning process as it is implemented and then annually thereafter.

- DR1.4 Advanced Technology & Education Park: Operating within the newly-articulated district-wide goals, the chancellor and college presidents will continue to define the character and future role of ATEP and clarify its relationship to the two colleges within the SOCCCD.
- DR1.5 Implement the action steps outlined in the SOCCCD District-wide Strategic Plan 2011-2014, including the development of a concrete 3- to 5-year site development plan for ATEP.

EVIDENCE: DISTRICT RECOMMENDATION 1

- DR1-1 Accreditation 2011 District Wide Committee Meeting Minutes (3-10-11)
- DR1-2 Strategic Plan Conference-Call (3-17-11)
- DR1-3 SOCCCD Strategic Planning Retreat Agenda (6-13-11)
SOCCCD Strategic Planning Retreat Presentation (6-13-11)
Elements in the Planning Cycle(6-13-11)
Components SOCCCD Strategic Plan (6-13-11)
SOCCCD Strategic Plan Strategic Directions District-wide Goals
Action Steps (6-13-11)
SOCCCD Strategic Plan District-wide Strategic Directions District-wide Goals (6-13-11)
SOCCCD Strategic Plan District-wide Strategic Directions (6-13-11)
SOCCCD Strategic Plan Themes from Interviews (6-13-11)
- DR1-4 Draft SOCCCD District Wide Strategic Plan 2011-2014
- DR1-5 District Services Administrative Review Handbook Draft (7-27-11)
- DR1-6 District Services Survey Results Evaluation Action Plan 2011-2012 (8-29-11)
- DR1-7 District Services Road Show Sept 2011
District Services Road Show Oct 2011
- DR1-8 SOCCCD 2011 Education and Facilities Master Plan Website
(<http://soccdefmp.com/index.php>)
- DR1-9 District-wide Councils, Committees, and Task Forces Charts (7-29-11)

SUPPORTING DOCUMENTS

Accreditation 2011 District Wide Committee Meeting Minutes (3-17-11)

IVC Academic Senate ATEP Position Paper (May 2011)

IVC Education and Facilities Master Plan

SOCCCD Planning and Decision-Making Manual

SOCCCD Strategic Planning Retreat Agenda (8-3-11)

DISTRICT RECOMMENDATION 2

District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c).

BACKGROUND

The evaluation team observed that Irvine Valley College had developed, implemented, integrated and refined its planning and resource allocation processes since its last comprehensive visit. It was noted, however, that the district lacked a resource allocation model that includes all district funds and was open, transparent, inclusive, widely disseminated and evaluated periodically for effectiveness. The team found little evidence of a process that integrates college and district planning, or provides a clear, transparent process in which resources are allocated from the district to fund strategic initiatives.

The district offices provide services to the college and its employees, and has an effective process for allocating unrestricted general funds to the colleges. These funds come primarily from local property taxes and enrollment fees, and flow through the District Resources Allocation Council (DRAC). Established in 1996, DRAC is a district-wide participatory governance council that is charged with making recommendations for and overseeing the resource allocation model upon which the district's budget decisions are based. One of the guiding principles of DRAC is that the colleges are allocated revenue using the state's SB 361 funding formula for all ongoing operating expenditures. Based upon this principle, the district resource allocation plan is produced each year which shows the exact allocations made to Irvine Valley College, Saddleback College, district services, district-wide general expenses, and a contingency reserve.^{DR2-1} The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.

Once unrestricted funds have been allocated to the five areas listed above according to the DRAC model, the remaining property taxes are designated as basic aid funds. At the time of the *2010 Self Study Report*, the Board of Trustees allocated these funds according to a process adopted at the August 29, 2005 Board meeting.^{DR2-2} The self study report provided evidence that basic aid allocations were often out of compliance with the approved process, and with Budget Development Guidelines which state that basic aid funds can only be allocated to one-time expenses.

District budgets have consistently ended with a positive balance and ending balances are rolled over for college use in the next fiscal year(s). The final budgets from 2006 to 2010 have all been balanced. However, at the time of the site evaluation, the district still lacked a resource allocation model driven by planning that included all district funds and was open, transparent, inclusive, and was widely disseminated and evaluated for effectiveness. The major source of concern has consistently been the allocation of basic aid funds to meet the unique needs of each college.

RESOLUTION OF THE RECOMMENDATION

Several remedies have been developed in order to meet ACCJC directives. At the April 8, 2011 District-Wide Accreditation Committee, the chancellor created the District Recommendation 2 Task Force and charged it to clearly define the District Resources Allocation Council (DRAC) and its responsibilities. The task force was also charged with ensuring the resource allocation model was driven by planning, and included all district funds, was open, transparent, inclusive, and widely disseminated. The creation of a timeline for review and evaluation of effectiveness was also included in the task force's charge.

The District Recommendation 2 Task Force was originally chaired by the vice chancellor of human resources, who served as the acting vice chancellor of business services until July 1, 2011. At that time the new SOCCCD vice chancellor of business services assumed chair duties for the Recommendation 2 Task Force.^{DR2-3}

The task force first studied the existing district resource allocation processes and model for clarity and gaps. District and college personnel involved in resource allocation seemed to understand the DRAC process and felt that it

was working well. The council is chaired by the vice chancellor of business services, and is comprised of the vice presidents of instruction from each college, a chancellor appointee, two faculty representatives, the academic senate presidents from each college, and the director of fiscal services from each college. Once the allocation is made to the college, the college develops its own local budget according to a defined process. Irvine Valley College manages the budget for ATEP.

After assessing the DRAC model, the District Recommendation 2 Task Force focused on the basic aid allocation, which is not distributed through the DRAC model. There has long been a sentiment at the college that the basic aid allocation process and the determination of how basic aid projects were funded seemed ‘mysterious’ to many people.^{DR2-4} The district has historically used data in planning and tied planning to resource allocation, but the methodology was neither transparent nor widely communicated.

The task force worked directly with the Board Policy and Administrative Regulation Council (BPARC) and the chancellor to develop a board policy that would clearly outline the allocation model and DRAC’s role in resource allocation.^{DR2-5} The BPARC had worked diligently for the last two years to develop *BP 3110 – Basic Aid Funds Allocation Process*. After review and approval at both colleges, BP 3110 was placed on the July 25, 2011 Board of Trustees agenda for review and was approved unanimously at the August 29, 2011 board of trustees meeting with no discussion.^{DR2-6} BP 3110 clearly specifies the types of projects for which basic aid funds can be used. They are:

1. Capital construction, major renovation, large infrastructure projects, and site development. Funding of these projects will follow district and college strategic plans, education and facilities master plans, the *20-year Facility, Renovation and Scheduled Maintenance Plan* and *Five Year Construction Plan*;
2. Retiree benefit trust fund and other long term obligations;
3. Trustee elections, legislative advocacy, major legal fees and judgments;
4. Major technology initiatives as identified in the district and college technology plans; and

5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the *20-year Facility, Renovation and Scheduled Maintenance Plan*, which is being developed at the district level. The other fifty percent of funds for scheduled maintenance and small renovation projects will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the DRAC process.

A small workgroup assigned by the BPARC is currently working on the administrative regulations to accompany BP 3110. The workgroup is charged with developing a timeline and process flowchart for basic aid allocation that is coordinated with the property tax and budget development timelines. A committee will be formed to review the allocation process and ensure that the administrative regulations for BP 3110 are being followed. The committee will make recommendations to the chancellor as needed to ensure that process is being followed. The workgroup has been able to make progress on its tasks through effective participation and a collegial approach.

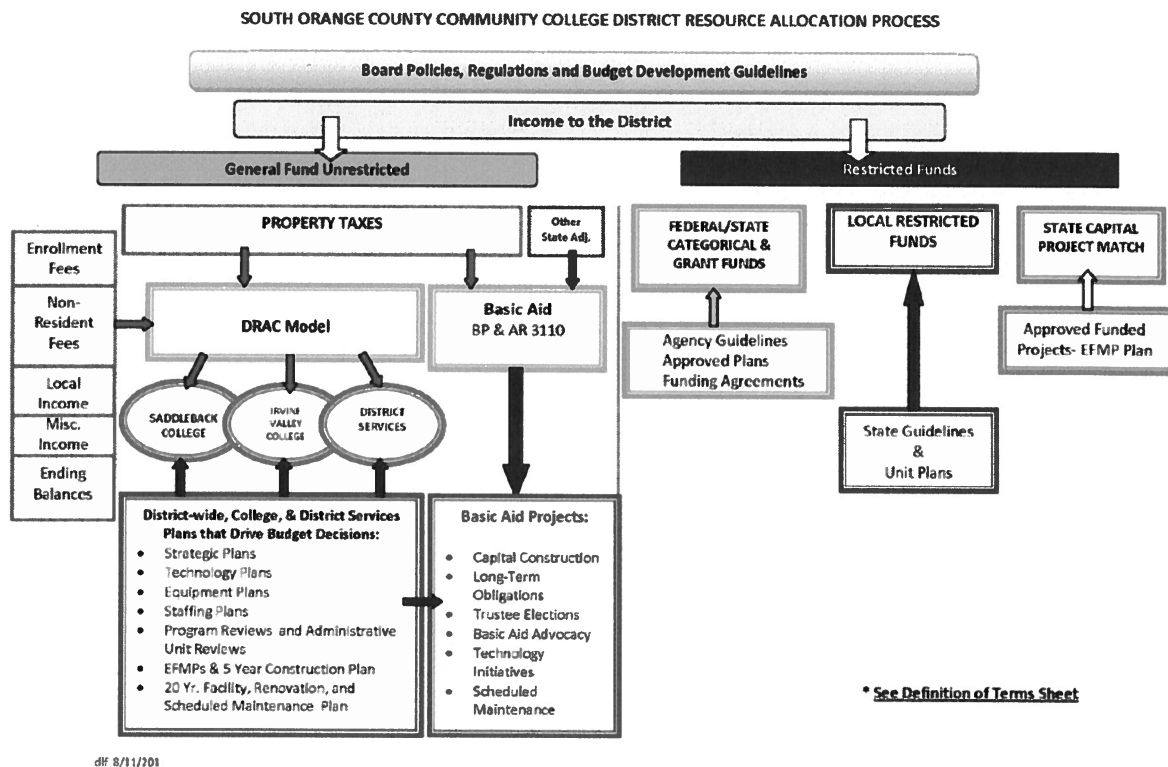
Each basic aid allocation component must be based on a plan that identifies needs based on data. For capital projects, a Capital Improvement Committee was created and charged with the creation of a 20-year capital improvements schedule. This group met for the first time on January 19, 2011.^{DR2-7} A short-term facility renovation and scheduled maintenance plan is also being developed by this group, using data from both colleges. A technology plan is being created by the existing District Technology Committee.

The following actions have been taken to address District Recommendation 2:

- At the May 13, 2011 task force meeting, the chair, in an effort to establish transparency and increase inclusiveness, distributed May 2, 2011 Resource Allocation Sub-Committee minutes for review and comment on budget development guidelines, the DRAC model, basic aid and capital improvement allocations.^{DR2-8}

- A district intranet site, currently available to all employees, was created to post agendas and minutes from the Resource Allocation Sub-Committee, DRAC, and the BPARC.
- The District Recommendation 2 Task Force developed a diagram to illustrate in a simple, user-friendly manner, the resources that are received by the district and how the planning process drives allocation decisions.^{DR2-9}

FIGURE 3 - DISTRICT RESOURCE ALLOCATION PROCESS



- On July 29, 2011 the District Recommendation 2 Task Force submitted a final report on its work to the District-Wide Accreditation Committee and *Follow-Up Report* co-authors.^{DR2-10}

- On August 11, 2011, the task force presented to the District-Wide Accreditation Committee resource documents including a glossary and a district funds use and distribution chart that defines fund types.^{DR2-11}
- The SOCCCD short-term (2011-2014) strategic plan and the SOCCCD long-term 20- year (2011-2031) education and facilities master plan are finalized. The short-term plan was approved by the board of trustees on September 26, 2011. The long-term plan, two years in the making, is projected to be approved in December 2011, after completion of an environmental impact review, which is underway.
- The *SOCCCD District-wide Planning and Decision Making Manual* is being finalized. This manual will clarify the integrated planning and resources processes. The manual outlines all decision-making processes that occur on a district-wide basis; roles and responsibilities; participating governance groups; and evaluation processes. The *SOCCCD District-wide Strategic Plan 2011-2014* is also incorporated into this larger document. This document shows the integration of planning and resource allocation.^{DR2-12}
- A district services administrative unit review process is being finalized so that all district services departments can set goals and gain valuable feedback on their performance.^{DR2-13}
- Business Services is scheduled to offer two workshops at Irvine Valley College on various district services, allowing staff the opportunity to discuss issues and ask questions.^{DR2-14}
- Communication strategies developed by the District Recommendation 3 Task Force will enhance the work of the Resource Allocation Sub-Committee, as utilizing the new communication strategies will make the planning and resource allocation processes clearer.
- An annual evaluation of planning and resource allocation processes will be part of the planning cycle so that implementation of the integrated planning and resource allocation processes can be assessed and

necessary adjustments be made.. The timeline for the evaluation process is outlined in the decision-making manual.

The requirement to link planning to resource allocation directly in District Recommendation 2 has focused efforts to purchase and implement new TracDat software, managed through Nuventive, as a means of linking program review and student success directly to the college budget. TracDat will allow each college and all administrative units to enter program or unit review data, which can then be tied directly to planning and resource allocation that is transparent and inclusive. Projected SharePoint 2010 upgrades at both district services and Saddleback College (Irvine Valley College is currently using SharePoint 2010) will allow for an additional purchase of the *TracDat-SharePoint 2010 Option* (TSO) software. This software integration will directly link program strategies, data and specific funding requests to the institutional budget process and allows for expanded opportunities to connect strategic and budget planning.

EVALUATION

The Irvine Valley College allocation model linking planning and budget addresses standards I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., and IV.B.3.c. The formalization of a district-wide process for the allocation of funds addresses the recommendation. The resulting clear and transparent budget allocation process allows the colleges to meet their short- and long-term needs. Because of the annual budget development calendar, the district has not yet had an opportunity to use the district strategic plan in the budgeting process but the plan has been implemented through adoption by the board of trustees. In addition, TracDAT will provide the functionality to tie budget to planning and document the effectiveness of planning. The established budget cycle for 2011-2012 was completed while the work of the District Recommendation 2 Task Force was in progress. Therefore, the process of tying planning to budget allocation will occur during the 2012-2013 budget development in fall 2012.

ADDITIONAL PLANS

- DR2.1 Widely disseminate and communicate the district resource allocation process.
- DR2.2 Evaluate effectiveness of allocation process annually and revise as necessary.
- DR2.3 Implement TracDAT at the college and district offices.
- DR2.4 Create and implement district-wide plan related to capital improvement, scheduled maintenance, and technology.

EVIDENCE: DISTRICT RECOMMENDATION 2

- DR2-1 District Allocation Model 2010-2011
- DR2-2 Basic Aid Allocation Process
- DR2-3 District Recommendation 2 Task Force Meeting Minutes (7-20-11)
- DR2-4 2010 District Services Survey Results
- DR2-5 District-Wide Accreditation Committee Meeting Minutes (6-17-11)
Board Policy 3110: Basic Aid Funds Allocation Process
- DR2-6 Board of Trustees Meeting Agenda (8-29-11)
- DR2-7 Capital Improvement Committee Meeting Minutes (1-19-11)
- DR2-8 District Recommendation 2 Task Force Meeting Minutes (5-13-11)
- DR2-9 District Resources Allocation Process Flowchart (8-11-11)
- DR2-10 District Recommendation 2 Task Force Final Report (7-29-11)
- DR2-11 Accreditation 2011 District Wide Committee Meeting Minutes (8-11-11)
SOCCCD Resource Allocation Process
Resource Allocation Definition of Terms (8-4-11)
Fund Description and Definition
Final Report of the Accreditation Sub-Committee (7-29-11)
- DR2-12 SOCCCD District-wide Planning and Decision Making Manual Draft (9-8-11)
- DR2-13 District Services Administrative Review Handbook Draft (7-27-11)
District Administrative Unit Review Template
District Administrative Unit Annual Review Template
- DR2-14 District Services Road Show Sept 2011
District Services Road Show Oct 2011

DISTRICT RECOMMENDATION 3

District Recommendation 3: The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, the Advanced Technology & Education Park (ATEP), technology and building priorities (Standards IV.A.2., IV.B.3).

BACKGROUND

While the college, district services, and the board of trustees have made concerted efforts to work collegially over the last year, effective communication regarding collaborative work was missing due to the absence of district-wide formal processes and protocols. In prior district administrations, this lack of district-wide process diminished college efforts to collaborate on district issues.

In response to 2008 ACCJC concerns over this lack of collegial district-wide communication and planning, the 2008 Accreditation Focus Group was developed at Irvine Valley College. The focus group proposed the *Irvine Valley College Planning and Decision-Making Manual*.^{DR3-1} Adopted by the college in September 2008, the manual established a process for effective participation by the college, the district, and the board of trustees, clarified roles, improved communication, and fostered a renewed sense of optimism at the college.

Irvine Valley College has five strategic planning committees:

- The Strategic Planning Oversight and Budget Development Committee (SPOBDC)
- The Academic, Facilities, and Technology Planning Committee (AFTPC)
- The Institutional Effectiveness Committee (IEC)
- The Marketing and Outreach Committee (MOC)
- The Student Success, Access, and Matriculation Committee (SSAMC)

Each of these committees meets regularly, has a specific charge, agreed-upon membership, and defined reporting responsibilities. All meetings are open.

Committee agendas and minutes are posted on the *College Planning and Decision-Making* website.^{DR3-2}

The structure, agendas, and minutes of college committees show participation by all constituency groups: administrators, faculty, classified staff, and students. The *IVC Planning and Decision Making Manual* articulates clearly the roles and authority of each constituent group and outlines the decision making processes used. Furthermore, board policy specifies that the board will rely primarily on faculty regarding academic matters. Information from the progress reports, the evaluation team report, and the Irvine Valley College self-study clearly show evidence of a restructured and redefined culture of effective participation and open communication at the college level.

At the district level, however, conflict continued between the colleges on key issues of district-wide concern including the academic calendar, planning, Advanced Technology & Education Park (ATEP), technology, and building priorities.

Irvine Valley College and Saddleback College have historically been on a single academic calendar developed by a district-wide committee. Calendars are proposed by each college. In the past there have not been major disagreements, but last year the academic calendar became contentious because the proposals from the two colleges were substantially different.

The Advanced Technology and Education Park (ATEP) has been a significant issue for the colleges for a number of reasons. Decision-making with regard to ATEP was often top-down from the district. Decisions were frequently ineffectively communicated. Significant basic aid funding was allocated to the site without clear guidelines and goals or a shared understanding of how the site would be used. Recently, although Irvine Valley College took over administration of ATEP, there has not been agreement on how the site will be developed and what programs will be offered there.

Historically, district information technology (IT) services prioritization practices have been a source of friction at the college because high visibility, cutting-edge projects appear to have been pursued instead of immediate instructional and operational needs that are less glamorous, but necessary for college efficiency. While communication of projects and timelines have been shared with the college's Technology Committee, the perception on campus is

that college constituency groups have not been invited to participate in meaningful prioritization of information technology projects. As a result, many technological needs that affect staff and students directly (i.e., on-line course schedules, Student Information System, marketing codes, electronic transcripts, and degree audit software) have taken a 'backseat' to more fashionable projects, such as cell phone and iPad applications, and SHERPA, a software application that provides personalized student services and information through the MySite portal.^{DR3-3} In addition, college personnel believe these more fashionable projects have received much of the available resources.

Working through the 2008 Accreditation Focus Group and the resulting strategic planning committees, Irvine Valley College has taken critical steps towards an improved district-wide climate of collaboration and collegiality. The college processes now in place have laid the groundwork for improved communication with the district offices, and provide a model for district efforts in strategic planning and participatory governance. While the college has made substantial progress, ACCJC recommendations reflect a continuing concern that there is a disconnect between the district and the college on key issues and that college constituency groups do not always have the opportunity to participate effectively in district decisions that affect the college.

RESOLUTION OF THE RECOMMENDATION

Several remedies have been developed to meet ACCJC directives in District Recommendation 3. Early District-Wide Accreditation Committee dialog centered on examining the precise issues or behaviors this recommendation addresses. A District Recommendation 3 Task Force was created by the District-Wide Accreditation Committee. The task force was charged with addressing the ACCJC recommendation stating that the college, district administrators, faculty and staff develop a process that fostered communication among the entities on key issues of district-wide concern including academic calendar, planning, ATEP, technology and building priorities. Their first order of business was to identify the process issues that had resulted in conflict and inability to work together collegially.

District Recommendation 3 Task Force, chaired by the vice chancellor of human resources, met regularly and frequently (April-June 2011 until merged with the District Recommendation 6 Task Force) to identify shortcomings and to produce viable proposals for improvement. The task force identified process issues that have prevented the district from resolving conflicts. These issues came to be called the “big five” issues. Based on an assessment of the “big five”, the task force identified possible solutions. The results of this work were captured in Table 8, *Communication Process Issues and Solutions*, shown on the next page.

TABLE 8- COMMUNICATION PROCESS ISSUES AND SOLUTIONS

Communication Issue	Solutions
Issue #1: Decisions are made and it is not clear they have been made.	<ul style="list-style-type: none"> • Post meeting agendas, minutes, handouts and related documents on SharePoint so that a clear chronology of decisions is available. • Clearly delineate decisions and action items in meeting minutes. Include any steps needed to move the process forward. All committees to use the same template for minutes. • Look into improvements to electronic search capacities (cost). • Provide RSS feeds. • Ensure changes in processes are clearly communicated through regular town hall meetings are held at the Colleges by District Services.
Issue #2: Lack of process creates indecision, so decisions are not being made.	<ul style="list-style-type: none"> • Functional map will clarify who "owns" decisions. • See solutions for Communication Issue #3.
Issue #3: Some committees are not clear on their charge and member responsibilities are not clear.	<ul style="list-style-type: none"> • Update and maintain a list of district-wide committees that includes the committee charge and scope. • Define the responsibilities of the: <ul style="list-style-type: none"> ○ Committee ○ Chair ○ Members • For each committee, define: <ul style="list-style-type: none"> ○ Decision-making process ○ Reporting structure ○ Process to resolve disagreements • The committee chair is responsible for the posting of all information described above on the committee's SharePoint site.
Issue #4: Decisions are not clearly communicated. Need to standardize use of channels of communication.	<ul style="list-style-type: none"> • Utilize SharePoint as a required communication tool. • Identify "official" forms of communication. • Standardize a uniform meeting minutes format that includes: <ul style="list-style-type: none"> ○ Specific decisions made ○ Summary of basic purpose or outcome of meetings ○ Action Items • See solutions for Communication Issue #1, including town hall meetings and RSS feeds.
Issue #5: If committee members do not agree, what is the next step?	<ul style="list-style-type: none"> • Develop uniform definition of consensus and unanimity. • Train committees on an effective process to reach consensus. • Build into the decision-making process the steps to resolve disagreements so that stall tactics do not impede progress. • Establish district-wide code of conduct. • See solutions for Communication Issue #3.

After their merger, the Joint District Recommendation 3 and 6 Task Force addressed the key issues of district-wide concern noted in District Recommendation 3 (calendar, planning, ATEP, technology, and building priorities), issues that reflect the larger communication problems that have historically plagued the district.

To foster better communication between the district and the college, the chancellor has committed to regular meetings and attendance at college functions. The chancellor meets weekly with the college presidents and frequently (in coordination with the presidents) with academic senates, college councils or college group retreats to discuss issues or provide updates. In addition, the chancellor attends college functions such as scholarship ceremonies, fundraisers, and division events, flex week activities, including presidents' events, faculty luncheons, and sessions of district-wide importance such as accreditation and planning. He attends college-wide forums and district-wide presentations on ATEP, technology, education and facilities master planning and strategic planning. He attends classified staff development day and greets new employees at orientation each month. A list of specific examples of intentional communication is provided in the 2011 *Communications Efforts* document.^{DR3-4}

To address District Recommendation 3, the following actions have occurred:

Academic Calendar

- The district Calendar Committee reconvened late spring 2011 to discuss revisions to the longstanding configuration of the academic calendar and semester schedule. The committee membership was comprised of representatives from both colleges and district services, and was chaired by the vice chancellor of technology. The spring 2011 discussions reflected a new openness and collaborative approach, and resulted in a newly configured calendar that meets the needs of both colleges.
- Each college's academic senate worked with their respective office of instruction to draft a calendar that addressed their unique needs, incorporated state requirements, and provided an option for collaborative district-wide discussion.

- The resulting academic calendar was established through collegial efforts on the part of both colleges in early spring 2012, and collaboratively addresses the unique needs of both campuses while decreasing disparities between the semester schedules. Efforts were made to lengthen winter breaks to increase options for programs that utilize field labs, institutional visits and discipline-specific internships.^{DR3-5}
- The newly developed calendar effectively and efficiently addresses summer scheduling options.
- The 2012-2013 academic calendar, approved by constituency groups throughout the district, has been adopted district-wide. The District Calendar Committee will meet early fall 2011 to develop the 2013-2014 academic calendar.

Strategic and Academic Planning

- Regularly scheduled district task force meetings provided a professional arena for district-wide conversations identifying problems and solutions. All meetings have been recorded through detailed agendas and minutes and posted to an intranet site for district accreditation recommendations.^{DR3-6}
- Multiple forums for discussions on the issues specific to the ACCJC District Recommendation 3 were held at the campus to increase transparency, communication and inclusiveness, to acknowledge a competitive atmosphere for resource allocation, and to propose possible solutions.
- The task force created and adopted a standardized template for all district agendas and minutes which will clearly articulate action items, identify decisions and recommendations for improving transparency, and document committee work.

- The task force established guidelines for annualized reviews of all district committees and the distribution of any resulting modifications, recommendations, or actions.
- The task force identified a list of five key communication issues, articulated current perceptions, and developed corresponding recommendations for improvement to the District-Wide Accreditation Committee and the chancellor.^{DR3-7}
- The task force created and adopted a district-wide decision making manual to identify the name, charge, membership, and reporting structure of each district-wide council, committee, and task force. Annual self-assessment was added to the charge of each district-wide council and committee and the cycle for assessment was identified.
- The task force revised the names of district committees, the memberships, the structural hierarchy for reporting, and added a new council to coordinate district planning.^{DR3-8}
- The task force addressed the need for improved communication between the district offices and the college by collaborating with the District Recommendation 6 Task Force to produce a district-wide function map and revise the formation of district committees charges, memberships, and reporting hierarchy.^{DR3-9}
- On July 20, 2011, the District Recommendation 6 Task Force formally merged with the District Recommendation 3 Task Force to address related issues.^{DR3-10}
- The task force collaborated in creating the district strategic plan, the first goal of which is to “...create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.” The need for improved communication, civility, and collaboration district-wide was identified by participants as a top priority. Proposed solutions were forwarded in an effort to improve the district culture and to develop a collegial

working relationship between the colleges, specific issues clearly defined by the Evaluation Team in October 2010. While the creation of the *SOCCCD District-wide Strategic Plan 2011-2014* was a direct result of District Recommendation 1, the process employed to develop this plan was collaborative in nature and established the principles for future planning efforts. Because of the dialog that occurred, the district-wide strategic plan will serve to inform future college plan updates. In fact, the district plan has stimulated the development of a civility initiative at Irvine Valley College. The development of this initiative was announced to the college during the *President's Welcome Presentation* August 15, 2011, and planning meetings between administration, faculty and staff began in September 2011. A resulting college civility policy is projected for late fall 2011.

- A *SOCCCD Board Highlights* report summarizing monthly meeting actions has been distributed district-wide for many years. The report is not intended to take the place of formal SOCCCD board of trustees minutes, but is designed to provide more immediate dissemination of information and an additional means of communication. Since early spring 2011, information on key board agenda items such as the Enterprise Document Management System, information technology improvements, human resources news, and ATEP developments have been communicated district wide via email. ^{DR3-11} Employees can access more detailed board information in the agenda items and exhibits available on the district website that are archived back to 1969. Streaming media archives on the district Granicus system are also searchable by topic which yield streaming video, minutes and agenda items. This streaming media service became available in 2007.
- Planning objective 1.2 from the *SOCCCD District-wide Strategic Plan 2011-2014* directs the chancellor to periodically communicate directly with employees district-wide. This includes regular newsletters from the Office of the Chancellor and open forums at the colleges.

Advanced Technology & Education Park (ATEP)

- The chancellor is facilitating collaborative discussions with both college presidents to identify programs to serve the needs of the community at

ATEP. Specifically, these dialogs have centered on identification of ATEP-specific instructional programs appropriate to each college. A presentation on each college proposal was presented to the chancellor, college presidents, and select administrators, faculty and staff on August 25, 2011.^{DR3-12} Final versions of these college presentations will be presented to the SOCCCD Board of Trustees in Fall 2011.

- The college president has sought the insight of campus leadership on ATEP, incorporating the opinions of faculty and staff and bringing those opinions back to the administrative discussions.^{DR3-13}
- At their April meeting, the SOCCCD Board of Trustees authorized the chancellor to seek out and negotiate market rate lease agreements with potential education, commercial, business, and/or agency partners for the ATEP site.^{DR3-14} These negotiated agreements will provide 1) district income for building and infrastructure support and 2) appropriate criteria for educational, commercial, business or agency partnerships with ATEP.^{DR3-15} It is proposed that these negotiated market rate lease agreements may provide funding for new construction and programmatic planning at ATEP, rather than sole reliance on basic aid.
- On May 19, 2011, the Irvine Valley College Academic Senate presented the college president its formal position paper in support of the college's involvement at ATEP.^{DR3-16}

Information Technology

- In order to address the perception that the colleges are not actively involved in the prioritization of informational technology projects, it was determined that a district-wide technology plan would be established with input from all constituent groups at both colleges. This plan will be developed as one of the objectives for the *SOCCCD 2011-2014 Strategic Plan*.
- District IT is actively working with the college to prioritize the backlog projects in order to ensure that college needs are met.

- Since the hiring of a college IT director, collaboration between district and college IT departments has improved. The college is committed to working together in order to increase efficiencies along with increasing awareness of issues at the college and district. Examples of improved collaboration include:
 - The co-location of key college and district IT servers for disaster recovery and business continuity functions
 - Irvine Valley College is allowing district IT and Saddleback College to utilize its KACE call center software
 - District IT participated in the formation of the college's first technology plan
 - The colleges and district IT collaborated in implementing the Live@Edu student email system
 - Collaboration led to what has been termed "the smoothest Blackboard upgrade ever," which took place in summer 2011.
- In spring 2011, district IT developed a SharePoint site that provides district-wide exchange of various work files such as meeting agendas, minutes, corresponding documents, videos, committee charges and membership.
- District IT will be upgrading the district SharePoint server to the latest version in October 2011 and in that process will be evaluating several mechanisms to keep the college community informed of any changes or additions to the document repository. These mechanisms include the option of subscribing to email notifications and RSS feeds.^{DR3-17}
- In Fall 2011, district IT management and specialists began meeting with governance group representatives on both campuses to gain insight for improving technology services. These meetings began in late August 2011 at Irvine Valley College. There are also recurring meetings of district, Saddleback College, and Irvine Valley College IT leaders to talk about IT issues such as budgeting, project priorities, improved communication and coordination.^{DR3-18}

- On August 5, 2011, college IT published the first of a new quarterly e-newsletter for distribution to all campus groups designed to communicate information related to instructional and operational activities.^{DR3-19}
- Based on the district-wide survey of district services, the IT department has developed the *District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans* to improve communication and increase satisfaction with end users.^{DR-20}

Building Priorities

- The district has made significant progress addressing building priorities at both colleges (three sites). Each college has effectively and collegially participated in the development of a campus facilities master plan that includes 5-, 10- and 20- year projections. Each plan is a compilation of collaborative, participatory governance planning at both colleges facilitated by the district director of facilities and planning. For the first time in the history of Irvine Valley College, a full property build-out has been projected for 2030. The newly-developed district-wide long-range plan is a compilation of the two colleges' facilities master plans and a district introduction.
- At the May 23, 2011 board of trustees meeting the following occurred:
 - An overview of the colleges' educational and facilities master plans was presented by the Irvine Valley College and Saddleback College presidents, the district director of facilities and planning and GKK lead architects. The presentations reviewed the year-long process of data collection and comprehensive college and district input from 89 committee meetings, 39 group interviews, and six college-wide open forums designed to gain consensus.
 - The Irvine Valley College facilities director provided an overview of the day-to-day maintenance and operations activities as well as planning and scheduling for ongoing maintenance needs in response to a board report request from one of the Trustees.

- Acting vice chancellor of business services explained the role of the new district-wide Capital Improvement Committee (CIC) that will address long-term facilities and capital improvements needs and make recommendations using uniform, data driven criteria to plan and budget for the next 20 years.
- The Board Policy and Administrative Regulation Council (BPARC), comprised of representatives from all constituency groups, worked directly with the chancellor, presidents, fiscal officers, and faculty from both campuses to develop a board policy on the use of basic aid that addresses new building projects, large scale maintenance, renovations, and facilities-related operational equipment in an equitable manner supported by both colleges.^{DR3-21} The board policy was reviewed by the board of trustees in July and adopted for implementation at the August 29, 2011 board meeting. The corresponding administrative regulation is currently under draft and projected for completion and board adoption in fall 2011.

In addition, the District Recommendation 3 Task Force has agreed that the following actions will be employed by early spring 2012 in an effort to resolve additional communication concerns:

- All minutes of district-wide committees will include a section of recommendations made by the committee during that meeting.
- All minutes of district-wide committees will include a section of action items made by the committee during that meeting.
- Committee members will be reminded of their responsibility to communicate action by the committee to their constituency.
- Minutes, agendas and pertinent material will be posted to the SharePoint websites.
- The committee charge will be listed on all agendas to keep the committee focused on its purpose.
- Agendas will be sent out at least two business days prior to the meeting.

- The task force recommended that draft minutes be posted within five business days. An example of the meeting minutes format can be seen in the August 10, 2011 minutes of the Joint District Recommendation 3 and 6 Task Force.^{DR3-22}

EVALUATION

Irvine Valley College meets Standards IV.A.2. and IV.B.3. The college has resolved the issues prompting the recommendation that that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, ATEP, technology and building priorities. Actions taken in the process have created an infrastructure that continues to improve transparency, communication and trust among the colleges, district offices, and ATEP.

ADDITIONAL PLANS

- | | |
|-------|--|
| DR3.1 | Support District-wide Goal 1 which calls for district-wide meetings to be split between the two college locations. |
| DR3.2 | Invite district administrators and staff to participate in IVC brown bag sessions, forums, and workshops. |

EVIDENCE: DISTRICT RECOMMENDATION 3

- DR3-1 2008 Accreditation Progress Report Focus Group Meeting Minutes (3-28-08)
- DR3-2 IVC College Planning and Decision Making website
(<http://www.ivc.edu/collegeplanning/pages/default.aspx>)
- DR3-3 Sherpa Project Description
- DR3-4 2011 Communications Efforts
- DR3-5 2012-13 SOCCCD Academic Calendar
- DR3-6 District Accreditation Committee Website
(<https://accreditation.socccd.edu/default.aspx>)
- DR3-7 Recommendation3 Task Force Meeting Minutes (6-17-11)
- DR3-8 District Wide Committees (9-07-11)
- DR3-9 District and Colleges Function Map
- DR3-10 Recommendation 6 Task Force Meeting Minutes (7-20-11)
- DR3-11 Board Meeting Highlights (7-25-11)
- DR3-12 IVC ATEP Presentation (8-25-11)
- DR3-13 College Council Agenda (6-22-11)
- DR3-14 Board of Trustees Meeting Minutes (4-25-11)
- DR3-15 Board Meeting Highlights (4-25-11)
- DR3-16 IVC Senate ATEP Position Paper (5-11-11)
- DR3-17 RSS Feed Completion Timeline
- DR3-18 District IT/Faculty Consultation Request (8-5-11)
- DR3-19 Irvine Valley College IT Newsletter Fall 2011

- DR3-20 District Services Survey Results Evaluation Action Plan 2011-2012
(8-29-11)
- DR3-21 Board Policy 3110: Basic Aid Funds Allocation Process
- DR3-22 Accreditation Recommendation 3 and 6 Joint Task Force Meeting
Minutes (08-10-11)

SUPPORTING DOCUMENTS

IVC Planning and Decision Making Manual

DISTRICT RECOMMENDATION 4

District Recommendation 4: The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).

BACKGROUND

Concurrent with an evaluation of the chancellor, the board of trustees conducts a regular self-evaluation as outlined in *Board Policy 172- Board Self Evaluation*.^{DR4-1} An evaluation took place May 20, 2009, using the services of a facilitator from the Community College League of California. Within the evaluation process, the board first identified its strengths as a governing unit, and then assessed its working relationship with the chancellor. Secondly, the board identified weaknesses as an initial step toward correction and improvement. Additionally, board members evaluated themselves over an exhaustive range of issues drawn principally from the *Trustee Handbook of the Community College League*. The assessment document served as the foundation for discussion among the board, chancellor, and the facilitator. Results, however, were discussed only by the trustees and the chancellor. No public report was provided at that time. The same was true of the 2010 board self-evaluation.

RESOLUTION OF THE RECOMMENDATION

Several remedies have been developed to meet ACCJC directives in District Recommendation 4. Upon receipt of the commission's action letter, the current board evaluation process was carefully reviewed by the chancellor in consultation with the board of trustees, as well as by the District-Wide Accreditation Committee. It was determined that the evaluation process was essentially sound, but that steps must be taken to communicate the results of the self evaluation process to all employees and the public annually and to ensure that the results are used as a basis for improvement.

During April and May 2011, the trustees were asked to complete an extensive board survey measuring their perceptions of performance. In addition, the external survey used in 2009 and 2010 was sent out to two groups of

employees 1) members of the Chancellor's Cabinet District-Wide Shared Governance Group, Administrators and Managers (CAM) who regularly attend board meetings and regularly observe the board in action and 2) all other employees of the district. Results of the surveys were compiled separately. In addition, each trustee completed a board of trustees self evaluation.^{DR4-2}

The board of trustees and chancellor held a workshop on May 14, 2011 to discuss the results of the evaluations. The workshop was scheduled as a public meeting at the Mission Viejo Country Club. Dr. Cindra Smith, who wrote the Community College League of California publication on board self evaluation, was again hired to facilitate the process. The discussion outline for the workshop was posted online.^{DR4-3} Although this was an open meeting, only the college presidents and one Saddleback College faculty member attended in addition to the trustees and chancellor. Attendance is believed to have been extremely low both because it occurred during finals week and because people stayed away to allow the board of trustees a more private arena for exploring its strengths and weaknesses. Given the sensitive nature of the survey results, the session was not videotaped.

The results of the surveys reportedly came as a surprise to some of the trustees, particularly where trustee self-evaluation results were significantly higher than evaluation results of either employee group.^{DR4-4} There were several issues raised by the survey responses, and trustees questioned whether the comments addressed previous or current members, a possibility in light of the recent mid-cycle board elections, resignations, appointments, and change in board leadership. There were additional questions about the knowledge level of survey respondents and how they observed board actions (i.e. meeting attendance, archived video). Table 9 below illustrates examples of survey responses by district employees that were significantly different from those of the trustees.

Workshop participants conducted a frank and professional evaluation of the survey instrument and determined that the 2012 survey would include a section for open comments. This year's survey was established as a baseline for the 2012 survey. Currently, trustees are perceived to be genuinely interested in district-wide feedback and improvement of board performance.

TABLE 9 –SAMPLE BOARD OF TRUSTEES SURVEY QUESTIONS AND RESPONSES

Survey Item	Board (n = 7)	CAM (n = 51)	Faculty/Staff (n = 36)
The board understands its policy role and differentiates its role from those of the CEO and College staff.	86%	45%	25%
The board assures that there is an effective planning process and is appropriately involved in the process.	86%	37%	39%
Board members are knowledgeable about the district's educational programs and services.	100%	49%	30%
The board effectively monitors implementation of institutional plans.	100%	45%	39%
The board respects faculty, staff, and student participation in college decision-making.	86%	39%	22%
Trustees refrain from attempting to manage or direct work or activities of college employees.	86%	42%	25%

Notes: The table reports the percentage of respondents who either "Strongly agreed" or "Agreed" with the survey item. "CAM" refers to members of the chancellor's cabinet, college administrators, and managers (75% response rate). The survey was also available to all college "Faculty/Staff." The trustee's survey was not the same as the survey administered to the two college groups, but asked a number of similar questions.

At the June 14, 2011 District-Wide Accreditation Committee meeting, the Chancellor related that the Board is interested in how it is perceived by district employees and the public, and are looking forward to reviewing next year's survey results.^{DR4-5}

One of the outcomes of the workshop was the *Highlights of Strengths / Areas for Improvement from (the) Board Self-Evaluation Survey* prepared by the facilitator. This document compiles trustee perceptions of performance based

on their self evaluation surveys.^{DR4-6} In the spirit of increased transparency, the above-mentioned document was made available to employees district-wide on the Accreditation Recommendations SharePoint site.

The second product of this workshop was the *Outcomes of the Board Self-Evaluation: Board Actions and Tasks, 2011-2012*, presented to the SOCCCD Board of Trustees and Chancellor, May 27, 2011 by Cindra Smith.^{DR4-7} In this document, the board of trustees agreed to do the following:

- Review and approve an updated code of ethics policy that addresses violations of the code. A revised policy was drafted, approved by both colleges, and approved by the board on September 26, 2011.^{DR4-8} The revised *Board Policy 1400 – Code of Ethics: Standards of Practice* clearly defines a code of ethics and includes a process for addressing violations.
- Discuss and renew the board's commitment to communication protocols and define expectations for trustee roles during board meetings and in meetings with the college staff and the community.
- Institute a process for CEO evaluation that includes setting expectations, annual priorities and/or goals. The CEO evaluation will be included on the board's master calendar to ensure it the evaluation occurs on a regular schedule. The chancellor will present a proposed CEO evaluation process to the board in fall 2011.
- Institute an annual board self-evaluation process that seeks input from administrators, faculty and staff. The next board self evaluation survey may include new items that help determine how much knowledge respondents have about board roles. It was recommended that future surveys provide an opportunity for open ended comments. The board is eager to gather perceptions on the 'new' board.
- Reaffirm their commitment to listening to and considering faculty, staff, and student perspectives and recommendations in local decision-making, as has been the case in recent months. It will also clarify its rationale for decisions that may run counter to those recommendations in accordance with Board Policy 2100.1—Delegation of Authority to the Academic Senate. Specifically, in Board Policy 2100.1 the board agreed

to “rely primarily upon the advice and judgment of the academic senates in accordance with processes of collegial consultation.” For example, Board Policy 3110—Basic Aid Funds Allocation Process was approved without discussion at the August 29, 2011 board meeting, illustrating the board’s commitment to listening to, considering, and acting upon recommendations by faculty, staff, students and administration.^{DR4-9}

- Seek opportunities to inform administrators, faculty and staff about board roles, limits, responsibilities, and accountability to the community.
- Strengthen the board’s role in being knowledgeable about, setting standards for, monitoring and discussing student success and educational quality. Efforts will include understanding and monitoring processes used to ensure quality. The college president and the chancellor each talked about student success during their fall 2011 opening day presentation.^{DR4-10}
- Participate early in the collective bargaining process, particularly in discussing and setting direction. In this document, members recognize that individual trustees must avoid negotiating directly, or appearing to negotiate directly, with employees or their representatives. Board members do, however, want to be apprised of the progress of negotiations.
- Recognize the ways that board communications and leadership affect an environment for safe, open, and professional communication. The board will work to improve a district-wide culture of transparency.
- Continue to ensure opportunities to engage fully in discussions on policy issues. Trustees have committed to in-depth discussions during staff presentations, a standard practice reaffirmed through this document. This practice will be reviewed as part of the 2012 board of trustees self-evaluation process.^{DR4-11}

The last stage of the board evaluation process involved the dissemination of the results to the college community and the public. At the May 23, 2011 board of trustees meeting, the chancellor reported on the board self

evaluation and reported that a district web page was created that outlined the board self-evaluation process and provided accessibility to corresponding documents.^{DR4-12} On May 31, 2011, the SOCCCD director of public affairs distributed an e-mail apprising district employees of the website and available information.^{DR4-13}

During the fall 2011 Chancellor's Opening Session, the chancellor identified positive changes that have already occurred in relation to the board goal of strengthening "its role in being knowledgeable about, setting standards for, and monitoring and discussing student success and educational quality" (see Goal 7 above). The board is committed to providing more opportunities for the colleges, including faculty, to present information facilitating its understanding of student success and educational quality. At the July board meeting, the college president gave a presentation on the trustees' role in accreditation.^{DR4-14} Also slated for this academic year are presentations on:

- Educational Quality and Academic Programs
- Educational Program Review and Student Learning Outcomes
- Student Success Improvements and Vision 2020 Planning.

EVALUATION

Because the SOCCCD Board of Trustees has resolved this recommendation to widely communicate the results of its self evaluation process annually and use this as the basis for improvement, Irvine Valley College meets ACCJC Standard IV. The college has worked diligently with the board and chancellor to identify specific strategies to improve communication, adopt and implement an annual board self-evaluation, and use the self-evaluation results to improve board practices. Actions taken have created an infrastructure that will continue to improve transparency, communication and trust between the college and the chancellor and between the college and the board of trustees.

ADDITIONAL PLANS

- DR4.1 The college president and chancellor will keep the campus informed of continued progress and conduct of the board.
- DR4.2 Campus employees will participate constructively in the annual board evaluation process each spring.

EVIDENCE: DISTRICT RECOMMENDATION 4

- DR4-1 Board Policy 172: Board-Self-Evaluation
- DR4-2 Board of Trustees Evaluation Results CAM
Board of Trustees Evaluation Results All
Board of Trustees Self-Evaluation Results
- DR4-3 Board of Trustees Evaluation Workshop Discussion Outline
- DR4-4 Board of Trustees Self Evaluation Workshop Report 2011
- DR4-5 District-Wide Accreditation Committee Meeting Minutes (6-17-11)
- DR4-6 Strengths and Improvements Document
- DR4-7 2011-12 Board Goals
- DR4-8 Board Policy 1400: Code of Ethics - Standards of Practice (Revised)
Board of Trustees Meeting Highlights (9-26-11)
- DR4-9 Board of Trustees Meeting Highlights (8-29-11)
- DR4-10 Chancellor's Opening Day Presentation Video
(http://soccdd.granicus.com/mediaplayer.php?view_id=2&clip_id=232)
- DR4-11 2011-12 Board Goals
- DR4-12 Board Self-Evaluation Website
(<http://www.soccdd.org/about/boardselfevaluation.html>)
- DR4-13 Email: Notification of Board Self Evaluation (5-31-11)
- DR4-14 Board of Trustees Meeting Agenda (7-25-11)

DISTRICT RECOMMENDATION 5

District Recommendation 5: The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III. A.1.d, IV.B.1.h.).

BACKGROUND

In accordance with the California League for Community Colleges templates, the SOCCCD has been updating board policies and related administrative regulations systematically since 2006. New and revised board policies have been adopted to ensure compliance with ACCJC Standards. In 1977, the SOCCCD first adopted *Board Policy 1400, Code of Ethics – Standards of Practice*. The most recent revision of the policy was adopted by the Board in December 2010. Although the policy has been in place with regular revision for over three decades and past recommendations had been made to include a violations clause (noted: IVC 2010 Self Study Report), the board failed to address any stated process for dealing with policy code violations. The October 2010 visiting team noted a critical need for a code violations clause in the policy, and stated in their *Evaluation Report* that in order to be in compliance with Standard III.A.1.d, the policy must be revised to address ways unethical behavior on the part of board members would be handled.

RESOLUTION OF THE RECOMMENDATION

Several actions have been taken to meet the ACCJC directives in District Recommendation 5. Upon receipt of the commission's action letter, the chancellor directed the vice chancellor of human resources to contact a legal consultant to the CCLC to gather information and appropriate documentation to be used in developing an additional section to the existing policy. This revision of board policy would further define the current code of ethics and include a mechanism for dealing with related violations. The resulting policy has been renumbered Board Policy 110 to follow CCLC board policy numbering conventions.^{DR5-1}

At their February 11, 2011 meeting, the Board Policy and Administrative Regulations Council (BPARC) reviewed the first draft of Board Policy 110. The revised policy included the following language on enforcement:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the board's code of ethics. The board reserves the right to censure any board member who does not adhere to this policy or engages in other unethical conduct.

- A. Censure is an official expression of disapproval passed by the board of trustees. A board member may be subject to a resolution of censure by the board of trustees should it be determined that trustee misconduct has occurred.
- B. A complaint of trustee misconduct will be referred to the board president. With the assistance of legal counsel, the board president will appoint an ad hoc committee of three trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the board president, another officer of the board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.
- C. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.
- D. The committee shall, within a reasonable period of time, make a report of its findings to the board of trustees for action.
- E. Board members who are found by a majority of the board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the district attorney for criminal prosecution, or other action as determined by the board.

Recognizing the sensitivity of the issue, the chancellor decided to immediately send the new policy to the board of trustees for input. Following trustee comment, the policy was returned to BPARC to proceed through the established review and revision process. The first presentation of this policy to the board of trustees was made at the April 2011 meeting.^{DR5-2} Trustees were given two months to provide comment on the proposed policy changes. The draft also was distributed among all college governance groups for review and comment.

After considering college comments and incorporating trustee input, a revised draft policy was returned to the vice chancellor to present to BPARC at their next regularly scheduled meeting in June 2011. The revised draft policy was placed on the BPARC agenda for review, comment, and revision. The policy was then forwarded to all governance constituency groups within the district.^{DR5-3} Following its endorsement by college constituency groups, the policy was once again brought back to BPARC for final discussion, approval and recommendation to the chancellor. The chancellor reviewed the final draft policy and placed it on the September 26, 2011 board agenda for adoption and implementation. It was approved unanimously by the board of trustees.^{DR5-4}

EVALUATION

Irvine Valley College, through the actions of the board of trustees, meets the standards referenced in this recommendation (III. A.1.d, IV.B.1.h.) and has resolved the issues leading to this recommendation. Board Policy 110 clearly defines a code of ethics and includes a process for addressing violations of the code of ethics. Actions taken in the process have created an infrastructure that will continue to improve transparency, communication and trust between the college and the board of trustees.

ADDITIONAL PLANS

None.

EVIDENCE: DISTRICT RECOMMENDATION 5

- DR5-1 BP 1400: Code of Ethics – Standards of Practice (Revised)
- DR5-2 Board of Trustees Meeting Agenda (4-25-11)
- DR5-3 Board Policy and Administrative Regulation Council Meeting Agenda (6-24-11)
- DR5-4 Board of Trustees Meeting Agenda (9-26-11)

DISTRICT RECOMMENDATION 6

District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should perform a regular review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews (IV. B.3.a, IV.B.3.b., IV.B.3.e., and IV.B.3.f.).

BACKGROUND

The need for a clear delineation of roles and responsibilities within the district has been an issue since at least 1998, when it was the subject of a recommendation made by an accreditation visiting team. To address this recommendation the former vice chancellor of technology and learning resources coordinated the efforts of representatives from Irvine Valley College, Saddleback College and district services in developing a district-wide function map that delineated institutional roles based on primary, secondary, and shared responsibilities. The May 2007 function map did not delineate the specific responsibilities of each entity and it was not subsequently reviewed or modified at the district level. During the 2010 accreditation self study, Saddleback College, working with the former district director of public affairs, revised the function map and added narrative for each of the standards and sub-standards in an effort to better understand how decisions are implemented across the district. Unaware of Saddleback College's work on this project, Irvine Valley College used the function map developed in 2007 in their 2010 Self Study Report.

The 2010 evaluation team cited unmet recommendations (from the ACCJC Action Letter Jan. 31, 2008) as justification for the need to clarify the roles and responsibilities of the board of trustees, the chancellor, and the college president.^{DR6-1} Specifically, recommendations 6 and 7 had not been met fully at the time of the college's 2010 site evaluation:

- Recommendation 6: The board of trustees cease its involvement in college and district operations and delegate all non-policy issues,

including policy implementation at the district level to the chancellor and the presidents respectively (Standard IV.B.1.e).

- Recommendation 7: The board of trustees, district leadership, and college leadership define, publish, adhere to, regularly evaluate, and continuously improve the respective leadership roles and scopes of authority of college and district constituent groups and governance committees in meaningful, collegial decision making processes (Standards IV.A.1.2.3.5).^{DR6-2}

At the time of the 2010 site visit, significant advances had been made in providing a structure for promoting and encouraging effective participation of all constituent groups in the decision making processes at the college level. Interviews with the college community, however, indicated that effective participation has not been demonstrated with consistency at the district level. The college noted that there was a disconnect between college and district leadership with respect to participatory decision making processes. The team found the college's progress in this area to be acceptable but noted that the district had not fully met the ACCJC recommended standards (see District Recommendations 1, 2, 3, and 6).

Standard IVB was cited in the *2004 Evaluation Report* and was the source of an ACCJC recommendation, the same recommendation made by the 1998 visiting team. Specifically, it was recommended that "the board of trustees cease their involvement in college and district operations and delegate all non-policy issues...to the chancellor and at the college level to the president". While there had been improvement, including an update of many board policies regarding leadership and governance, the 2010 evaluation team was concerned that recommendations 6 and 7 of the 2004 evaluation team had not fully been met.

The 2010 Self Study noted that the college and the district continued to make progress regarding 2004 ACCJC recommendations 6 and 7. The board of trustees, based on recommendations of the BPARC and the chancellor, reviewed, revised, and adopted board policies regarding leadership roles and scopes of authority. For example, responding to previous ACCJC recommendations to the district (District Recommendation 6), the SOCCCD Board of Trustees adopted *Board Policy 2101 (Delegation of Authority to the College President)*, in January 2009. The policy designates the president as the

chief executive officer of the college, granting the administrative position final authority and institutional governance at his or her respective college. Through college, district and board interviews and review of additional evidence, the 2010 evaluation team concluded that while there have been improvements, particularly since 2009, the district and the board had continued to make decisions affecting the college in the absence of meaningful consultation or effective participation by institutional governance groups.

Although efforts were made to include more college representation on established district committees prior to 2011, no formal processes were in place to update appropriate membership, prioritize charges and projects, regularly communicate governance decisions to the respective college communities, or evaluate the effectiveness of each committee. While committee documents such as minutes were provided to committee members, no predictable and regularized district-wide means of distribution had been implemented. District committees traditionally relied on informal and inconsistent dissemination of district information through college membership.

At the time of the writing of the self-study, the district did not regularly evaluate its role, delineation of responsibilities, and governance and decision-making structures. The board of trustees and the college recognized that issues existed with decision-making and communication by the previous chancellor and board of trustees. According to the college's 2010 Self Study, the selection of a new district chancellor was expected to provide the opportunity for all parties to work together to ensure that the district is compliant regarding accreditation standards. The change in district and board leadership and the new board composition have brought this hope to fruition.

RESOLUTION OF THE RECOMMENDATION

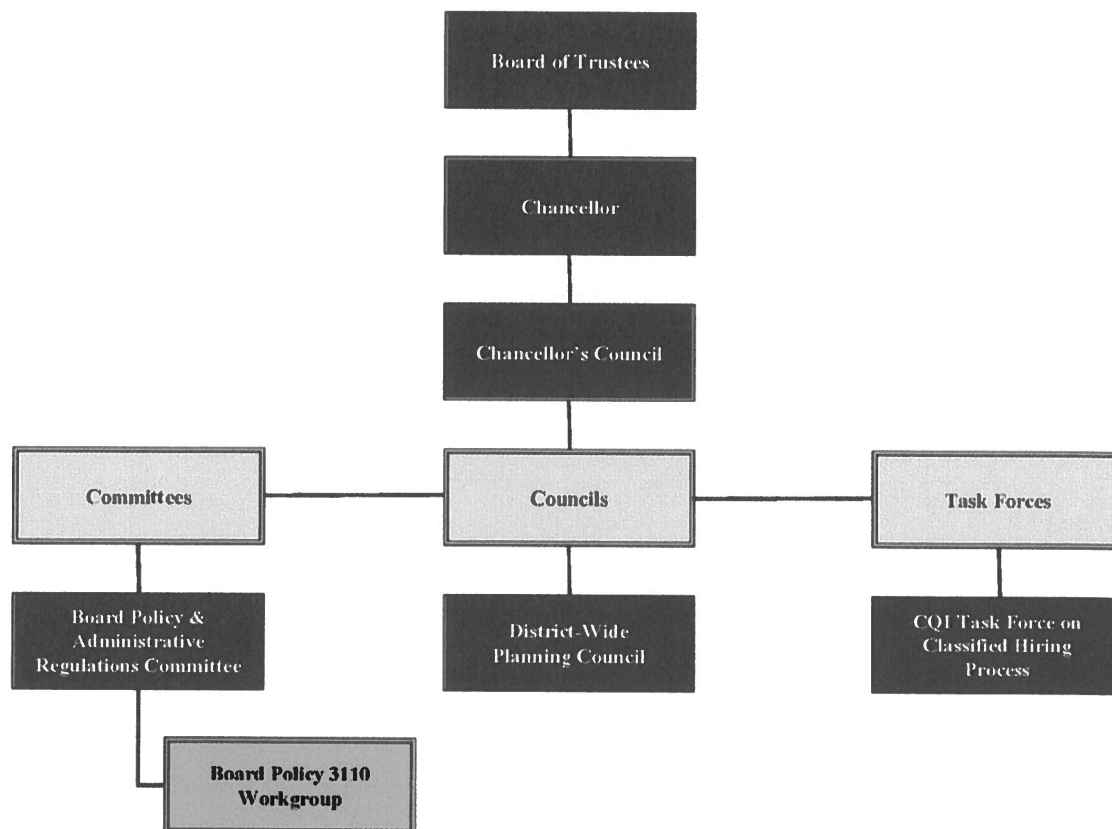
Several remedies have been developed to meet District Recommendation 6. A District Recommendation 6 Task Force was created by the District-Wide Accreditation Committee. This group was charged with addressing ACCJC recommendations to provide a clear delineation of functional roles and responsibilities, articulate criteria for district-level decision making processes,

and formulate a plan for regular review of district committees and dissemination of committee results.

The District Recommendation 6 Task Force, chaired by the vice chancellor of human resources, met regularly and frequently to identify issues and produce viable proposals for their resolution. The following actions and documents have resulted:

- Regular meetings provided a professional arena for district-wide representative conversations that identified problems and possible solutions. All meetings have been recorded through detailed agendas and minutes and posted to SharePoint for district accreditation recommendations.^{DR6-3}
- Using the existing Saddleback College function map as a model, the task force members drafted a comprehensive function map that delineates district and college roles based on responsibilities identified as primary, secondary or shared. College representatives on the task force presented the drafted function map to their respective campus leadership groups for review and input.^{DR6-4} Working independently, each college edited its respective narrative sections, and then reconvened with the task force to find consensus and facilitate a final draft.^{DR6-5} The final draft was forwarded to the District-Wide Accreditation Committee on July 8, 2011 and posted on the SharePoint site August 9, 2011.^{DR6-6}
- Task force members convened on June 20, 2011 to review the existing, non-prioritized list of district-level committees and make revisions to improve their function, reporting structure, and communication. After lengthy discussion, members decided to use the Irvine Valley College format for committee organization. An example showing the reporting structure for BPARC can be seen in Figure 4 below. ^{DR6-7} This chart shows an example of the district decision-making structure. A workgroup is created to complete a particular task, but can be moved to committee status if the need is on-going.

FIGURE 4 – EXAMPLE DECISION MAKING STRUCTURE



- The task force developed the *District-wide Planning and Decision Making Manual* that identifies the name, charge, membership, and reporting structure of each district-wide council, committee, and task force. The manual was shared with the District-Wide Accreditation Committee on August 11, 2011 and posted on the SharePoint site the same day.^{DR6-8}
- In collaboration with the District Recommendation 3 Task Force, the task force developed guidelines for annualized reviews of all district committees and for the distribution of any resulting modifications, recommendations, or actions.^{DR6-9}

- On July 20, 2011, the District Recommendation 6 Task Force formally merged with the District Recommendation 3 Task Force to more efficiently address similar issues.^{DR6-10}
- On July 20, 2011 the combined task force drafted definitions of the following terms to be used in a district decision making model: consensus, council, committee, and task force. Each district committee was assessed, assigned a tier, and charged. This revised district committees organization scheme was then drafted and distributed for review and recommendation to the District-Wide Accreditation Committee and the chancellor.^{DR6-11}
- The combined task forces created and adopted a standardized template for all district agendas and minutes. The template articulates action items, decisions and recommendations to improve transparency and document committee work.^{DR6-12}
- Other recommendations developed by the District Recommendation 3 Task Force were adopted by the District Recommendation 6 Task Force in an effort to resolve additional communication concerns, including the following:
 - Committee members will be reminded of their responsibility to communicate action by the committee to their constituency.
 - Minutes, agendas and pertinent material will be posted to the SharePoint websites.
 - The committee charge will be listed on all agendas to keep the committee focused on its purpose.
 - Agendas will be sent out at least two business days prior to the meeting.
 - Draft minutes are recommended to be posted within five business days.
- Annual self-assessment was added to the charge of each district-wide council and committee.

- On August 17, 2011, task force members assisted the chancellor in a district-wide presentation of *Communication Process Issues and Solutions*. This document details efforts to improve communication, decision-making processes, and systematic evaluation/assessment.

Between June 2010 and May 2011, the college's Strategic Planning Oversight and Budget Development Committee (SPOBDC) members participated in the development of a campus facilities master plan. The plan includes 5-, 10- and 20-year projections. Irvine Valley College's plan was incorporated into the *2011-2031 SOCCCD Educational and Facilities Master Plan*, a compilation of collaborative planning efforts at both colleges facilitated by the district director of facilities and planning. For the first time in the history of Irvine Valley College, a full property build-out has been projected by 2030.

EVALUATION

Irvine Valley College meets Standard IV and has resolved the issues leading to this recommendation. The district has provided a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district will perform a systematic annual review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews. Actions taken in the process have set up an infrastructure that will clearly delineate functional responsibilities between the college and district office, articulate the district-level process for decision making, and specify the role of the district in college planning and decision making. The district has begun and has planned to perform systematic annual reviews of district committees, conduct assessments of the overall effectiveness of services to the colleges and communicate the results of those reviews.

ADDITIONAL PLANS

None.

EVIDENCE: DISTRICT RECOMMENDATION 6

- DR6-1 ACCJC 2008 Action Letter (1-31-08)
- DR6-2 IVC Comprehensive Evaluation Visit Report Fall 2004
- DR6-3 Recommendation Task Force #6 – Functional Mapping SharePoint site (<https://accreditation.socccd.edu/rtf6/default.aspx>)
- DR6-4 College Council Meeting Minutes (5-25-11)
- DR6-5 District and Colleges Function Map (9-14-11)
- DR6-6 District-Wide Accreditation Committee Meeting Minutes (7-8-11)
- DR6-7 Recommendation 6 Task Force Meeting Minutes (6-20-11)
- DR6-8 District-Wide Accreditation Committee Meeting Minutes (8-11-11)
District-Wide Accreditation Committee Meeting Handout (8-11-11)
- DR6-9 SOCCCD District-wide Planning and Decision Making Manual Draft (9-8-11)
- DR6-10 Recommendation 6 Task Force Meeting Minutes (7-20-11)
- DR6-11 Recommendation 6 Task Force Meeting Minutes (7-20-11)
- DR6-12 Accreditation Recommendation 3 and 6 Joint Task Force Meeting Minutes (08-10-11)

SUPPORTING DOCUMENTS

ACCJC Action Letter Jan. 2009

ACCJC Self Study Standards

Board Policy 2101: Delegation of Authority to the College President

District Wide Committees (9-07-11)

SUMMARY

In 2005, the ACCJC response to Irvine Valley College's 2004 self study recognized that the college was a fear driven, retaliatory environment immersed in power struggles, cynicism, and "despair."^{Sum-1} Over the next few years, unsuccessful efforts to correct identified deficiencies in district leadership and practices increased existing college frustrations. By spring 2008 the ACCJC's continued insistence that corrections be made resulted in the formation of a focus group that for the first time in years included not only college-wide representation but also board involvement. The creation of a college 'safe harbor' allowed participants the opportunity for honest dialog about issues that had plagued the institution for years. At that time the college began to define effective participation, strengthen the institutional governance infrastructure, and address ACCJC directives at the college level, but was still unable to implement necessary corrections at the district level.

The two year process to complete the 2010 self study report further improved college climate through a continued and increasingly open dialog to improve college practices and protocols. In addition, developing changes in district and board leadership in late 2010 affirmed a growing sense that the college had achieved real gains. When the college received the 2011 commission action letter it was initially perceived as a punitive sanction, but has since become the driving force for meaningful and embedded change at all levels of the institution. What at first appeared to be a poorly timed site visit now is recognized as having been the catalyst for extraordinary achievements at both college and district level. The newly created infrastructure will minimize the reemergence of past problematic practices.

Irvine Valley College has already begun addressing the action plan from the 2010 Self Study Report and the College Recommendations that must be addressed in our midterm report. We anticipate that our midterm report will clearly demonstrate that Irvine Valley College has met all of the 2011 Evaluation Report recommendations and is in full compliance with all ACCJC standards.

EVIDENCE: SUMMARY

Sum-1 ACCJC Action Letter (1-31-05)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

August 29, 2011 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
August 29, 2011**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
David B. Lang, Member
William O. Jay, Member
Frank M. Meldau, Member
Jordan J. Larson, Student Member

Administrative Officers:

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

ABSENT

Thomas A. Fuentes, Member

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 Employment (6)
 - a. Public Employee Discipline/Dismissal/Release
- 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
(GC Section 54956.9[b][1] and [b][3][A]) (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Bill Jay

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Resolutions / Presentations / Introductions

Resolution: Irvine Valley College - Model Classified Senate Award 2011

Resolution: Irvine Valley College - Classified Senate Vision Award 2011

Resolution: District Sherpa Technical Development Team

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

Trustee Padberg requested item 5.8 be pulled from the consent calendar and item 7.3 be advanced. Trustee Prendergast requested to pull and vote separately on item 5.12.

5.0 CONSENT CALENDAR ITEMS

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

On a motion made by Trustee Lang and seconded by Trustee Jay the Consent Calendar was approved on a 6-0 vote with Trustee Fuentes absent.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting held on July 25, 2011.

5.2 Irvine Valley College: Donation of Reference Books

Approve the donation of Reference Literary materials to the Yorba Linda High School Library.

5.3 Irvine Valley College: Faculty Hiring Addendum for the 2011-12 Academic Year

Approve the position announcement and recruitment of new full-time faculty, contingent upon funding.

5.4 Irvine Valley College: Sub-Award Grant Acceptance

Approve acceptance of a sub-award grant for \$12,319.00 from the Rancho Santiago Community College District for the Faculty Entrepreneurship Project. These funds will allow development of curriculum and complete the

process for a state-approved Entrepreneurship Certificate of Achievement.
The project is in effect through June 15, 2012

- 5.5 **Irvine Valley College: Award of Bid: Campus Wide Exterior Way-Finding System**
Approve agreement with A Good Sign & Graphics Co., in the amount of \$314,180.00.
- 5.6 **Irvine Valley College: Substitution of Subcontractor: Life Sciences Project: Palomar Casework, Inc.**
Approve the removal of Palomar Casework, Inc. and approve its substitution with Advanced Lab Concepts, Inc.
- 5.7 **Saddleback College: Student Out of State Travel: Orlando, Florida**
Approve the out-of-state travel request for up to six students and a Saddleback College staff member to attend the October 26, 2011 through October 30, 2011 College Broadcasters/ Associated Collegiate Press/College Media Advisers Conference in Orlando, Florida at a cost not to exceed \$8,522.
- 5.8 **Saddleback College: Sale of Theater Arts Surplus Under \$5,000 Per Year**
Approve the private sale of surplus theatre items not to exceed a value of \$5,000.00 per fiscal year.
- This item was pulled.
- 5.9 **Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: Darracq Concrete, Inc.**
Approve removal of Darracq Concrete, Inc. and its substitution by PBC Commercial, Inc.
- 5.10 **Saddleback College: Award of Bid: Main Electrical Room Site Drainage**
Approve agreement with Atom Engineering Construction, Inc. in the amount of \$223,398.00.
- 5.11 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 11-26 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the July 25, 2011 Meeting of the Board of Trustees.
- 5.12 **SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo**
Approve agreement for legal services with an increase of \$5.00 per hour over previous rates.

On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 6-0 vote.

- 5.13 **SOCCCD: Gifts to the District and Foundations**
Approve acceptance of gifts.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-05135 through P11-05141 amounting to \$23,765.37 and P12-00649 through P12-01183 amounting to \$26,936,365.33. Approve confirming requisitions dated July 6, 2011 through August 9, 2011 totaling \$77,349.15.
- 5.15 **SOCCCD: Payment of Bills**
Approve check no. 150221 through 151305 processed through the Orange County Department of Education, totaling \$7,860,840.17; and check no. 010183 through 010234, processed through Saddleback College Community Education, totaling \$99,123.49; and check no. 008887 through 008906, processed through Irvine Valley College Community Education, totaling \$160,988.55.
- 5.16 **SOCCCD: July/August 2011 Contracts**
Ratify contracts as listed.
- 5.17 **SOCCCD: Renewal of Microsoft Agreements for District-wide Software Use**
Approve the renewal of software licensing agreements for District-wide Microsoft software licensing for the 2011-12 academic year with ComputerLand of Silicon Valley at a cost not to exceed \$130,000.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College and Irvine Valley College: SC ASG and ASIVC Final Budgets**
Approve Saddleback College and IVC student government budgets.
- On a motion made by Trustee Jay and seconded by Trustee Prendergast the SC ASG Final Budget was approved on a 6-0 vote.
- On a motion made by Trustee Milchiker and seconded by Trustee Prendergast the AS IVC Final Budget was approved on a 6-0 vote.
- 6.2 **SOCCCD: Adoption of the Final Budget for FY 2011-2012**
Approve the Final Budget as presented.
- On a motion made by Trustee Prendergast and seconded by Trustee Meldau this item was approved on a 6-0 vote.
- 6.3 **Saddleback College: Donation of Saddleback College Memorabilia to the Ronald W. Reagan Library and Museum**
Approve donations as presented by President Tod Burnett. In honor of Ronald Reagan and his long-standing connection to Saddleback College,

and to preserve important items of historical significance, Saddleback College will donate various memorabilia to the Ronald W. Reagan Library and Museum on behalf of the college and South Orange County Community College District.

On a motion made by Trustee Padberg and seconded by Trustee Lang this item was tabled until next meeting on a 5-1 vote with Trustee Milchiker casting a negative vote.

6.4 Saddleback College: Renovate Technology and Applied Sciences Building: Hire Architect

Approve agreement with gkkworks to provide architectural and engineering services for a fee equal to \$685,000.

On a motion made by Trustee Jay and seconded by Trustee Prendergast this item was approved on a 6-0 vote.

6.5 Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Change Order Request No. 2

Approve change order request increasing the contract amount by \$324,914. The revised contract total amount is \$12,864,289.

On a motion made by Trustee Jay and seconded by Trustee Lang this item was approved on a 6-0 vote.

6.6 Saddleback College: Pool Deck Replacement: Change Order Request No. 2 and Notice of Completion

Approve change order request increasing the contract amount by \$24,852.28 and authorize the filing of the Notice of Completion. The revised total contract amount is \$1,109,586.28.

On a motion made by Trustee Lang and seconded by Trustee Meldau this item was approved on a 6-0 vote.

6.7 Saddleback College: Proposed Division Name

Approve the permanent division name change from Liberal Arts and Learning Resources to Liberal Arts.

On a motion made by Trustee Lang and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

6.8 Irvine Valley College: Basic Aid Funding Reallocation of \$2.7 million from the Business Sciences and Technology Innovation Project to the Fine Arts Project

Approve reallocation of \$2.7 million dollars from the IVC BSTIC project back to the IVC Fine Arts project.

On a motion made by Trustee Jay and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

- 6.9 **SOCCCD: Board Policy Revision: BP-3110-Basic Aid Funds Allocation Process, BP-4211-Retirement Benefits for Administrators and Classified Management Personnel, BP-4081-Payroll Deductions, BP-4020-Designated Administrators and Classified Management Personnel, BP-4076-Compensation**
Discussion/Approval.

On a motion made by Trustee Milchiker and seconded by Trustee Meldau this item was approved on a 6-0 vote.

- 6.10 **SOCCCD: Board Policy Revision: BP-4054: Political Activities, BP-4020: Designated Administrators and Classified Management Personnel, BP-6150: Study Abroad Programs, BP-5408: Classroom Supervision, BP-4101: Salary Schedules and Annual Step Increments for Administrators and Classified Management Personnel, BP-4102: Salary Schedule Placement for Administrators, Classified Management and Classified Bargaining Unit Employees, BP-4111: Leave for Administrators and Classified Management Personnel, BP-5640: Service Animals**
Accept for Review and Study

On a motion made by Trustee Lang and seconded by Trustee Jay this item was amended by administration and approved on a 6-0 vote.

- 6.11 **SOCCCD: Resolution No. 11-25: Authorize Administration for Section 125 Flexible Spending Account Benefits Plan**
Approve resolution authorizing SISC as the District's Section 125 Plan administrator.

On a motion made by Trustee Lang and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

- 6.12 **SOCCCD: Adopt Resolution No. 11-27: Potential Classified Employee Layoff**
Potential adoption of Resolution 11-27 to reduce four grant funded classified positions pending receipt of NSF monies.

On a motion made by Trustee Jay and seconded by Trustee Lang this item was amended by administration and approved on a 6-0 vote.

- 6.13 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrative Appointment, Authorization to Eliminate an Academic Administrative Position and/or Position Numbers, Authorization to Establish an Academic Administrative Position, Authorization to Change Organization Reporting Structure and Realignment, Change of Status, Workload Banking, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Milchiker and seconded by Trustee Meldau this item was approved on a 6-0 vote.

6.14 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 Reorganize Reporting Structure for a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker this item was approved on a 6-0 vote.

7.0 REPORTS

7.1 Irvine Valley College and Saddleback College: Speakers

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

7.2 SOCCCD: Confirmation of Dissolution of Nonprofit Corporation.

The filing for the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION has been processed and formally completed.

7.3 SOCCCD: Development of District-wide Strategic Plan

A draft plan of the short term strategic plan is being provided to the Board of Trustees for the purpose of information and review.

7.4 SOCCCD: Basic Aid Report

Report on projected receipts and approved projects.

7.5 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.6 SOCCCD: Quarterly Financial Status Report

Report is as of June 30, 2011 for the 2010-2011 fiscal year.

7.7 SOCCCD: Quarterly Investment Report

This report is for the quarter ending on June 30, 2011.

7.8 Transfer of Appropriations at Close of Fiscal Year 2010-2011

On August 8, 2011, the OCDE made budgetary transfers as reflected in Exhibit A.

8.0 WRITTEN REPORTS

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

- A. Saddleback College Academic Senate
- B. Faculty Association

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:39 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Theatre Arts Students - KCACTF

ACTION: Approval

BACKGROUND

The Saddleback College Division of Fine Arts and Media Technology is committed to offering high quality educational opportunities to its students. One such opportunity is to participate in the scholarship competition at the prestigious annual Kennedy Center American College Theatre Festival. The Region 8 Festival will be held on the campus of Weber State University February 8-11, 2012 in Ogden, Utah.

STATUS

Six Saddleback College theatre arts students and one faculty advisor propose to participate in the Kennedy Center American College Theatre Festival in Ogden, Utah, in February, 2012. Participation in this event will incur expenses for entry and judging fees, lodging, transportation, and meals (Exhibit A). Funding will be through the combined budget allocations of the Saddleback College Associated Student Government, general fund, and the Angels for the Arts at Saddleback College at a total estimated maximum budget not to exceed \$5,453.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of Saddleback College theatre arts students and their faculty advisor in the Kennedy Center American College Theatre Festival in Ogden, Utah, in February, 2012 at a total estimated maximum budget not to exceed \$5,453.

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

Projected expenditures for Faculty & Student travel to KCACTF Region 8 Festival

Airfare	\$250 x 7	\$1750
Ground transportation	\$40 x 7	\$280
Entry Fees	3 plays @ \$225	\$675
Student registration	6 students @ \$70	\$420
Lodging	4 rooms for 3 nights @ \$115/nt. inc. tax	\$1380
Meal reimbursements	6 students @ \$27/day + 1 faculty @ \$50/day x 4 days	\$848
Parking & miscellaneous		\$100
	TOTAL	\$5,453

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.3

DATE: 9/26/11

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Authorization for Southern California Regional Transit Training Consortium (SCRTTC) Membership

ACTION: Approval

BACKGROUND

South Orange County Community College District Board Policy 3220 requires an annual approval of institutional memberships submitted by District Services and the colleges.

STATUS

Members of the staff of District Services and colleges have benefited by participation in various professional organizations. District Services and college officials have identified the organizations memberships for 2011/12 which were approved at the July 2011 Board meeting. A request to approve an additional membership, the Southern California Regional Transit Training Consortium (SCRTTC), which is comprised of public transportation agencies and colleges joining together for the purpose of training our instructors in the newest Hybrid technology located in Southern California (Exhibit A). There is a one-time initiation fee per policy in the amount of \$1,500.00 and annual membership dues for 2011-2012 in the amount of \$500.00 per year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2011/12 Southern California Regional Transit Training Consortium membership and estimated dues at a total amount not to exceed \$2,000.00.

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

Southern California Regional Transit Training Consortium

The **SCRTTC** is comprised of public transportation agencies and college members located in Southern California. The Consortium has been granted the 501(C)(3) "not for profit" status under the Internal Revenue code.

The Board consist of (13) members including seven transit members, five college members, and one APTA member. The membership of the Board serves a term in accordance with our bylaws. Subsequent membership will be governed by the organizations bylaws.

The **SCRTTC** currently has three operating committees reporting to the Board. They comprise the Economic Workforce Development Committee, the Organization Committee, and the Planning / Curriculum Committee. Subsequent sub committees may be formed as needed.

What is our Purpose?

Provide a training resource network comprised of public and private organizations focused on the development and employment of the transit industry's workforce that is proficient in the standards, practices, and procedures for incumbent and new workers.

Our Goals

- Develop a new "**Learning Model**" to increase the professional and technical competency of the Southern California public transit workforce.
- Assure this new **Learning Model** includes the elements of Intelligent Transportation Systems.
- Expand the **Learning Model** on a Regional and National level.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, Faculty Entrepreneurship Project Mini-grant, Contract # DO-11-024

ACTION: Approval

BACKGROUND

In May, 2011, Saddleback College submitted a proposal in response to the California Community College Chancellor's Office Economic and Workforce Development Career Technical Education Division and Business & Entrepreneurship Center Program Faculty Entrepreneurship Project 2.0 mini grant. The proposal supports the development and implementation of the "Creating Entrepreneurship Education Excellence and Innovation Program" (CEEEIP) The CEEEIP will be housed within the Division of Business Science & Economic Development as a component of the Saddleback College Business Department Entrepreneurship Program offerings. The goals of the grant funded activities are to develop innovative for-credit Entrepreneurship Program curriculum and a series of courses to improve entrepreneurship skills, business management skills, and guide efforts directed at increasing business initiation and self employment within the south Orange County community.

STATUS

On July 28, 2011 Rancho Santiago Community College District (RSCCD) receiver of the California Community College Chancellor's Office "Entrepreneurship Career Pathway's Project" grant #10-172-055 notified Saddleback College of its intent to award a \$5,000 sub-award for the period July 25, 2011 through June 15, 2012 to fund the project efforts as presented in Exhibit A. The sub-award funds will support stipends for two Business Division faculty members to run the project, and hiring of a research consultant to support development of curriculum based on current market trends and local business needs. Additionally, grant funds will support an advisory conference with local businesses and entrepreneurs. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this sub-award of \$5,000 from Rancho Santiago Community College District.

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

EXHIBIT A

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

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

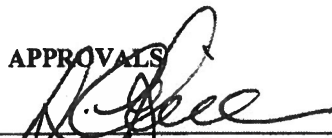
1. **PROJECT TITLE:** Faculty Entrepreneurship Project Mini-Grant Award- Creating Entrepreneurship Education Excellence and Innovation Program
2. **PROJECT DIRECTOR:** Rebecca Knapp
3. **PROJECT ADMINISTRATOR:** Rocky Clfone
4. **GRANTOR AGENCY:** Rancho Santiago Community College District
5. **FUNDING SOURCE:** California Community College Chancellor's Office , Economic and Workforce Development Career Technical Education Division
6. **STARTING AND ENDING DATES OF THE PROJECT:** July 25, 2011—June 15, 2012.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Saddleback College will address the goals of the California Community College Chancellor's Office Economic and Workforce Development Career Technical Education Division through the development and implementation of the **Creating Entrepreneurship Education Excellence and Innovation Program (CEEEIP)**. The CEEEIP will be housed within the Division of Business Science & Economic Development as a component of the Saddleback College Business Department Entrepreneurship Program offerings. The goals of the grant funded activities are to develop innovative for-credit Entrepreneurship Program curriculum and a series of courses to improve entrepreneurship skills, business management skills, and guide efforts directed at increasing business initiation and self employment within the south Orange County community.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$5000		\$192	\$5000

9. **APPROVALS**



Division/School Dean

Chancellor



Vice President of Instruction

Vice Chancellor of Learning Services



Director of Planning Research & Grants



Director of Fiscal Services



President

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ <u>1600</u>		
2000 Classified Salaries			
3000 Benefits	\$ <u>308</u>		
4000 Supplies	\$ <u>400</u>		
5000 Contracted Services and Other Expenses	\$ <u>2500</u>		
6000 Capital Outlay			
Other Charges (e.g.: Indirect Costs)	\$ <u>192</u>		
TOTALS	\$ <u>5000</u>		

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Faculty	[X]	[]	[]	[X]

PARTNERSHIPS (if applicable)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Forensics Team Out of State Travel

ACTION: Approval

BACKGROUND

Students serving our forensics team have achieved numerous successes that have contributed to the recognition of the College, the District, and the community. The Saddleback College Forensics Team has competed at several tournaments throughout the state and across the country over the years. The Saddleback College team has placed well at the Phi Rho Pi National Tournament.

STATUS

Saddleback College plans to participate in the Phi Rho Pi National Tournament, held April 7-15, 2012, in Schaumber, IL. Up to 14 student Forensic Team members and four faculty coaches are planning to attend this event. This tournament will incur entry and judging fees, lodging, transportation, and meals for the students and coaches at a cost not to exceed \$27,020 (Exhibit A). Funds for this Tournament have been budgeted and approved by the Saddleback College Associated Student Government and the team's Foundation account. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament in Schaumber, IL, at a cost not to exceed \$27,020.

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

South Orange County Community College District

SADDLEBACK COLLEGE

PHI RHO PI NATIONAL FORENSICS TOURNAMENT

LOCATION: Schaumber, IL

DATES: April 7-15, 2012

Up to 14 student Forensics Team members will be chosen to attend the event and will be accompanied by four faculty coaches.

Anticipated Expenses:

Per student:	
Registration	\$100
Airfare	\$500
Lodging (\$105/night x 8 nights, 3-4 students/room)	\$420
Meals (\$35/day x 9 days)	\$315
Ground transportation	\$65
Total per student	\$1,400
x 14 students	\$19,600

Per faculty coach:	
Registration	\$0
Airfare	\$500
Lodging (\$105/night x 8 nights)	\$840
Meals (\$50/day x 9 days)	\$450
Ground transportation	\$65
Total per faculty coach	\$1,855
x 4 faculty coaches	\$7,420
Total for 14 Students and 4 Coaches	\$27,020

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: 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 2012 semester from January 27 to April 7, 2012. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$6,986 per student at a cost of \$97.03 per day for 12 to 19 students or \$6,850 per student at a cost of \$95.14 per day for 20 or more students. Saddleback College solicited three bids for this program from AIFS, IES, and T&E. T&E is the only vendor that met all of the required specifications. 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. The current travel warnings list issued by the U.S. Department of State in Exhibit E does not include Spain. 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.

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 2012 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.

Study Abroad Narrative
Salamanca, Spain, Spring 2012

Saddleback College has offered the Salamanca, Spain Study Abroad Program for eleven consecutive years. In spring 2012, a group of 12 or more students will study Spanish language, culture, and history from January 27 through April 7, 2012. Twenty students participated in spring 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 average number of units taken per student in spring 2011 was 12.85 units. 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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM										
Location/Destination:		Salamanca, Spain			First Trip: Yes:		No:		X	
Dates: From:		1/27/12		To:		4/7/12		Total No. of Days: 72		
Partner Name (Academic Institution):		Colegio Miguel de Unamuno								
Address:		AVDA Reyes de Espana 25-27, Salamanca, 37008								
Contact Person:		Alfredo Miguel de Pablo			Telephone No.:		(011) 0034696-932973			
Description of Institution:		College								
Includes:	Accredited Instruction	Yes:	X	No:						
	Transfer College Units	Yes:	X	No:						
	Orientation	Yes:	X	No:						
	Books/Supplies	Yes:	X	No:						
	Tutors	Yes:	X	No:						
	Weekend Study Activities	Yes:	X	No:						
	Food	Yes:	X	No:						
	Transportation	Yes:	X	No:						
	Lodging	Yes:	X	No:						
Other:	10-week social and cultural program, \$50 non refundable application fee, \$50 USD per student for expenses in Madrid (tapas), medical insurance up to \$1,000,000 health insurance benefit per student, local medical insurance, travel insurance, mobile phones with credit of 5/10 € and free incoming calls, and T & E customer services, including accounting/billing services in US.									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty, and anything not specified.								
Other:		Single supplement for home-stay accommodation in Salamanca is \$350.								
2. FACULTY										
Lead Faculty Name:		Carmenmara Hernandez-Bravo (5 OSH)								
Coordinates Trip:		Yes:	X	No:						
If No, Explain:										
Travels to Site:		Yes:	X	No:						
Dates: From:		1/27/12			To:		1/28/12			
Teaching Assignment at Program Site:		Yes:		No:	X					
Dates: From:		1/30/12			To:		4/06/12			
Requires Substitute at IVC and/or SC?		Yes:		No:	X					
Unpaid Faculty Exchange:		Yes:		No:	X					
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Course No.:	Course Title:			Date(s)			Time(s)			
Other:										

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:						14.25	
If this is a repeat program site, what is the average number of units taken per student? (Based upon spring 2011 enrollments)						12.85	
Other							
5. COSTS							
Student:							
Contracted cost per student: 20 or more students: \$6,850/student (\$95.14/day)						\$ 6,850.00	
12 – 19 students: \$6,986/student (\$97.03/day)							
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$ 95.03	
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

CMAPora ve

Lead Faculty Member

9/8/11

Chitra

Department Chair

9/8/11
Date

Date:

Division/School Dean

Division/School Dean

9/9/11
Date

Date _____

Vice President, Instruction

Date _____

College President

Date _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Spanish Language Studies in Salamanca, Spain, Spring 2012

This Agreement is made this 26th day of September, 2011 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: _____
Dr. Debra L. Fitzsimons

Title: **President**

Title: **Vice Chancellor, Business Services**

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

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

Phone: **(866) 559-0235**

Phone: **(949) 582-4664**



TRAVEL & EDUCATION

PROPOSAL 10 WEEK PROGRAM – SPRING 2012 SADDLEBACK COLLEGE - SOCCCD

Departure from US:	Friday, January 27, 2012
Arrive in Madrid:	Saturday, January 28, 2012
Transfer to Salamanca:	Sunday, January 29, 2012
Program start date:	Monday, January 30, 2012
Program end date:	Friday, April 6, 2012
Transfer to Madrid and return to US:	Saturday, April 7, 2012

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 for return to US.
- Accommodation in Salamanca in home-stays (2 students per home-stay sharing a double room).
- Three meals per day in home-stays, 7 days per week, plus a weekly laundry service in the home-stay (additional washes may be arranged with the home-stay 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.
- **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 Monday, November 14th, 2011, 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, if the flight schedule it advises, if not, no) 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

- **\$6,986 US Dollars per participant for an enrollment of 12 to 19 paying student participants with 1 faculty administrative visit.**
- **\$6,850 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, October 28th, 2011. T&E is financially committed to any confirmed airlines seats from Friday, October 7th, 2011 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 Friday, October 7th, 2011.
- Single Supplement for home-stay 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 Friday, September 16th 2011. Penalties apply to changed program bookings after Friday, October 28th, 2011. 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, October 28th, 2011. T&E would then bill the individual student for the balance of fees owing. Rate for airfare, \$200, must be received by Friday, October 7th, 2011 and the rest of the airfare, \$1,000, must be received by Friday, October 28th, 2011. Full payment and confirmation of final numbers must be received by Friday, November 25th, 2011. 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, October 28th, 2011, but cannot guarantee program costs after this date. Students applying after the application deadline date of Friday, October 28th, 2011 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, October 28th, 2011. **T&E** is financially committed to any confirmed airline seats from Friday, October 7th, 2011 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 Friday, October 7th, 2011 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

On or before Friday, October 7th, 2011

He/she receives...

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, October 28th, 2011, but on or before Friday, November 25th, 2011

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 plus \$200 penalty of airfare tickets

After Friday, November 25th, 2011

no refund

- 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, October 28th, 2011.



- 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:
 - o If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
 - o 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 Tuesday, August 30th, 2011. 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

Thursday, September 8, 2011

Current Travel Warnings

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

Yemen 09/02/2011
Libya 08/23/2011
Somalia 08/19/2011
Chad 08/16/2011
Haiti 08/08/2011
Pakistan 08/08/2011
Syria 08/05/2011
Niger 08/05/2011
Saudi Arabia 08/05/2011
Central African Republic 07/28/2011
Colombia 07/22/2011
Congo, Democratic Republic of the 07/19/2011
Republic of South Sudan 07/12/2011
Israel, the West Bank and Gaza 06/22/2011
Sudan 06/22/2011
Cote d'Ivoire 06/16/2011
Philippines 06/14/2011
Burundi 06/01/2011
Syria 04/25/2011
Uzbekistan 04/25/2011
Mexico 04/22/2011
Burkina Faso 04/19/2011
Nigeria 04/15/2011
Iraq 04/12/2011
Lebanon 04/04/2011
Algeria 03/16/2011
Mauritania 03/11/2011
Afghanistan 03/08/2011
Mali 03/02/2011

Eritrea 02/27/2011
Pakistan 02/02/2011
Nepal 01/12/2011
Kenya 12/28/2010
Guinea 12/03/2010
Iran 10/08/2010
Korea, Democratic People's Republic of 08/27/2010

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College/RapidTech: Amendment to Consultant Agreement

ACTION: Approval

BACKGROUND

To support the goals and objectives for Fiscal Year 2011 Saddleback College/RapidTech has received additional funding from the National Science Foundation under the grant program DUE 1104035 "National Center for Rapid Prototyping and Additive Manufacturing Technologies (RAPIDTECH) and has been awarded \$1,966,543 (categorically funded). The grant renewal supports continued implementation of the RapidTech goals.

STATUS

A consultant agreement has been negotiated with Gary Barnak to coordinate NSF grant deliverables. The major deliverables are: assist with planning, implementation, and follow-up requirements for the RapidTech summer national teacher's training workshop, known as RapidTech 2011 (this workshop attempts to fulfill certain aspects related to NSF grant renewal goals); participate in support activities related to the previous NSF grant, DUE 0702912, including completion and documentation of individual year 4 and the grant's overall goals and objectives; support and implement NSF grant goals and objectives as defined in the renewal process; aid RapidTech staff in economic development projects as required by the principle investigator; attend industry tradeshow/conferences or NSF related activities in support of NSF grant goals and objectives; attend ASTM F42 Conferences on Additive Manufacturing in the UK. These grant funded activities will have no impact on the General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for Gary Barnak in the amount of \$83,500 paid through the National Science Foundation (NSF) grant.

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 1st day of July, 2011 between:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664
Requisition # RQ12-00342

hereinafter called DISTRICT, and

(Name of Consultant): GARY BARNAK
(Street Address): 33431 VIEW CREST DRIVE
(City, State, Zip Code): WILDOMAR, CA 92595
(Telephone #): 951-642-1651

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and
WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be from 7/1/11 to 12/31/11, inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT **30** days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

Assist with planning, implementation, and follow-up requirements for the RapidTech summer national teacher's training workshop, known as RapidTech 2011. This workshop attempts to fulfill certain aspects related to NSF grant renewal goals #1, #2, and #3.

Participate in support activities related to the previous NSF grant, Due #0702912, including completion and documentation of year 4 and overall goals and objectives.

Support and implement NSF grant goals and objectives as defined in the renewed national center NSF grant.

Aide RapidTech staff in economic development projects as required by the principle investigator.

Support NSF grant education partner activities as required by the principle investigator.

Attend and provide support for the 2011 NSF PI conference in Washington DC.

Attend and support the July Additive Manufacturing Conference and ASTM F42 meetings in Loughborough, UK.

Attend and support other NSF grant related conferences and trade shows as directed by the grant's PI.

Manage and direct the activities of the RapidTech operations and support staff as directed by the grant's PI.

3. The DISTRICT shall pay the CONSULTANT **\$75.00** an hour, not to exceed **\$75,000.00** for services specified above, plus DISTRICT shall reimburse the following expenses with original receipts (airfare, transportation, lodging and meals) not to exceed **\$8,500.00** in accordance with the South Orange County Community College District guidelines. The total contract amount is **\$83,500.00**. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Ed Tackett**, payment will be made.

4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Consultant

South Orange County Community College District

Signature:

Signature:

By:

By:

Title: Consultant

Title: Deputy Chancellor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cosmetology and Cosmetician Instruction Agreements

ACTION: Approval

BACKGROUND

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post secondary school to deliver vocational education instruction. For the past thirty years, the District has contracted with local beauty colleges to provide instruction in the Saddleback College Cosmetology and Cosmetician Programs.

STATUS

On June 5 and 12, 2009, Bid No. 1093 for a two (2) year agreement with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College was advertised and invitations were sent to two vendors. One vendor responded to the invitation for bids and the bid opened on July 23, 2009. The bid was submitted by Lake Forest Beauty College of Laguna Hills, CA, in the amount of \$3.50/hour.

Saddleback College requests to renew the contracts for one additional year as provided in the agreements dated September 14, 2009. Funds for the training agreements are available in the college budget. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a one year renewal agreement, with Athena College of Beauty for the Cosmetology (Exhibit A) and Cosmetician (Exhibit B) instruction at Saddleback College.

**AMENDMENT NO. 2
TO VOCATIONAL COSMETOLOGY EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE**

SEPTEMBER 26, 2011

THIS AMENDMENT shall modify the original agreement executed September 14, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College located at 23565 Moulton Parkway, Suite A&B, Laguna Hills, CA 92653, hereinafter referred to as "CONTRACTOR".

WHEREAS, on February 28, 2011, the Board of Trustees approved Amendment No. 1, a name change from Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College to Athena College of Beauty; and

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, DISTRICT wishes to renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2011, to June 30, 2012, under the same terms and conditions as the original agreement.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
Athena College of Beauty

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

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

**AMENDMENT NO. 2
TO VOCATIONAL COSMETICIAN EDUCATION CONTRACT
FOR SADDLEBACK COLLEGE**

SEPTEMBER 26, 2011

THIS AMENDMENT shall modify the original agreement executed September 14, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College located at 23565 Moulton Parkway, Suite A&B, Laguna Hills, CA 92653, hereinafter referred to as "CONTRACTOR".

WHEREAS, Amendment No. 1 of the original agreement approved a name change from Forest Lake Education Mgmt. LLC dba Lake Forest Beauty College to Athena College of Beauty; and

WHEREAS, Article 21 of the original contract establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three additional one-year periods; and

WHEREAS, DISTRICT wishes to renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. Article 21 shall read:

The term of this agreement is hereby extended from July 1, 2011, to June 30, 2012, under the same terms and conditions as the original agreement.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
Athena College of Beauty

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

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cafeteria Services: Amendment No. 2

ACTION: Approval

BACKGROUND

On June 22, 2009, the Board of Trustees approved an agreement with Newbeginnings, Inc. for cafeteria services at Saddleback College.

STATUS

The college's food services committee recommends amending this agreement to accept the option for the second of the four, one year renewals under the same terms and conditions from July 1, 2011 to June 30, 2012.

The estimated value for one year based on the previous year income is \$72,000.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the amendment to the agreement with Newbeginnings Inc., EXHIBIT A for a one year extension to their agreement from July 1, 2011 to June 20, 2012.

**FOOD SERVICES AGREEMENT
AMENDMENT NO. 2
FOR
SADDLEBACK COLLEGE**

THIS AMENDMENT shall modify the original agreement dated July 1, 2009, by and between the **South Orange County Community College District**, hereinafter referred to as "DISTRICT," and **Newbeginnings, Inc.**, hereinafter referred to as "CONTRACTOR"

WHEREAS, Article XXIII of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

WHEREAS, Article II of the original agreement provides for an option for renewal, under the same terms and conditions, for an additional one-year period; and

WHEREAS, the CONTRACTOR has decided to engage their right of renewal for the first of the four renewal periods;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended for one more year, starting on July 1, 2011 and ending on June 30, 2012, under the same terms and conditions of the original agreement.

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

"DISTRICT"
South Orange County
Community College District

"CONTRACTOR"
Newbeginnings, Inc.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sale of Civic Light Opera Surplus under \$5,000 per year

ACTION: Approval

BACKGROUND

Civic Light Opera Operations staff periodically reviews the collection of costumes, props and sets to dispose of those items that are no longer necessary or cannot reasonably be stored. The District completes an annual auction of surplus property however, because of the size of the prop is has been deemed by the Director of Facilities Planning and Purchasing to schedule a separate sale.

According to Education Code 81452: (a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

STATUS

The Fine Arts department request to surplus separate from the annual district-wide surplus sale (Exhibit A).

This approach to addressing surplus is atypical and will not be extended to other types of surplus.

The Director of Facilities Planning and Purchasing will oversee the sale or designate a responsible person.

This surplus sale will not exceed a value of \$5,000.

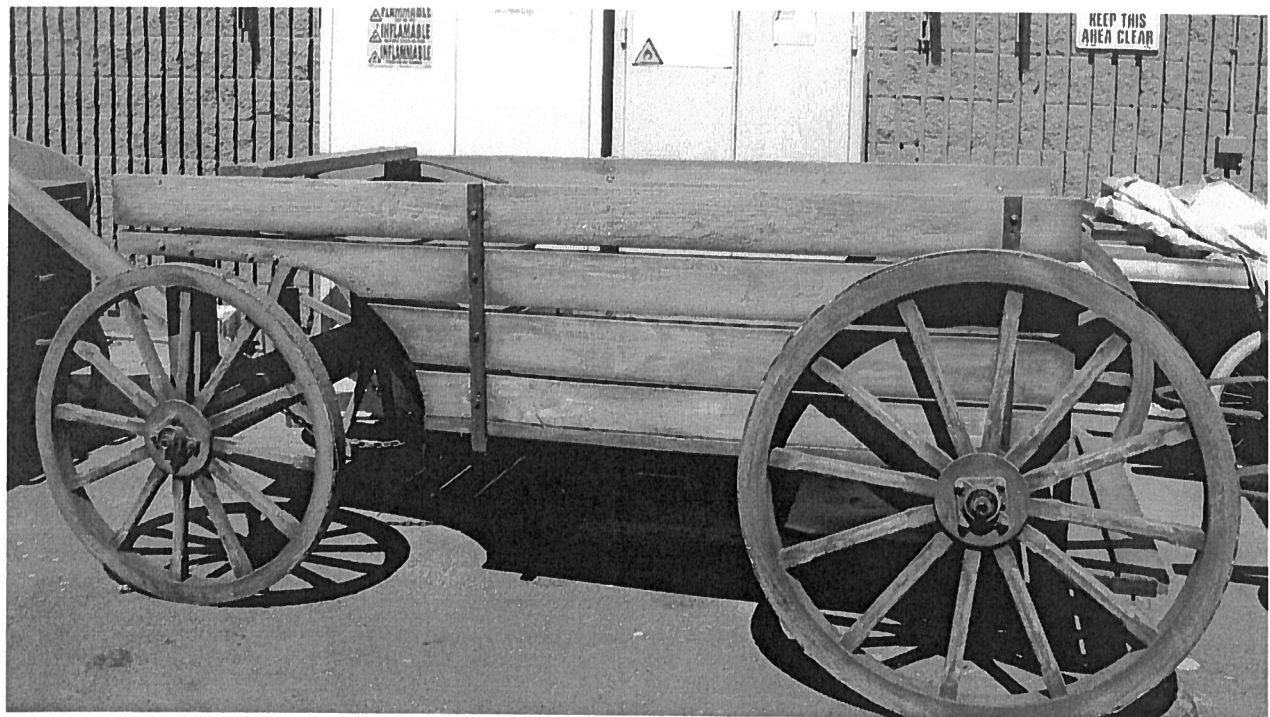
RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the sale of surplus theatre items (Exhibit A) not to exceed a value of \$5,000 by the Director of Facilities Planning and Purchasing.

SALE OF CIVIC LIGHT OPERA SURPLUS
SADDLEBACK COLLEGE



Surrey



Wagon

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: James B. Utt Memorial Learning Resource
Center Renovation: Change Order Request No.3

ACTION: Approval

BACKGROUND

On October 24, 2004 and June 22, 2009, the Board approved funding for the James B. Utt Memorial Learning Resource Center Renovation. On April 25, 2011 the Board approved Change Order No.1 in the amount of \$240,375 and on August 29, 2011 the Board approved Change Order No.2 in the amount of \$324,914.

STATUS

EXHIBIT A describes the required modifications contained in Change Order Request (COR) numbers 14, 57, 108, 113, 153, 163, 164, 165, 171, 179, 180, 185, 188, 189, 190, 197, and 198. Approval of this COR No.3 will result in an increase of \$119,978 in total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of the COR's will bring the revised total contract amount to \$12,984,267.

Funds are available in the approved James B. Utt Memorial Learning Resource Center Renovation budget which is \$16,139,000 state funded and \$4,002,000 funded through basic aid for a total of \$20,141,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers 14, 57, 108, 113, 153, 163, 164, 165, 171, 179, 180, 185, 188, 189, 190, 197, and 198 for the Saddleback College James B. Utt Memorial Learning Resource Center Renovation 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 \$119,978 in the total project cost. The revised contract total amount is \$12,984,267.

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

Bid #1094

Board Request Change Order #3

September 26, 2011

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO #3 COR Total	REVISED CONTRACT AMOUNT
1094	General Contractor	Bayley Construction	\$12,299,000.00	\$565,289.00	\$119,978.00	\$12,984,267.00
		3730 S. Susan Street, Suite 200 Santa Ana, CA 92704-3456	TOTAL	12,299,000.00		12,984,267.00

COR No.	Date	Description	Requested	Status	Amount
14	8/30/2011	Credit for wire, conduit and breaker for panel 3HB per RFI #008.	by college/district	reviewed	(\$1,282.00)
57	8/31/2011	Added lighting control per RFI #106.	by architect	reviewed	\$8,686.00
108	8/30/2011	Revised ceiling details at O/H coiling door per RFI #250 to accommodate unforeseen field condition.	by architect	reviewed	\$3,624.00
113	8/19/2011	Lighting control upgrade per RFI #093R4 for emergency exiting sensor requirements.	by college/district	reviewed	\$128,044.00
153	8/23/2011	ADA required changes per RFI #300 due to changed field condition.	by architect	reviewed	\$1,682.00
163	8/23/2011	Revisions at 1st floor East entry per RFI #317 to accommodate unforeseen field condition.	by architect	reviewed	\$2,406.00
164	8/30/2011	FCD #005 Modification of top track detail due to field condition.	by architect	reviewed	\$1,500.00
165	9/1/2011	Added "F" type walls above South storefront per RFI #313.	by architect	reviewed	\$4,085.00
171	8/30/2011	Changed wall type for ADA restrooms to meet required clearances unforeseen field conditions.	by architect	reviewed	\$2,030.00
179	8/29/2011	Added additional conduit to penthouses to accommodate future equipment requirements.	by college/district	reviewed	\$3,487.00
180	8/23/2011	Added framing pockets at storefront to accommodate window shades.	by architect	reviewed	\$2,731.00
185	9/1/2011	400 Amp panel at electrical room #153 to replace existing faulty main switch per DSA/IO requirement.	by architect	reviewed	\$8,147.00
188	8/23/2011	Furr out wall due to ex."over-notched" studs per DSA/IO requirement.	by architect	reviewed	\$8,067.00
189	8/5/2011	Delete hot water at rooms #135 and #136.	by college/district	reviewed	(\$1,802.00)
190	8/30/2011	Credit for back draft toilets not required.	by architect	reviewed	(\$481.00)
197	9/1/2011	Delete CC Building from this contract.	by college/district	reviewed	(\$43,968.00)
198	9/1/2011	Delete color from concrete at East and South hardscapes.	by college/district	reviewed	(\$6,978.00)

TOTAL THESE CHANGE ORDER REQUESTS**\$119,978.00**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Amendment to the Agreement for Satellite Coffee Services

ACTION: Approval

BACKGROUND

On June 22, 2009, the Board of Trustees approved an agreement with The Drip Coffee for Satellite Coffee services at Saddleback College. The agreement with The Drip Coffee was for two years commencing on July 1, 2009 to June 30, 2011. At the end of this period there was an option to renew for three additional one year periods.

STATUS

The college's food services committee recommends amending this agreement to accept the option for one of the three, one year renewals under the same terms and conditions from July 1, 2011 to June 30, 2012. The estimated income for Saddleback College based on last year is \$19,200.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the amendment to the agreement with The Drip Coffee, EXHIBIT A for a one year extension to their agreement from July 1, 2011 to June 20, 2012.

**AMENDMENT NO. 1
TO SATELLITE COFFEE CART SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

SEPTEMBER 26, 2011

THIS AMENDMENT shall modify the original agreement dated July 1, 2009, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and THE DRIP COFFEE, 64 Secret Garden, Irvine, CA 92620, hereinafter referred to as "CONTRACTOR".

WHEREAS, Article II of the original agreement establishes that, after the original expiration date, there shall be an option for renewal, under the same terms and conditions, for three one-year periods; and

WHEREAS, Saddleback College wishes to renew the agreement for one year; and

WHEREAS, CONTRACTOR is able and willing to extend the term of the agreement for one year;

NOW, THEREFORE, the parties agree to modify the original contract as follows;

1. Article II shall read:

The term of this agreement is hereby extended from July 1, 2011, to June 30, 2012, under the same terms and conditions as the original agreement.

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

"DISTRICT"
South Orange Community College District

"CONTRACTOR"
The Drip Coffee

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

By: _____
Contractor's Signature

Printed Name

Title

Date: _____

Date: _____

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
8/31/11 SSC212 11:30am	Holly Kerr CNSA General Meeting	Tracy Simeon	Legal Issues in Nursing	\$125.00
10/25/11 GYM 7:00pm	John Marr Music 23 World Music	Nikkani Andrews	West African Dance	\$225.00 ASG
10/25/11 GYM 7:00pm	John Marr Music 23 World Music	Aboubaucar Kouyate	West African Drumming	\$225.00 ASG
3/20/12 GYM 7:00pm	John Marr Music 23 World Music	Nikkani Anderws	West African Dance	\$225.00 ASG
3/20/12 GYM 7:00pm	John Marr Music 23, World Music	Aboubaucar Kouyate	West African Drumming	\$225.00 ASG
11/4/11 SM313 10:30am	Sara Sheybani Science Lecture Series	Dr. Pamela Hinton, Ph.D.	Nutrition and Exercise Physiology and Bone Density	\$1500.00
12/2/11 SM 313 10:30am	Sara Sheybani Science Lecture Series	Dr. David Moffet, Ph.D.	Alzheimer's Disease	\$750.00

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Associated Students of Irvine Valley College (ASIVC) 2011-12 Out-Of-State Travel

ACTION: Approval

BACKGROUND

Irvine Valley College is committed to provide high-quality education and a full range of educational, cultural and leadership opportunities for students.

As part of offering high-quality education to students, the Associated Students of Irvine Valley College (ASIVC) supports student programs to promote leadership and scholarship through student organizations such as the Administration of Justice, Honor Society (Phi Theta Kappa), Wind Symphony, and Model United Nations. Participation in national conferences and/or competitions provides invaluable learning experiences for students and brings recognition to Irvine Valley College. Travel to out-of-state conferences and/or competitions requires approval of the Board of Trustees.

STATUS

The ASIVC seeks approval for participation in conferences and/or competitions during the 2011-2012 academic year. The costs for each conference and/or competition, as described in Exhibit A, include registration fees, travel, food, and lodging for students and their advisor(s). Funds for the out-of-state travel are included in the 2011-2012 ASIVC Budget. There is no impact on the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Associated Students of Irvine Valley College 2011-2012 Out-of-State Travel request for Irvine Valley College students and their advisor(s) for a total cost not to exceed \$80,882.

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

EXHIBIT A

**2011-2012
OUT-OF-STATE STUDENT TRAVEL
IRVINE VALLEY COLLEGE ALLOCATIONS**

DATE	CONFERENCE	LOCATION	ALLOCATION	PARTICIPATION
10/14 – 10/15/11	Phi Theta Kappa Regional Leadership	Las Vegas, Nevada	\$ 6,660**	10 Students 2 Advisors Phi Theta Kappa (PTK)
10/20- 10/23/11	National MUN Conference	Washington, DC	\$12,800**	18 Students 1 Advisor Model United Nations (MUN)
3/11- 3/16/12	National Chi Tau Epsilon Conference	Cincinnati, Ohio	\$17,238**	15 Students 2 Advisors Administration of Justice (AOJ)
3/13- 3/18/12	2012 College Band Directors National Association (CBDNA) Bi- Annual National Conference	Reno, Nevada	\$ 7,000**	6 Students 1 Advisor Wind Symphony
4/1-4/8/12	United Nations - USA Model UN Conference	New York, New York	\$21,000**	18 Students 1 Advisor Model United Nations (MUN)
4/12- 4/14/12	Phi Theta Kappa International Convention	Nashville, TN	\$16,184**	10 Students 2 Advisors Phi Theta Kappa (PTK)

**** Co-Curricular programs supplement the ASIVC funds with fund raising activities.**

♦ Differences in costs also can be affected by differing amounts in registration fees for events.

♦ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences Project: Geotechnical Consultant
Amendment No. 1

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. On October 26, 2008, the Board of Trustees approved CEM Laboratory Corporation to perform geotechnical services which are currently underway.

STATUS

In July 2011, the State of California Department of Labor Relations mandated an increase in prevailing wages which included wages for geotechnical services. Staff recommends an hourly increase to the rates set forth on the Geotechnical Consultant, CEM Laboratory's agreement be increased by \$1.50/hour (Exhibit A). The contract is currently written for a not to exceed amount of \$176,625.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment #1(EXHIBIT A) to the agreement with C.E.M Lab Corp. to provide geotechnical services for the Life/Sciences building project at Irvine Valley College. No additional contract allowance is requested at this time and will be evaluated later on an as needed basis.

**AMENDMENT No. 1
TO GEOTECHNICAL SERVICES AGREEMENT
FOR LIFE SCIENCES PROJECT
IRVINE VALLEY COLLEGE**

September 26, 2011

THIS AMENDMENT shall modify the original agreement dated October 27, 2009, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and C.E.M. Lab Corp., Inc. hereinafter referred to as "CONSULTANT."

WHEREAS, Article IV of the original agreement establishes that the Board of Trustees must approve an amendment to this Agreement; and

WHEREAS, the prevailing wage rates upon which the fees are based have been increased; and

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

Modify hourly rate upon which fees are based from \$65.00 to \$66.50

for a no cost change to the contract amount of \$176,625.

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

"DISTRICT"
South Orange County Community College District

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

By: _____
Debra Fitzsimons

By: _____
Sohail A. Binaei

Title: Vice Chancellor, Business Services

Title: President

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Substitution of Subcontractor: Life Sciences
Project: Best Contracting Service, Inc.

ACTION: Approval

BACKGROUND

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

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

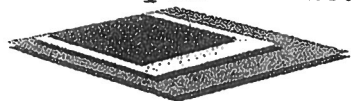
STATUS

Edge Development has determined that its listed subcontractor, that S.W.G.I. Southwest Group, Inc., does not meet the casework specification requirements. Edge Development, Inc. recommends that Best Contracting Services, Inc. be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying S.W.G.I. Southwest Group, Inc. of this request was sent on September 2, 2011, 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 S.W.G.I. Southwest Group, Inc. and its substitution with Best Contracting Services, Inc., as subcontractor on the Life Sciences project at Irvine Valley College.



General Contracting ♦ Engineering ♦ Construction Management ♦ Design/Build

August 18, 2011

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

Serial No. 11005 - 00666
Via FAX & Certified Mail
7010 1060 0000 4898 2042
Fax: (949) 364-2726

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

Gentlemen:

Pursuant to California Public Contract code section 4107, EDGE Development Inc. requests written authorization from South Orange County Community College District to substitute Best Contracting Services, Inc., California Licence number: 456263, in place of S W G I, Southwest Group, Inc.

The reasons for this request are, as set forth in Public Contract Code section 4107, subdivision (a), (3) and (4):

(a), (3): The listed subcontractor fails or refuses to perform his or her subcontract;

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

A copy of our letter to S W G I, Southwest Group, Inc., notifying of its requirements to provide a bond and furnish the necessary submittals are enclosed. That letter does not include all of the factual reasons for this request. Also enclosed is a copy of California Public Contract Code section 4107.

If you are not the representative of the District authorized to receive substitution requests, please immediately forward this request to the authorized representative and inform us of the same. Pursuant to California Public Contract Code section 4107, subdivision (a), please "give notice in writing to the listed subcontractor of [this] request to substitute and of the reasons for the request." Your notice is to be served by registered or certified mail to the last known address of S W G I, Southwest Group, Inc.. The last known address we have is 4067 Hardwick Lakewood, CA 90712.

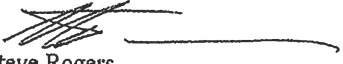
S W G I, Southwest Group, Inc., shall have five (5) working days from receipt of the District's letter within which to submit written objections to the substitution request. If written objections are timely received, you are required to schedule a hearing of the objections. If written objections are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

Serial No. 11005 - 00666
Page 2 of 2

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

Sincerely,

EDGE Development, Inc.



Steve Rogers
Executive Vice President

SR/mj

Enclosure

pc: File
 Jobsite
 Accounting
 Contract Administrator, EDGE



General Contracting ♦ Engineering ♦ Construction Management ♦ Design/Build

August 05, 2011

S W G I Southwest Group Inc.
4067 Hardwick
Lakewood, CA 90712

Fax: (562) 795-6108
Serial No. 11005 - 00539
Certified Mail # 70101060000048982202

Attn: **Kurt Barsotti**

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

Dear Mr. Barsotti:

Due to our risk evaluation of your scope of work on the subject project, we have elected to require that your company provide a Performance and Payment bond. Enclosed is our standard Exhibit Six to your Subcontract Agreement. Please execute this Exhibit in duplicate and return both copies to our office within seven business days. EDGE Development, Inc. will reimburse Southwest Group Inc. up to 1 1/2% of the bond cost via a change order to your Subcontract Agreement upon presentation of the bonds to EDGE Development, Inc. and proof of paid invoice for same.

If you have any questions please contact the undersigned at (949) 451-5692.

Sincerely,

EDGE Development, Inc.

Ben Menasherov
Construction Manager

BM/sw

pc: File
Jobsite



September 2, 2011

SWGI, Southwest Group, Inc.
4067 Hardwick
Lakewood, CA 90712

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

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

Sincerely,

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

Education Code Section 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

Trustee Thomas Fuentes was absent from the August 29, 2011 board meeting due to illness.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 11-29 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the August 29, 2011 meeting of the Board of Trustees.

Item Submitted By: Gary L. Poertner, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 11-29

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 29, 2011, the Board of Trustees of the South Orange County Community College District held a meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Thomas Fuentes shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, August 29, 2011.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

EXHIBIT B details all authorized designees by position to execute documents and contracts including a brief description of those items. The position of Payroll Manager, Business Services has been added to EXHIBITS A and B. It was inadvertently deleted.

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**

September 26, 2011

I, Gary L. Poertner, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 26th day of September 2011 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Gary L. Poertner		X	X	X	X	X
Debra L. Fitzsimons		X	X	X	X	X
Beth Mueller		X	X	X	X	X
Brandye K. D'Lena			X	X	X	X
David P. Bugay					X	X
Robert S. Bramucci						X
Laura Abrams		X				

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

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2 ____.

Secretary _____
Gary L. Poertner

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

POSITION

Chancellor	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment/Changes of Status, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Vice Chancellor, Business Services	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services within Bid Limits, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Vice Chancellor, 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, 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
Payroll Manager, Business Services	Payroll Documents

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Sole Source Provider for Non Windows Based Apple Computers, Software and Services

ACTION: Approval

BACKGROUND

The District has been using Non-Windows Based computers and services provided by Apple Computer, Inc. for the past 25+ years. The Orange County Department of Education recommended that the District declare Apple Computer to be the sole source provider for these products in August of 2005.

During the library equipment procurement process currently underway, the Orange County Department of Education recommended that SOCCCD update the existing letter of opinion for sole sourcing these items.

STATUS

Saddleback College's IT department contracted with an outside consultant to develop an opinion of the best provider of non-Windows based Apple products. The consultant's report concludes that Apple Computer, Inc. is the sole source provider of these products and services. (Exhibit A) This report has been reviewed by Saddleback College's and SOCCCD's IT departments and legal counsel. Staff recommends approval for the declaration of Apple Computer, Inc. to be the sole-source provider for the acquisition of Apple computer products and services for the District, Saddleback College and Irvine Valley College.

This approval is contingent upon the verification of funds for each transaction.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the declaration of Apple Computer, Inc., to be the sole source provider for the acquisition of Apple Computer products and services and authorize the Purchasing Department to purchase said products and services without requesting bids.

Jack Plicet
Independent Consultant
701 Tourmaline Court, Anaheim Hills, CA 92807

August 16, 2011

Mr. Mark Schiffelbein
Director of Technology Services
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: Sole Source Opinion for Non-Windows-Based Computer Products & Services

Dear Mr. Schiffelbein:

I have been providing information technology consulting services since 1987. My areas of expertise include developing strategic plans for the use of technology, conducting capacity studies for mainframes/servers/networks, and performing evaluations for users of computer equipment, software, and networks. My customers have included the Orange County Department of Education, Rancho Santiago Community College District, Santa Ana Unified School District, Garden Grove Unified School District, Anaheim Union High School District, and Huntington Beach Union High School District.

I have completed a thorough and comprehensive review of the South Orange County Community College District's requirements for Non-Windows-Based computer products and services. This review included an evaluation of responses from you, Mr. Agustin Espinoza, Mr. Charlie Myers, and Mr. Kenneth Kinder to a questionnaire developed by me and an Internet search of computer products and services that are not based on the Windows operating software. I also investigated the availability of alternative providers of Non-Windows-Based computer products and services. All of the above was done to develop an opinion on the best provider of Non-Windows-Based computer products and services for the South Orange County Community College District.

ANALYSIS

To conduct an effective evaluation of the South Orange County Community College District's requirements for Non-Windows-Based computer products and services, these three areas had to be reviewed:

- Requirements for Non-Windows-Based Computer Products & Services
- Evaluation of Available Non-Windows-Based Computer Products & Services
- Alternative Providers of Non-Windows-Based Computer Products & Services

Requirements for Non-Windows-Based Computer Products & Services

Students attending the South Orange County Community College District should be able to develop new industry-standard computer software skills such as computer graphics and design via Non-Windows-Based computers in order for them to compete in today's workforce. They must also be able to use software on Non-Windows-Based computers for video production, music recording, and digital photography.

Students must also be able use Non-Windows-based handheld and tablet products to browse and search class schedules, find classrooms on campus, and be able to conduct a directory lookup of college instructors and staff. Students must also be able to take on-line courses using their Non-Windows-Based handheld and tablet products.

Faculty must also have the Non-Windows-Based tools to be able to teach their students new industry-standard computer software. Faculty must also be able to develop lesson plans, classroom presentations, distance education courses, and other instructional materials as well as researching the Internet for content and ideas via Non-Windows-Based computers.

Administrators must be able to support faculty in the implementation of Non-Windows-Based computers and their software. In order to support them through professional development, they too must be familiar with the software and hardware. In addition, to support student learning, administrators must be able to articulate clear learning expectations and afford faculty opportunities to grow and expand their understanding of both the Non-Windows-Based hardware and software. In this manner, administrators can support both students and faculty with the implementation of new industry-standard computer skills.

Administrators and faculty must be able to use Non-Windows-Based handheld and tablet products for e-mail, calendaring, and contacts to provide better and timelier communication within the South Orange County Community College District.

The instructional laboratories of the South Orange County Community College District require the use of Non-Windows-Based server products in order to provide compatibility for imaging the labs with software and for storing student and instructor files.

In conclusion, it is mandatory that the South Orange County Community College District be able to procure Non-Windows-Based computer hardware and software products to satisfy the requirements described above.

Evaluation of Available Non-Windows-Based Computer Products & Services

I have conducted a thorough and comprehensive research of Non-Windows-Based computer products and services. This research has yielded one provider that can meet the requirements of the South Orange County Community College District.

Apple, Inc. offers a variety of software products that satisfy South Orange County Community College District's unique requirements as described above. These software

products are available only on hardware platforms, including desktops (iMac), laptops (MacBook), handhelds (iPod), tablets (iPad) and servers (Mac mini) that are manufactured by Apple, Inc.

Final Cut Pro, the industry standard in the video editing business, is a software program available only on Apple hardware platforms. Final Cut Pro allows users to log and transfer video onto a hard drive where it can be edited, processed, and output to a variety of formats.

iLife is a suite of software applications for organizing, editing, and publishing photos, movies, and music. The iLife suite, available only from Apple, Inc., comprises five applications: iPhoto, iMovie, iDVD, GarageBand, and iWeb, all of which run on all Apple hardware platforms

Gradepad, a software program used by faculty to monitor students, collect data, and modify instruction, is only available on Apple hardware platforms. Gradepad provides important and necessary student monitoring tools for its faculty.

The Apple Store, the on-line store of Apple, Inc., provides applications for the students, faculty, and administrators of the South Orange County Community College District. Several of these on-line applications include Saddleback Mobile and IVC Mobile which provide up-to-the-minute information on classes, maps, news, directory, and courses as well as Blackboard Mobile which provides access to grades, announcements, discussion boards, course blogs, and Blackboard course content. All of these applications are available only from the Apple Store and run on any Apple hardware platform.

A variety of services are offered by Apple Inc. The AppleCare Protection Plan provides the South Orange County Community College District with a guarantee that all acquired products and software will be fully operational and up-to-date within the expected life cycle of the products. In addition, the South Orange County Community College District will receive technical support from Apple Inc. Apple Inc. will also provide professional development to the South Orange County Community College District on software application to ensure that students, faculty, and administrators are able to maximize their utilization. Finally, Apple, Inc. will provide consultation services to assist the District in the achievement of its learning objectives.

In conclusion, it is mandatory that the South Orange County Community College District's Non-Windows-Based computer products, software, and services be able to provide the most comprehensive solution. In my opinion, the computer products, software, and services available from Apple, Inc. provide the only comprehensive solution for the South Orange County Community College District.

Alternative Providers of Non-Windows-Based Computer Products & Services

While there are other Non-Windows-Based computer products and services providers, none provide the broad scope of computer product capabilities, software applications, and services provided by Apple, Inc. A multitude of software applications from Apple,

Inc. are geared specifically for education, which is vital for the South Orange County Community College District.

Windows-Based computer products are not suitable for the South Orange County Community College District as they will not support and run the software programs listed in the section titled Evaluation of Available Non-Windows-Based Computer Products & Services.

South Orange County Community College District's award winning department of cinema/television/radio requires the use of the Final Cut software available only from Apple, Inc. to produce student films and video productions. This software has become an industry standard and allows their students to find employment in the media industry.

Within the last year, one of the photography departments of the South Orange County Community College District has made the transition from wet darkrooms to 100% digital photography. In order to maintain industry standards, it is necessary to run the program using Macintosh, a Non-Windows-Based hardware platform produced only by Apple, Inc. The use of this hardware platform allows students to interface with photography professionals in the industry and make a smooth entrance into the workforce.

CONCLUSION

Based on the analysis discussed above, it is my professional opinion that Apple, Inc. is the sole source provider of Non-Windows-Based desktops (iMac), laptops (MacBook), handhelds (iPod Touch), tablets (iPad), and servers (Mac mini) with the capabilities required by the South Orange County Community College District.

Apple Inc. is also the sole source provider of the Mac OS operating system (and any future versions of this software) as well as the Final Cut, iLife suite, and GradePad software applications. Apple, Inc. is also the sole source provider of educational applications available for downloading from its Apple Store.

Apple, Inc is also the sole source provider of warranty services, volume licensing, professional development services, and consulting services related to the Apple Inc. products and software programs required by the South Orange County Community College District.

If you have any questions regarding this matter, please do not hesitate to contact me at (714) 974-6498.

Sincerely,



Jack Plicet

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Auction No. 57-Surplus Property
ACTION: Approval

BACKGROUND

The Facilities Planning and Purchasing department accumulates surplus supplies, equipment, materials and other items including "lost and found" merchandise from various departments at the warehouse on both campuses. Items, which are determined to be of no usable value to the District, are then aggregated for disposal. Board Policy 3600 requires that the Board of Trustees authorize the disposal of surplus or obsolete supplies and equipment no longer suitable for district purposes.

STATUS

The items described in the attached EXHIBIT A have been found no longer suitable for district or college use. It is recommended that a public auction be held in accordance with the requirements of Education Code No. 81450 (b). All items will be sold to the highest bidder upon the completion of the auction.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the sale of surplus property, Auction No. 57 authorize the Director of Facilities Planning and Purchasing to hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
1	1 - "2000" FORD SEDAN	PKG. LOT	CRWN. VIC	5857
2	1 - "1986" FORD TRUCK	PKG. LOT	RANGER	7346
3	1 - "1996" ELECTRIC GOLF CART	PKG. LOT	EZ-GO	2453
4	1 - "2002" FORD SEDAN	PKG. LOT	CRWN. VIC	11035
5	1 - "1989" CHEVY TRUCK	PKG. LOT	S-10	3655
6	2 - ELECTRIC GOLF CARTS	WH-O	EZ-GO	3964, 3965
7	1 - CUSHMASN ELECTRIC CART	WH-O	898334	
8	LOT - 45 DELL COMPUTERS	A-3, A-9	GX	10606, 10784, 10518, 10525, 11472, 10505, 10526, 10304, 10305, 10053, 10275, 10623, 10266, 10029, 10243, 10277, 10239, 10260, 10045, 10076, 10263, 10257, 10051, 10068, 10073, 10276, 10039, 10262, 10074, 10749, 10258, 10240, 10281, 10609, 10047, 10273, 10278, 10783, 10013, 10014, 14160, 7852, 7836, 6860, 6911
	1 - DIGISCAPE COMPUTER CPU CLONE			
	1 - APPLE CPU			14787
	LOT - 13 DELL COMPUTERS		GX-620	10780, 10080, 10102, 10777, 10767, 10822, 10823, 10736, 10849, 10725, 10765, 10498, 10864, 10300, 10776, 10587
	LOT - 13 PANASONIC VCR SYSTEMS, LOT - 2 OFFICE JET PRINTERS, 1 - JVC VCR, 1 - HP INKJET PRINTER, LOT-7 MONITORS,1-LEXMARK PRINTER, 1-OMNIVIEW PRO 8 PORT SWITCH, LOT-4 MONITOR PEDISTALS, 8-BOXES OF COMPUTER KEYBOARDS & PARTS, LOT - 3 PANASONIC TV,1 - SONY VCR, LOT - 2 HUBS, 1 - TRANSCEIVER, 1 - PATCHBAY, LOT - 2 TV MONITORS		HP	
			BELKIN	
9	LOT - 49 DELL OPTIPLEX COMPUTERS	A-10	280	9388, 7878, 9317, 9202, 7798, 9198, 8394, 8365, 9589, 9677, 8671, 8672, 9083, 9063, 9595, 7791, 9605, 9670, 9160, 9061, 9537, 9246, 9074, 9075, 8492, 8547, 8504, 8415, 9683, 9558, 9252, 9604, 9250, 9724, 9384, 8742, 8719, 9492, 7818, 9568, 9720, 9253, 9686, 9253, 9545, 9546, 13281, 10010, 10241
	LOT - 3 MICRON COMPUTERS, 1 - DELL SERVER, 1-CABLETRON MICRO MMAC			5289, 5925, 5222
10	LOT - 17 COMPUTER MONITORS, 1 - SONY VIDEO MONITOR, LOT - SANYO PROJECTORS,	A-11	PVM - 8040	936, 7747
				8720, 8724

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	LOT - 3 MICRON COMPUTERS,	A-11		1346, 5737, 5822
	1 - PRECISION 370 COMPUTER,			8737
	LOT - 4 KODAK PROJECTORS,			
	LOT - 14 DELL COMPUTERS,			8386, 8452, 8401, 8428, 8426,
				9535, 9154, 9557, 9640, 9579,
				9242, 9636, 9759, 11574
	1-MAGNOVOX TV, 2-UPS, LOT - 5 DELL			
	MONITORS, 1-BOX COMPUTER PARTS			
11	LOT - 24 DELL COMPUTERS	A-16		7810, 7767, 10847, 10621,
				10797, 10773, 10608, 10519,
				10772, 10792, 10732, 10811,
				10500, 10555, 10830, 10848,
				10771, 10178, 14320, 14241,
				14249, 14266, 14221, 14142
	1 - APPLE POWER MAC COMPUTER,			6046
	LOT-6 PANASONIC DATA PROJECTORS,			6943, 7637, 6946, 6945, 7724,
				7718
	LOT-2 HITACHI DATA PROJECTORS,			10405, 10396
	1-APPLE PRINTER, LOT-5 HP PRINTERS,			
	1 - EPSON PRINTER, LOT - 11 INK CART.			
	LOT - 2 DELL PRINTERS, LOT - 4 JBL			
	SPEAKERS, 1-MICROTEK SCANNER,			
	1-SHARP MICROWAVE, 1 - SONY VCR,			
	LOT-3 COMPUTER MONITORS, 1-BOX OF			
	COMPUTER KEYBOARDS & MICE			
12	LOT - 21 MAC COMPUTERS,			8934, 8915, 8942, 8920, 8921,
				8941, 8942, 8926, 8940, 8947,
				8981, 8950, 8933, 8944, 8936,
				8980, 8913, 8946, 8976, 8208,
				11021
	LOT - 2 DELL COMPUTERS			8784, 8777
13	LOT - 15 TEK O SCOPES,	A-18		579, 552, 557, 555, 553, 551,
				559, 550, 558, 556, 560, 554,
				565, 567, 2573
	LOT - 5 POWER SUPPLYS,			575, 576, 524, 509, 508
	LOT - 2 LOGIC ANALYZERS,			580
	LOT - 2 TEKTRONIX LOGIC ANALYZERS,			578, 2460
	LOT - 2 PROJECTORS, 1 - TRANSISTOR			2001
	TEST SET, 4 - COMPUTER MONITORS			531
14	LOT - 49 DELL COMPUTERS,	A-12, A-18		6171, 6118, 6377, 6266, 6529,
				6318, 6199, 6501, 10781,
				10537, 10538, 10728, 10539,
				10752, 10787, 10115, 10599,
				10596, 14020, 10309, 10790,
				10761, 10491, 10589, 10527,
				10734, 10754, 10869, 10788,
				10737, 10735, 10495, 10324,
				10805, 10759, 10804, 10801,
				10561, 10507, 10541, 7806,
				6192, 6222, 6535, 10643,

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
		A-12, A-18		9654, 10246
	LOT - 6 MICRON COMPUTERS,			12584, 12583, 12582, 12586,
				8201, 5934
	1 - 3M OVERHEAD PROJECTOR, LOT - 9			
	DELL MONITOR PEDESTALS, 1-UPS,			
	LOT - 16 HP PRINTERS,			6824, 6748, 2898
	1 - XEROX PHASER PRINTER,			10632
	1 - RICOH FT3212 COPIER, 1 - HP CPU,			4703, 7928
	LOT - 5 XEROX INK CARTRIDGES,			
	LOT - 2 KEYBOARD TRAYS, 1 - POWER			
	SUPPLY, 1-DELL POWEREDGE SERVER,			6073
	LOT-3 VCR, 1-PANASONICCAMCORDER,			
	1-PANASONIC DATA PROJECTOR,			6941
	1-ALPHASMART PRO KEYBOARD,			
	1-PRINTER, 1-DOC FEEDER, 1-SCANNER,		EPSON	
	LOT-2 DELL MONITORS, LOT - 3 BOXES			
	OF COMPUTER PARTS AND MANUALS,			
	1-ADD MACHINE, 2 - IBM TYPEWRITER,			
	LOT - 8 IMAC G5 APPLE COMPUTERS,			10711, 10722, 10710, 10360,
				10720, 10375, 10342, 10348
	1-MICRON MONITOR, 1-MICROWAVE,		SHARP	
	1-SYLVANIA TV, 1 - APPLE PRINTER,			
	1 - ELL 5310N PRINTER, 1 - PANASONIC			
	VCR, 3 - APPLE G4 COMPUTERS,			6026, 6626, 6625
	1-SEARS REFRIDGERATOR, 1-DUKANE			
	FILMSTRIP CASSETTE, 1 - HP PAPER			
	FEEDER, 1 - APPLE HARD DISC,			
	LOT - 3 PRINTER CARTRIDGES		RICOH	
15	LOT - 32 DELL OPTIPLEX COMPUTERS,	B-2	620	11200, 11202, 11198, 11212,
				11211, 11208, 11207, 11210,
				11206, 11216, 11201, 11205,
				11209, 11213, 11214, 11218,
				11217, 11178, 11221, 11199,
				11204, 11220, 11219, 11215,
				11203, 11179, 11181, 11177,
				11180, 11184, 11174, 11175
	LOT - 4 HP LASERJET PRINTERS,			1615, 2681, 1901
	1 - RICOH AFICIO 1013 COPIER			8161
16	LOT - 15 MICRON COMPUTERS,	B-7		334, 312, 319, 325, 315, 316,
				318, 328, 326, 322, 1079,
				1516, 3494, 1629, 1111
	LOT - 2 ASSORTED COMPUTER			
	KEYBOARDS,			
	LOT-1 MISC. COMPUTER PARTS,			
	LOT - 9 COMPUTER MONITORS,			
	LOT - 3 MICRON COMPUTERS,			5289, 5925, 5222
	1 - DELL POWEREDGE SERVER 4300,			936
	1 - CABLETRON MICRO MMAC			7747

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
17	LOT - 31 DELL OPTIPLEX COMPUTERS	B-8		9218, 9216, 9022, 8999, 9090, 9009, 9094, 8996, 9082, 8995, 9012, 9007, 9006, 9008, 9238, 9225, 9228, 9035, 9021, 9000, 9326, 9081, 9086, 9011, 9048, 9010, 9087, 9020, 9085, 9037, 9095
18	LOT - 12 MICRON LAPTOP COMPUTERS,	B-9, B-14		1071, 1068, 1073, 1077, 1069, 1072, 1065, 1075, 1074,
	LOT - 13 DELL INSPIRON 8000 LAPTOP COMPUTERS,			5409, 5415, 5420, 5412, 5417, 5421, 5414, 5413, 5418, 5422, 5416, 5419, 5410
	LOT - 11 COMPUTER MONITORS, 1 - LASERJET PRINTER,		HP 111	
	LOT - 2 MICRON COMPUTERS, 1-IMMERCOMPUTER,1-MAC COMPUTER			8120, 1530 3663
	1 - DELL 2400 SERVER,			1520
	LOT - 2 HP5SI PRINTERS			1455
	LOT - 24 DELL COMPUTERS			9034, 9130, 9126, 9142, 9147, 9139, 9044, 9136, 9131, 9029, 9146, 9137, 9108, 9118, 9030, 9149, 9043, 9106, 9116, 9152, 9032, 9105, 9134, 9135
19	LOT - 45 DELL COMPUTERS	B-10		9119, 9113, 9120, 9132, 9115, 9114, 9031, 9125, 9143, 9028, 9042, 9123, 9040, 9127, 9107, 9141, 9117, 9045, 9046, 9129, 9121, 9145, 9133, 9041, 9109, 9148, 9140, 9138, 9128, 8492, 8547, 8504, 8415, 9683, 9558, 9252, 9604, 9250, 9724, 9384, 8742, 8719, 9492, 7818, 9568
20	1 - GB-1000R SWITCH, 1 - CISCO 2500 SWITCH, 1-APC INFRASTRUXURE MGR., 1 - ALTEC LANSING SOUND SYSTEM, 1 - BROTHER MFC FAX MACHINE, 1 - DYMO LABEL WRITER TURBO, 1 - FUJITSU SCANSNAP S510 SCANNER, 1 - XEROX PHASER COLOR PRINTER, 1 - VIEWSONIC MONITOR, 1 - HP COLOR LASERJET 4550N, 1 - CANNON MP810 PRINTER/SCANNER, LOT - 2 SONY COMPUTER MONITORS, LOT - 3 IBM SERVERS X SERIES, LOT - 3 MONITOR STANDS, LOT - 4 MPC CLIENTPRO COMPUTERS, 1 - GENERIC TOWER PC, 2 - MPC CLIENTPRO 414 COMPUTERS, 1 - BOX OF VARIOUS MEMORY DIMMS, LOT - 2 TRIPP-LITE UPS BATTERIES		MFC4800 93085 NSW21869	 9396 5520 8071, 8072, 5968 12937, 9260, 12861, 9312 9905, 9876

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
21	LOT - 34 APPLE G5 COMPUTERS	B-11		8632, 8633, 8605, 8639, 8962, 8631, 8638, 8959, 8651, 8654, 8652, 8833, 8641, 8636, 8642, 8640, 8932, 8644, 8931, 8650, 8647, 8649, 8612, 8606, 8611, 8970, 8917, 8831, 8924, 8634, 8929, 8953, 8930, 8648
	LOT - 27 MONITORS,			8872, 8909, 8840, 8870, 8866, 8856, 8904, 8836, 8897, 8868, 8878, 8901, 8895, 8854, 8865, 8848, 8903, 8853, 8863, 8858, 8871, 8906
	2 BOXES OF MISC. COMPUTER PARTS			
22	LOT - 8 DELL COMPUTERS	B-13		9720, 9253, 9686, 9545, 9546, 13281, 10010, 10241
23	LOT - 42 DELL OPTIPLEX COMPUTERS	B-15		8820, 8802, 8804, 9214, 9097, 9220, 9219, 8813, 9507, 8809, 9722, 9708, 9644, 9700, 9707, 9161, 9725, 9711, 9645, 8465 9643, 8483, 9561, 9721, 9661, 9479, 9578, 9614, 9195, 9606, 8509, 8812, 9756, 9488, 11576, 11464, 11582, 11565, 11579, 11569, 11581, 11567 8254
	1 - GENERIC COMPUTER, 1-HP PRINTER, LOT-1 KEYBOARDS AND MONITORS.			
24	LOT - 40 MAC COMPUTERS	B-16,B-17		8958, 8956, 8923, 8912, 8928, 8983, 8967, 8945, 8832, 8927, 8966, 8957, 8954, 8937, 8955, 8993, 8964, 8982, 8914, 8948, 8992, 8975, 8973, 8961, 8960, 8916, 8919, 8918, 8952, 8965, 8925, 8963, 8938, 8949, 11019, 11020, 11014, 11013, 11026, 11012
25	1 - DELL POWEREDGE 4400, 1 - HP COLOR LASERJET 5M, 1 - MICRON MILLENIUM, LOT - 7 DELL POWEREDGE,	B-17		30420 1388 3887, 5728, 5760, 2372, 2355, 7242, 5766
	1 - DELL POWERVAULT 2205, 1 - DELL 270,			5759 8521
	LOT - 2 MICRON COMPUTERS	A-4		5723, 1388
26	1-EPSON COPIER,1-CLIENT. COMPUTER LOT - 5 MICROSCOPES, LOT - 3 TV MODULATOR,LOT-5 MICRON LAPTOPS, LOT - 3 EPSON PROJECTORS, LOT - 1 TOSHIBA LAPTOP COMPUTER, LOT - 1 SHARP PROJECTOR, 1-SHURE MICROPHONE AND ADAPTOR,		C181A	000094, 000095, 000096 2437, 3702, 3105 5501, 5502, 2701 7345 1325

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - PANASONIC VCR, 1 - GE VCR,	A-4		
	2-CASSETTE DECKS, LOT-9 DVD/VCR,			
	2-HME WIRELESS MICROPHONE UNITS,			
	LOT - 3 SANYO PROJECTORS,			8730, 9719, 8727
	1 - PHILIPS PROJECTOR, 1 - SHARP			794, 1030
	PROJECTOR,5-MITSUBISHI PROJECTOR			8211, 8215, 5857, 5856, 5777
	1-EPSON STYLUS CX4600 PRINTER,			
	LOT - 3 ISS TV MODULATORS		SONY	
27	LOT - DELL SERVERS,	A-5		8323, 8324, 8326, 8327, 8328,
				8329, 8826, 8827, 8828, 8829,
				9858
	LOT - 5 ACCULAB ACADEMIES, 2-ELECTRIC			
	STAPLERS, 1-HP LASERJET PRINTER,			1984,
	LOT - 5 ACCULAB WEIGHT SCALES,			
	LOT - 21 KODAK CAROUSEL TRAYS,			
	LOT - 2 PORTABLE LIGHTS, 1-SPEAKER,		JBL	
	1 - MICRON COMPUTER, LOT - 4 AZDEN			1693
	UHF RECEIVERS, 1-SONY MONITOR,			
	1 - FM SYSTEM,1-CRL PROCESSOR,			8646
	1 - LOWELTOTA LIGHT,1 - BERKEY		100-145	
	COLORTRAN, LOT - 4 WHEELCHAIR			
	TRAYS, 1-KEYBOARD TRAY, 1 - APPLE			
	SOROC TECHNOLOGY COMPUTER,			
	LOT - 1 MICROFILM SCANNER		CANNON	
	1 - HP LASERJET 5M PRINTER,			1997
28	1 - CSI GENERIC COMPUTER,	B-3		
	1 - PANASONIC FAX MACHINE,		KX-FL511	
	3-VICTOR CALCULATORS, 2 - CASIO			
	CALCULATORS, 2 - COFFEE MAKERS,		BUNN	016692, 016693
	1 - PANASONIC TONER CARTRIDGE,			
	LOT - 1 BAG OF PARTS AND CABLES,			
	1-CORONADO SCOPE, 1 - MINI STEREO			5203
	HEADPHONE, 1-DVD COMPUTER DRIVE,			
	1-HP PRINTER, 1-MEMOREX POWER			
	BOX, LOT - 6 APPLE COMPUTERS,			8637, 8951, 8653, 8977, 8643,
	LOT-3 BOXES OF COMPUTER PARTS,			8645
	1-CANNON ADDING MACHINE,			
	1 - ANTEC POWER SUPPLY,		PP-303X	
	1 - SPECTRUM OPTTELEC,			1849
	LOT-2 WHEELWRITER TYPEWRITERS,		IBM	1193
	1 - GPX KARAOKE MACHINE,		C1295	
	1 - BROTHER INTELIFAX MACHINE		FAX 2800	
29	1 - IBM SELECTRIC III TYPEWRITER,	B-4		
	1 - HP LASERJET PRINTER,		2840	
	1 - BREWER AUTOMATIC PIPETTING			
	MACHINE, 1 - PENCIL SHARPENER,			
	1 - HP PRINT CARTRIDGE, 1 - TEXAS			
	INSTRUMENTS CALCULATOR,		TI-5630	
	LOT-2 DELL COMPUTERS, 3-MONITORS,			9602, 9705
	LOT - 2 COMPUTER KEYBOARDS,			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - IBM WHEELWRITER TYPEWRITER,	B-4		
	1-ROLLING CART, 1-RCA TV, 1-PHILLIPS			
	TV, 1-WARING COMMERCIAL BLENDOR,		91-215	
	1-IBM TYPEWRITER, LOT-2 SPEAKERS,			
	1 - PANASONIC CAMERA, 1 - OPTIMUS		PV-L7500	
	CD PLAYER, 1-JVC STEREO RECEIVER,		R-X220B	
	LOT - 4 CALIFONE HEADPHONES AND			
	CASE, 1 - VIDEOTAPE INSPECTOR,			7914
	1 - PANASONIC TELEVISION		PVQ-M2509	
30	LOST & FOUND ITEMS LOT - 34 BOXES	B-6		
	OF CLOTHING, BOOKS, JEWELRY,			
	CELLPHONES, SUNGLASSES, SCHOOL			
	SUPPLIES, WATCHES, 1 - BICYCLE,			
	HEADPHONES, UMBRELLAS, DISCS,			
	LUNCHBAGS,NOTEBOOKS,BACKPACKS			
31	LOT - 22 COMPUTER MONITORS,	WH-2		
	1 - RICOH AFICIO COPIER,		1013	8192
	LOT - 12 ALPHA SMART KEYBOARDS,			
	1 - 3M SELF CHECKOUT UNIT,			9529
	1 - TDD MEMORY PRINTER, 1 - WATER		MP20	
	COOLER, 1 - XEROX COPY MACHINE,			16895
	1-GRAPHTEC SIGN JET PRO PLOTTER,			
	1 - HP DESIGNJET, 1 - WOODEN CHAIR,		C4715A	
	1 - XEROX COPIER, 1 - HP LASERJET,			11918, 2645
	LOT - 4 HP PRINT CARTRIDGES,			
	1 - MINOLTA MICROFILM MACHINE,			4121
	1 - FLAT SCREEN VISIO TELEVISION,		P42HD	
	1-APPLE LASERWRITER, 1-BOOKCASE,			
	1 - MONSOON MULTIMEDIA SPEAKER,		MM-1000	
	1-IBM WHEELWRITER, 2-TELEPHONES,			
	1-SONY CAMERA,5 - PROPANE TANKS,		MVC-FD85	
	1-APPLE MONITOR, 2-SCUBA TANKS,			14795
	2-GENERIC COMPUTERS, LOT-4 APPLE			441, 8607, 8610
	COMPUTERS, 1 - SONY DVD/VHS,		SLV-D380P	
	1 - DELL COMPUTER, LOT - 1 BOX OF			9728
	COMPUTER PARTS,1 - MICROPHONE &			
	RECEIVER, 1-STENTURA STENOGRAPH,			7104
	1 - KETTLER PING PONG TABLE,			
	1 - ENABLING BRAILER, 1 - BRINKMAN			2990
	METER, 1 - APPLE MONITOR, 1 - EPSON			
	COLOR PRINTER,1 - MAGNOVOX TV,		P930A	
	LOT - 3 SONY MONITORS, 1-SONY CCD			
	CAMERA, 1 - WAVEFORM MONITOR,			
32	LOT-3 STAR TRAC TREADMILLS,	WH-O		4375, 4376, 4377
	1-TECTRIX EXERCISE BIKE,			
	LOT - 2 CYBEX EXERCISE BIKES,			6826
	1 - ELLIPTICAL CROSS TRAINER,			6133
	LOT - 14 WOODEN TABLES,			
	LOT - 4 METAL SHELVES,LOT-7 DESKS,			
	LOT - 1 WOODEN TABLE,			9834

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - WOODEN SEWING TABLE, 1 - TV,	WH-O		
	1 - ROLLING PAINTING CART,			610
	LOT - 110 STACKING CHAIRS,			
	LOT - 54 CLASSROOM STOOL CHAIRS,			
	LOT - 64 DESK CHAIRS, LOT - 51 STOOL			
	CHAIRS, 1 - METAL DISPLAY FRAME,			
	1 - KIOSK, LOT - 3 METAL CABINETS,			
	LOT - 9 METAL DESKS, LOT - 6 CARTS,			
	LOT-2 YAMAHA PF85 KEYBOARDS,			4276, 4278
	1- CASIO CT-655 KEYBOARD,			
	1 - YAMAHA BBB TUBA, LOT - 18 KORG			
	ELECTRONIC KEYBOARDS,			
	LOT - 62 MICRON CLIENT COMPUTERS,			5640, 5667, 5713, 5902, 5643,
				5726, 5663, 5665, 5901, 5694,
				5747, 5837, 5677, 5569, 5681,
				5842, 5691, 5943, 5683, 5655,
				5656, 5671, 5686, 5720, 5573,
				5752, 5900, 5684, 5647, 5692,
				5755, 5708, 5727, 5666, 5819,
				5657, 5815, 5812, 5828, 5294,
				5739, 5709, 5840, 5821, 5685,
				5750, 5649, 5746, 5741, 5738,
				5749, 5743, 5699, 8147, 5716,
				5696, 5745, 5719, 5740, 5724
	1 - GST CELERON COMPUTER,			
	LOT - 1 DRAWING RACK,			
	LOT - 2 HP DESIGNJETS PLOTTERS,			1187
	LOT - 6 PENTIUM COMPUTERS,			2237, 2245, 2239, 2226, 2241,
				2229
	LOT - 4 DELL OPTIPLEX COMPUTERS,			7587, 9628, 9166, 7617
	2 - HOT PLATES, 3-RECORDERS,			
	LOT - 3 PROJECTILE LAUNCHERS,			
	1-MONITOR, 1 - MICRON COMPUTER,			4624
	2 - TORSION AXLES, 1 - MACHINE SET,			
	2-ROTATIONAL INERIEA APPARATUS,			
	1 - GRAVITY APPARATUS, LOT-6 METAL			4651
	BASE STANDS, 3-FRICTION WHEELS,			
	4 - IRRADIANCE APPARATUS, LOT - 2			
	MILLIKAN OIL DROP APPARATUS,			4930, 4931
	LOT - 2 PARTS CLOUD CHAMBER,			
	LOT - 2 CENCO SPARK GENERATORS,			
	LOT - 4 SPARK TIMERS, LOT-4 STROBE			
	DRIVERS, LOT-2 CAST IRON SCRAPS,			
	1 - LAB CART, 1 - LOT MISC. WIRE,			
	1 - OSCILLOSCOPE, 1 - VACUUM JAR,			
	LOT - 6 MIRROR LENS SET, LOT - 8			
	DIGITAL THERMOMETERS, LOT - 7			
	IMAGING CCDS, 1 - HORIZONTAL			
	TORSION APPARATUS, LOT - 4 STANDS,			
	LOT - 9 COLLISION IN 2D ACCESSORY,			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	LOT - 2 RHEOSTATS, LOT - UV LAMPS,	WH-O		
	1 - HIGH INTENSITY UV LIGHT,			
	LOT - 1 MISC THERMAL ITEMS,			
	LOT - 5 HERTZ EXPERIMENT SETS,			
	LOT-4 STEPHAN-BOLTZMAN LAMPS,			
	1 - UNILAMP, LOT 3 OPTICS TRACS,			
	1 - HAND OPERATED VACCUM PUMP,			
	LOT - 4 PROJECTILE LAUNCHERS,			
	1-KEYBOARD, LOT-1 FRICTION WHEELS			
	1 - METAL DESK, 1 - ELECTRIC KILN,			1814, 8077
	2-LAB WATER BATHS, 1-LAB FREEZER,			7392
	LOT - 13 LABORATORY HOT PLATES,			
	LOT - 2 LABORATORY STIRRERS,			
	LOT - 3 BLOOD PRESSURE MONITORS,			
	LOT - 4 SPECTROPHOTOMETERS,			6561, 6557
	1 - FISHERSCI MICROCENTRIFUGE,		228	
	1 - LABORATORY UPRIGHT FREEZER,			
	1 - NAPCO DRYING OVEN,		630	7168
	LOT-1 LOFT PLATFORM, LOT-1 ARBOR,			
	1-WHEELBORROW, LOT - HAND CARTS,			
	1-MAGAZINE RACK, 1-SHELF RACK,			
	1-FISHER PRICE KID WORK STATION,			
	LOT - 2 CHANGING TABLES,			16933
	LOT -1 LOFT WOOD, LOT - 5 PLASTIC BOXES, LOT - 1 ORANGE FENCING,			
	LOT - 7 SPECTROPHOTOMETERS,			1142, 1143, 1144, 1145, 1146, 1147, 1607
	1 - BRINKMAN METER, 1 - WATER BATH,			
	1-PRINTER, 1-SANYO REFRIGERATOR,			1612
	LOT - 2 TYPEWRITERS, 1-SUN SCOPE,		SS-400	
	LOT - 1 WENGER PORTABLE STAGE,			
	LOT-1 ROBOTECH 6000 POOL VACUUM,			702
	LOT - 1 LINE STRIPING MACHINE,			
	LOT - 9 COMPUTER MONITORS,			
	LOT-1 HP DESIGNJET COLOR PRO,			1184
	1 - PANASONIC TYPEWRITER,			507
	LOT - 2 TEKTRONIX O SCOPES,			561, 562
	1 - TEKTRONIX DISTORTION ANALYZER,			563
	1 - QUINCY AIR COMPRESSOR,		5120-105	
	1 - CURTIS AIR COMPRESSOR,			1182
	LOT - 1 PLACTIC FLOOR PROTECTORS,			
	LOT - 1 MISC. TECHNICAL GLASS,			
	1-PART LIFTER, 1-BLOWER, 4 - METAL TABLES, LOT-1 DRAFTING TABLES,			
	LOT-20 MULTIMETERS, LOT-2 ELENCO SCIENCE GENERATORS, LOT - 8 HOT PLATES, 1-MACHINE INTERFACE, LOT-7 TRANSFORMER, 1-TARP, 3-STIR PLATES 1-SANITIZING CABINET, 1-BOX DIVIDERS 1-PLUG IN LIGHT, LOT - 13 WOODEN			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	SHELVES, LOT - 35 FILE CABINETS,	WH-O		
	1 - TUMBLE FORMS SEAT,			
	LOT - 9 PROJECTOR SCREENS,			
	LOT - WATER COOLER, 1 - HEALTH O			
	METER WEIGHING SCALE, LOT-2 WOOD			
	CABINETS, LOT-7 REFRIDGERATORS,		KENMORE	
	LOT-1 REFRIGERATOR, 1-PAPER CUTTER		GE	
	1 - INGERSOLL RAND COMPRESSOR,			
	1 - OIL LESS COMPRESSOR,		LAMMERT	
	1 - DISPLAY PORTFOLIO,			
	LOT - 3 METAL FLOOR JACKS,			
	LOT - 35 MISC. FORM MOLDS,			
	1 - ELECTRIC KILN,		FX239	
	LOT - 1 MISC. WATER GATE VALVES,			
	LOT - 1 METAL SHELF FRAMING,			
	LOT - 1 OFFICE CUBICAL PANELS,			
	LOT - 1 WOODEN DESK,			1883
	LOT - 2 ROLLING PLASTIC CARTS,			
	1 - MOBILE OVERHEAD CART,			
	LOT - 1 MISC. WOOD SHELVING,			
	LOT-2 KITCHEN AIDS, 1-COFFEE MAKER			
	1-METAL CART, 1 - CART WITH TV AND			
	OVERHEAD, 2-MONITORS, LOT-2 KODAK			
	CAROUSEL PROJECTORS, LOT - 1 BOX			
	OF FLOURESCENT LAMPS, 1-CHALK			
	BOARD			

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 11-28 to Amend 2011-12 Restricted General Fund

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58199.5 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2011-12 Adopted Budget.

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

Cooperative Agencies Resource for Education (CARE) at Irvine Valley College	2,402
Extended Opportunity Programs & Services (EOPS) at Irvine Valley College	48,286
Foster & Kinship Care at Saddleback College	23,475
EWD Faculty Entrepreneurship at Saddleback College	5,000
Basic Skills - 2008/09 Allocation at Irvine Valley College	<u>12,319</u>
 Total Increase to the General Fund	 <u>\$91,482</u>
 Total Budget Amendment	 <u>\$91,482</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-28 to amend the 2011-12 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-28

September 26, 2011

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$91,482 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8622	State Revenue	\$50,688
	8690	State Revenue	\$40,794
			<hr/>
			\$91,482

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;
NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58199.5, such excess funds are to be appropriated according to the following schedule:

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	ACADEMIC SALARIES	\$29,994
01	2000	CLASSIFIED SALARIES	-\$8,889
01	3000	FRINGE BENEFITS	\$12,338
01	4000	BOOKS AND SUPPLIES	\$4,012
01	5000	OTHER OPERATING EXPENSES & SERVICES	\$34,776
01	7000	OTHER OUTGO	\$19,251
			<hr/>
			\$91,482

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND
RESOLUTION No. 11-28
September 26, 2011

BUDGET AMENDMENT EXPENDITURE DETAIL

Cooperative Agencies Resource for Education (CARE) at Irvine Valley College

INCOME

01-	8622-	1-022-4-035-000-6310	EXTENDED OPPORTUNITY PROGRAMS & SERVICES	<u>2,402</u>
-----	-------	----------------------	--	--------------

EXPENDITURE

01-	2344-	1-022-4-035-077-6310	NON-INSTR, COMP TIME PAYOFF	150
01-	3220-	1-022-4-035-077-6310	PERS, NON-INSTRUCTIONAL STAFF	-52
01-	3420-	1-022-4-035-077-6310	HEALTH & WELFARE, NON-INSTR STAFF	178
01-	3620-	1-022-4-035-077-6310	WORKERS' COMPENSATION, NON-INSTR STAFF	-17
01-	7600-	1-022-4-035-077-6310	OTHER PAYMENTS TO STUDENTS	<u>2,143</u>
				<u>2,402</u>

Extended Opportunity Programs & Services (EOPS) at Irvine Valley College

INCOME

01-	8622-	1-023-4-035-077-6430	EXTENDED OPPORTUNITY PROGRAMS & SERVICES	<u>48,286</u>
-----	-------	----------------------	--	---------------

EXPENDITURES

01-	1413-	1-023-4-035-077-6430	TEMP NON-CLSRM FAC, PART-TIME	5,000
01-	1414-	1-023-4-035-077-6430	TEMP NON-CLSRM FAC, SUMMER	16,442
01-	2141-	1-023-4-035-077-6430	REG CLERICAL/SEC STAFF (NON-INSTR), HOURLY	-14,534
01-	2344-	1-023-4-035-077-6430	NON-INSTR, COMP TIME PAYOFF	150
01-	2383-	1-023-4-035-077-6460	TEMP SHORT-TERM STAFF, NON-INSTR, HOURLY	5,345
01-	3220-	1-023-4-035-077-6430	PERS, NON-INSTRUCTIONAL STAFF	-2,406
01-	3320-	1-023-4-035-077-6430	OASDI, NON-INSTRUCTIONAL STAFF	-1,135
01-	3320-	1-023-4-035-077-6460	OASDI, NON-INSTRUCTIONAL STAFF	25
01-	3360-	1-023-4-035-077-6430	MEDICARE, NON-INSTRUCTIONAL STAFF	-221
01-	3360-	1-023-4-035-077-6460	MEDICARE, NON-INSTRUCTIONAL STAFF	5
01-	3420-	1-023-4-035-077-6430	HEALTH & WELFARE, NON-INSTR STAFF	-5,199
01-	3430-	1-023-4-035-077-6430	HEALTH & WELFARE, ACADEMIC NON-CLSRM STAFF	20,576
01-	3520-	1-023-4-035-077-6430	UNEMPLOYMENT INSURANCE, NON-INSTR STAFF	-210
01-	3620-	1-023-4-035-077-6430	WORKERS' COMPENSATION, NON-INSTR STAFF	-455
01-	3620-	1-023-4-035-077-6460	WORKERS' COMPENSATION, NON-INSTR STAFF	95
01-	4600-	1-023-4-035-077-6430	NON-INSTR SUPPLIES & MATERIALS	2,000
01-	5270-	1-023-4-035-077-6430	CONFERENCES/TRAVEL	1,500
01-	5651-	1-023-4-035-077-6430	EQUIPMENT MAINTENANCE AGREEMENTS	700
01-	5810-	1-023-4-035-077-6430	CONTRACTED PRINTING, OFF CAMPUS	500
01-	5840-	1-023-4-035-077-6430	POSTAGE	3,000
01-	7600-	1-023-4-035-077-6430	OTHER PAYMENTS TO STUDENTS	<u>17,108</u>

48,286

Foster & Kinship Care at Saddleback College

INCOME

01-	8690-	1-069-1-058-036-1305	OTHER STATE REVENUES	<u>23,475</u>
-----	-------	----------------------	----------------------	---------------

EXPENDITURE

01-	4580-	1-069-1-058-036-1305	IN-HOUSE DUPLICATING, PRINTING & GRAPHICS	200
01-	5153-	1-069-1-055-036-1305	CONSULTANT	21,402
01-	5269-	1-069-1-055-036-1305	MILEAGE EXPENSE	300
01-	5811-	1-069-1-058-036-1305	CONTRACT SERVICES	500
01-	5840-	1-069-1-058-036-1305	POSTAGE	500
01-	5891-	1-069-1-058-036-1305	INDIRECT CHARGES	573
				<u>23,475</u>

EWD Faculty Entrepreneurship at Saddleback College

INCOME

01-	8690-	1-234-1-050-009-0506	OTHER STATE REVENUES	<u>5,000</u>
-----	-------	----------------------	----------------------	--------------

EXPENDITURE

01-	1415-	1-234-1-050-009-0506	TEMP NON-CLSRM FAC, STIPENDS & PROJECTS	1,600
01-	3110-	1-234-1-050-009-0506	STRS, INSTRUCTIONAL STAFF	132
01-	3310-	1-234-1-050-009-0506	OASDI, INSTRUCTIONAL STAFF	99
01-	3350-	1-234-1-050-009-0506	MEDICARE, INSTRUCTIONAL STAFF	23
01-	3510-	1-234-1-050-009-0506	UNEMPLOYMENT INSURANCE, INSTR STAFF	26
01-	3610-	1-234-1-050-009-0506	WORKERS' COMPENSATION, INSTR STAFF	28
01-	4600-	1-234-1-050-009-0506	NON-INSTR SUPPLIES & MATERIALS	400
01-	5153-	1-234-1-050-009-0506	CONSULTANT	2,000
01-	5271-	1-234-1-050-009-0506	DISTRICT SUPPORTED COMMUNITY EVENT	500
01-	5891-	1-234-1-050-009-0506	INDIRECT CHARGES	192
				<u>5,000</u>

RSCCD Faculty Entrepreneurship at Irvine Valley College

INCOME

01-	8690-	1-244-4-080-093-0506	OTHER STATE REVENUES	<u>12,319</u>
-----	-------	----------------------	----------------------	---------------

EXPENDITURE

01-	1415-	1-244-4-080-093-0506	TEMP NON-CLSRM FAC, STIPENDS & PROJECTS	6,952
01-	3120-	1-244-4-080-093-0506	STRS, NON-INSTRUCTIONAL STAFF	574
01-	3360-	1-244-4-080-093-0506	MEDICARE, NON-INSTRUCTIONAL STAFF	101
01-	3520-	1-244-4-080-093-0506	UNEMPLOYMENT INSURANCE, NON-INSTR STAFF	50
01-	3620-	1-244-4-080-093-0506	WORKERS' COMPENSATION, NON-INSTR STAFF	121
01-	4580-	1-244-4-080-093-0506	IN-HOUSE DUPLICATING, PRINTING & GRAPHICS	750
01-	4600-	1-244-4-080-093-0506	NON-INSTR SUPPLIES & MATERIALS	662
01-	5269-	1-244-4-080-093-0506	MILEAGE EXPENSE	150
01-	5270-	1-244-4-080-093-0506	CONFERENCES/TRAVEL	1,985
01-	5271-	1-244-4-080-093-0506	DISTRICT SUPPORTED COMMUNITY EVENT	500
01-	5891-	1-244-4-080-093-0506	INDIRECT CHARGES	474
				<u>12,319</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION No. 11-28
September 26, 2011

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$91,482 was duly and regularly adopted by the said Board at a regular meeting thereof held on September 26, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 27th day of September, 2011.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations delineated on EXHIBIT A is presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
TRANSFER OF BUDGET APPROPRIATIONS

Journal Number	Account	Description	From	To
BR12-00004	96-5999-D-M01-4-036-000-0000 96-4600-D-M38-4-036-000-0000	O E S HOLDING,Unallocate,ASG OFFICE NINSTR SUP,Unallocate,SPECIALTY	10,000.00	10,000.00
			<u>10,000.00</u>	<u>10,000.00</u>
BR12-00009	01-4600-0-000-1-030-072-6499 01-5269-0-000-1-030-072-6499 01-5271-0-000-1-030-072-6499 01-5374-0-000-1-030-072-6499 01-5651-0-000-1-030-072-6499 01-5830-0-000-1-030-072-6499 01-5840-0-000-1-030-072-6499	NINSTR SUP,Other Stud,Non-Project MILEAGE,Other Stud,Non-Project DIST EVENT,Other Stud,Non-Project MEMBERSHIP,Other Stud,Non-Project MAINT AGRM,Other Stud,Non-Project ADVERTISNG,Other Stud,Non-Project POSTAGE,Other Stud,Non-Project	6,000.00	100.00 1,000.00 400.00 600.00 3,400.00 500.00
			<u>6,000.00</u>	<u>6,000.00</u>
BR12-00010	01-4580-1-040-1-026-083-6460 01-4600-1-040-1-026-083-6460 01-5270-1-040-1-026-083-6460 01-5651-1-040-1-026-083-6460 01-5811-1-040-1-026-083-6460	DUPL CHBAC,Student Fi,Fin Aid Ad NINSTR SUP,Student Fi,Fin Aid Ad CONFERENCE,Student Fi,Fin Aid Ad MAINT AGRM,Student Fi,Fin Aid Ad CONTR SERV,Student Fi,Fin Aid Ad	1,000.00 1,870.00 2,883.00 1,747.00	7,500.00
			<u>7,500.00</u>	<u>7,500.00</u>
BR12-00011	01-4344-0-000-1-051-066-6470 01-4200-0-000-1-051-065-6499 01-4600-0-000-1-051-065-6499 01-5812-0-000-1-051-065-6499 01-5812-0-000-1-051-066-6470 01-6411-0-000-1-051-065-6499	INSTR FEE-,Job Placem,Non-Project BKS/MAG/PR,Other Stud,Non-Project NINSTR SUP,Other Stud,Non-Project CNTRCT SOF,Other Stud,Non-Project CNTRCT SOF,Job Placem,Non-Project NEW EQP TE,Other Stud,Non-Project	21,835.00	4,650.00 4,980.00 4,800.00 4,995.00 2,410.00
			<u>21,835.00</u>	<u>21,835.00</u>
BR12-00013	01-4300-0-000-4-070-084-1005 01-4300-0-000-4-070-084-1008 01-5620-0-000-4-070-069-1001 01-5651-0-000-4-070-069-1001 01-5374-0-000-4-070-084-1008 01-5811-0-000-4-070-084-1005 01-5650-0-000-4-070-069-1001 01-5840-0-000-4-070-069-1001	INSTR SUPP,Commercial,Non-Project INSTR SUPP,Dance,Non-Project RENTS & LE,Fine Arts,,Non-Project MAINT AGRM,Fine Arts,,Non-Project MEMBERSHIP,Dance,Non-Project CONTR SERV,Commercial,Non-Project EQUIP REPR,Fine Arts,,Non-Project POSTAGE,Fine Arts,,Non-Project	1,000.00 250.00 5,546.00 4,000.00	250.00 1,000.00 9,071.00 475.00
			<u>10,796.00</u>	<u>10,796.00</u>
BR12-00018	01-3120-1-024-4-035-075-6420 01-2483-1-024-4-035-075-4999	STRS NINST,DSPS,DSP & S HR IN SSAL,Other IDS,DSP & S	16,000.00	16,000.00
			<u>16,000.00</u>	<u>16,000.00</u>
BR12-00019	01-2383-0-000-1-030-000-6210 01-1413-0-000-1-030-072-6499 01-1414-0-000-1-030-072-6499 01-3120-0-000-1-030-072-6499 01-3360-0-000-1-030-072-6499 01-3520-0-000-1-030-072-6499 01-3620-0-000-1-030-072-6499	HR ST SAL,Admissions,Non-Project HR NC FPT,Other Stud,Non-Project HR NC FSUM, Other Stud, Non-Project STRS NINST,Other Stud,Non-Project MED NI EMP,Other Stud,Non-Project UNE NI STA,Other Stud,Non-Project WCO NINSTR,Other Stud,Non-Project	31,398.00	20,654.00 7,105.00 2,290.00 402.00 447.00 500.00
			<u>31,398.00</u>	<u>31,398.00</u>
BR12-00020	01-6410-0-000-1-021-062-6772 01-4600-0-000-1-021-062-6772 01-5508-0-000-1-021-062-6772 01-5811-0-000-1-021-062-6772	NEW EQUIP,Transporta,Non-Project NINSTR SUP,Transporta,Non-Project LAUND/DRY,Transporta,Non-Project CONTR SERV,Transporta,Non-Project	6,436.00	2,508.00 500.00 3,428.00
			<u>6,436.00</u>	<u>6,436.00</u>

Journal Number	Account	Description	From	To
BR12-00021	01-1414-2-021-1-026-000-6460	HR NC FSUM, Student Fi, BFAP Admin	190.00	
	01-3220-2-021-1-026-000-6460	PERS NINST, Student Fi, BFAP Admin	1,900.00	
	01-3420-2-021-1-026-000-6460	BEN NI CLS, Student Fi, BFAP Admin	6,600.00	
	01-6410-2-021-1-026-000-6460	NEW EQUIP, Student Fi, BFAP Admin	43.00	
	01-2141-2-021-1-026-000-6460	RG CLE SAL, Student Fi, BFAP Admin		8,733.00
			<u>8,733.00</u>	<u>8,733.00</u>
BR12-00022	96-5270-E-M42-4-077-006-0000	CONFERENCE, Unallocate, SPORTS	42,500.00	
	96-4900-E-M42-4-077-006-0000	AWARDS/REC, Unallocate, SPORTS		3,250.00
	96-5163-E-M42-4-077-006-0000	GAME WORKR, Unallocate, SPORTS		39,250.00
			<u>42,500.00</u>	<u>42,500.00</u>
BR12-00023	95-4600-D-M34-1-055-000-0000	NINSTR SUP, Unallocate, S-CBI Nt'l Mdia	8,600.00	
	95-5270-F-M72-1-055-055-0000	CONFERENCE, Unallocate, FORENSICS		8,600.00
			<u>8,600.00</u>	<u>8,600.00</u>
BR12-00024	95-4600-D-N13-1-053-000-0000	NINSTR SUP, Unallocate, FDN MULTIC	6,000.00	
	95-5810-F-N31-1-053-024-0000	CONTR PRNT, Unallocate, LITERARY		6,000.00
			<u>6,000.00</u>	<u>6,000.00</u>
			<u>175,798.00</u>	<u>175,798.00</u>

Recommended for Ratification

By The Board of Trustees of South Orange County Community College District

Saddleback College

Journal Number	BR12-00001	BR12-00025
	BR12-00002	BR12-00026
	BR12-00007	BR12-00027
	BR12-00008	BR12-00028
	BR12-00012	BR12-00029

Irvine Valley College

Journal Number	BR12-00003	BR12-00015
	BR12-00005	BR12-00016
	BR12-00006	BR12-00017
	BR12-00014	

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01184 through P12-01593 amounting to \$4,491,271.90 are submitted to the Board of Trustees for approval. Confirming requisitions dated August 10, 2011 through September 6, 2011 totaling \$69,479.99 are also submitted.

RECOMMENDATION

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

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01184	WAXIE SANITARY SUPPLY		PAPER TOWELS	57.39
P12-01185	UNITED INTERIORS		Conference Room Furniture	7,607.95
P12-01186	MEDCOM, INC., TRAINEX DIV.		* INSTRUCTIONAL VIDEOS FOR NURSING	1,515.45
P12-01187	TIGER DIRECT	Bldg W/Com Arts	Flash drives for students	1,095.35
P12-01188	ELECTRONIX EXPRESS		ELECTRONIC SUPPLIES	36.02
P12-01189	TROXELL COMMUNICATIONS, INC.		PHYSICS SUPPLIES	109.64
P12-01190	WATER TECH AG SUPPLY		FOOTBALL FIELD SUPPLIES	8,835.50
P12-01191	HOME DEPOT MISSION VIEJO STORE #614		Misc. Supplies for Labs	700.00
P12-01192	J. M. McCONKEY CO.		Student Horticulture Supplies	1,018.63
P12-01193	CCCSCA % RODNEY RAGSDALE		CCCSCA Membership for IVC M. & W. Soccer Coaches	150.00
P12-01194	HAITBRINK ASPHALT PAVING, INC.		POOL HOUSE FLOOR WORK	5,650.00
P12-01195	HAITBRINK ASPHALT PAVING, INC.		SLAB FOR FOOTBALL FIELD	3,850.00
P12-01196	GUISELLE SCOTT		PRIDE Co-Trainer	1,890.00
P12-01197	SADDLEBACK MATERIALS COMPANY		GROUPS SUPPLIES	2,120.00
P12-01198	KELLY PAPER		Paper Order (RUSH)	1,030.08
P12-01199	XEROX CORPORATION ATTN: ARDIE HOOD		Blanket PO for Xerox Supplies	8,500.00
P12-01200	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance: Xerox copier/A-200	4,117.00
P12-01201	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance/ Dup Ctr Copier	10,879.00
P12-01202	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance : Copy Ctr (4112)	11,500.00
P12-01203	ATKINSON, ANDELSON, LOYA, RUUD		FRISK Manuals	703.28
P12-01204	BRAND ATHLETICS		Women's Golf F'11	902.00
P12-01205	HITT MARKING DEVICES, INC.		Stamps	58.67
P12-01206	PASCO SCIENTIFIC		PHYSICS SUPPLIES	1,795.79
P12-01207	CDW-G COMPUTER CENTERS		Various networking hardware for District IT	1,263.70
P12-01208	W. W. GRAINGER		JEWELRY MAKING SUPPLIES	228.09
P12-01209	R.M. SYSTEMS, INC.		Upgrade Panic Buttons and Related Systems	702.10
P12-01210	DUNN-EDWARDS CORPORATION		Paints for scene painting and theme/styles classes	3,000.00
P12-01211	PACKEDWAREHOUSE.COM		OFFICE SUPPLIES	336.62
P12-01212	UNISOURCE WORLDWIDE		Paper Order (RUSH)	1,074.81
P12-01213	B & P SERVICES, INC.		RERUN HVAC DUCTING IN A126	3,260.00
P12-01214	HARDY DIAGNOSTICS		MICROBIOLOGY CULTURES	526.98
P12-01215	CORPORATE BUSINESS INTERIORS		Chairs for VIL 3-03	3,326.35
P12-01216	XEROX CORPORATION ATTN: MICHAEL FEENEY		Annual Maintenance / BSTIC Copier	3,176.00
P12-01217	AHIMA		Subscription to AHIMA Virtual Lab	3,750.00
P12-01218	ORANGE COUNTY REGISTER		AD FOR BID 305	360.00

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

Page 1 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01219	ULINE, INC.	.	RECYCLING CONTAINER LIDS	83.23
P12-01220	IRVINE PIPE & SUPPLY	.	PLUMBING SUPPLIES	661.81
P12-01221	SMARDAN SUPPLY - EL MONTE	.	PLUMBING EQUIPMENT	1,269.03
P12-01222	KIRK	.	Paper to make copies	873.09
P12-01223	RIO GRANDE ALBUQUERQUE	.	Sivets - Fall 2011 - Fee Based Supplies	322.64
P12-01224	NANCY'S NOTIONS	.	Melinda Smith - Fall 2011 - Fee Based Materials	326.55
P12-01225	DHARMA TRADING CO.	.	Melinda Smith - Fall 2011 - Fee Based Materials	374.99
P12-01226	AARDVARK CLAY AND SUPPLIES	.	Susan Elizaide - Fall 2011 - Fee Based Materials	204.87
P12-01227	SCANTRON CORPORATION	.	Scantron forms for reading department	1,191.79
P12-01228	A G CONSTRUCTION	.	A100 CONFERENCE ROOM CONSTRUCTION	13,446.00
P12-01229	SEVEN CORNERS HARDWARE TOOLS ON SALE	.	BUILDING MAINENANCE SUPPLIES	399.93
P12-01230	BigSigns.com	.	Football Stadium Banner	6,408.76
P12-01231	ORANGE CO. FARM SUPPLY	.	Horticulture Supplies	443.63
P12-01232	ARMANDO A. GARCIA	.	Workshop Trainer	120.00
P12-01233	GEMPLER'S	.	Horticulture Supplies	260.01
P12-01234	HUMMERT INTERNATIONAL	.	Horticulture Supplies	269.43
P12-01235	HARDY DIAGNOSTICS	.	MICROBIOLOGY SUPPLIES - MEDIA	352.60
P12-01236	EXPERT WINDOW COVERINGS, INC.	.	Blinds to be installed in TAS 211 & TAS 214	166.98
P12-01237	UNIQUE MANAGEMENT SERVICES	.	Library fee collection service per Ana Maria Cobos	69.65
P12-01238	TRUSTWAVE	.	PCI Compliance Validation Services Renewal	6,600.00
P12-01239	McKESSON GENERAL MEDICAL CORP	.	MEDICAL SUPPLIES	497.89
P12-01240	CDW-G COMPUTER CENTERS	.	USB Headsets for Language Lab	902.41
P12-01241	XEROX CORPORATION ATTN: ARDIE HOOD	.	Xerox Maintenance Agreement	513.32
P12-01242	BRAND ATHLETICS	.	soccer F'11	2,960.37
P12-01243	ERC WIPING PRODUCTS, INC.	.	Fitness Equipment Supplies	1,089.13
P12-01244	BRIDGES TRANSITIONS, CO.	.	Contract Renewal Bridges 2011-12 Prepaid Expense	1,850.00
P12-01245	COACH AMERICA	.	Charter Bus Services	16,000.00
P12-01246	DICK BLICK COMPANY	.	Kara Patterson - Fall 2011 - Material Fees	180.42
P12-01247	DICK BLICK COMPANY	.	DMA Supplies	114.62
P12-01248	MODERN POSTCARD	.	Printing for Art Gallery	145.30
P12-01249	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	.	Textbooks and Supplies for CARE eligible students	3,000.00
P12-01250	SO. ORANGE CO. COMM. COL.DIST	.	2011-2012 CARE Grants to Eligible students	2,000.00
P12-01251	COMPENDIUM LIBRARY SERVICES	.	Purchase online service.	1,195.00

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

Page 2 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01252	MC KENNA LONG & ALDRIDGE, LLP		ATEP Project	70,000.00
P12-01253	DIVERSIFIED LANDSCAPE MGT. INC.	IVC Great Lawn	CONTRACTOR FOR GREAT LAWN	1,196,552.00
P12-01254	MARCIVE, INC.	.	Library database service	330.88
P12-01255	DS WATERS OF AMERICA, INC.	.	Bottled drinking water	900.00
P12-01256	PUBLIC ECONOMICS, INC.		ATEP and Redevelopment Consulting Services	80,000.00
P12-01257	POSTMASTER	.	Postage for PAC Brochure	953.75
P12-01258	IMAGING PLUS		Student Payment Office Copier	1,072.11
P12-01259	IMAGING PLUS		Maintenance Contract	250.80
P12-01260	EUREKA CAREER INFO. SYSTEMS		Contract Renewal, Eureka 2011-12, Prepaid Expense	1,517.06
P12-01261	APPLE COMPUTER, INC.		Equipment for Business Services	899.25
P12-01262	LINKS SIGN LANGUAGE INTERPRETING SERVICES		Interpreter/deaf instructor 1st day of class	124.00
P12-01263	LINKS SIGN LANGUAGE INTERPRETING SERVICES		Deaf instruct./interpreter/SL 1 course on 1st day	124.00
P12-01264	LINKS SIGN LANGUAGE INTERPRETING SERVICES		deaf instruct. request interpre./1st day of SL1	158.00
P12-01265	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Required Textbooks for EOPS Eligible students	56,904.00
P12-01266	ALVAREZ & MARSAL REAL ESTATE ADVISORY SVCS, LLC		ATEP PROJECT	10,000.00
P12-01267	HCTD, LLC c/o HUDSON CAPITAL, LLC		ATEP Project	280,000.00
P12-01268	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH		ATEP Project	750,000.00
P12-01269	RGP PLANNING & DEVELOPMENT SERVICES		ATEP Project	300,000.00
P12-01270	SCIAC CSU SAN MARCOS		Invoice for SCIAC Dues	75.00
P12-01271	QUINN RENTAL SERVICES		LIFT RENTAL	688.68
P12-01272	HAITBRINK ASPHALT PAVING, INC.		Asphalt work at football field BBQ area	4,880.00
P12-01273	MISSION VIEJO GLASS		REPAIR GLASS/MIRRORS IN VARIOUS LOCATIONS	2,105.00
P12-01274	SO. COAST FIRE PROTECTION		PER STATE CODE FOR ANSUL SYSTEM IN CAFE	4,695.58
P12-01275	HAITBRINK ASPHALT PAVING, INC.		TO DEMO HAMMER THROW SLAB	1,950.00
P12-01276	EUROPRINT, INC.		Printing of IVC's Accomplishments Book	1,169.09
P12-01277	OCE'		SX 1480 (TRANSCRIPT)FAX MAINTENANCE AGREEMENT	150.00
P12-01278	SCHLAIFER'S ENAMELING SUPPLIES INC.		* Carol Mayling - Fall 2011 - Material Fees	363.02
P12-01279	THOMPSON ENAMEL		* C. Lommatsch Barret- Fall 2011-Fee Based Supply	409.77
P12-01280	RIO GRANDE ALBUQUERQUE		* C. Lommatsch Barret-Fall2011-Material Fees	408.34

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

ESCAPE ONLINE

Page 3 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01281	MONSTERSLAYER, INC.		* C. Lommatsch Barrett-Fall 2011-Material Fees	398.71
P12-01282	HOLLANDER GLASS, INC.		H. Takizawa - Fall 2011- Material Fees	179.80
P12-01283	PACIFIC ART GLASS		* H. Takizawa - Fall 2011 - Material Fees	175.94
P12-01284	BRAND ATHLETICS		WOMEN'S SOCCER ORDER 2011	9,781.05
P12-01285	P & R PAPER SUPPLY COMPANY		Laundry Supplies	1,057.83
P12-01286	HIGHER ONE INC.		Not to exceed \$5000	5,000.00
P12-01287	COLLEGE BOARD CUES SOFTWARE SERVICES		PowerFAIDS Training	800.00
P12-01289	NASCO WEST INDUSTRIES, INC.		L. Gomez-Ortigoza Fall 2011 Fee Based Supplies	102.94
P12-01290	MAQUINSAL SEWING MACHINE CO.		Dept. Supplies	595.60
P12-01291	NASCO WEST INDUSTRIES, INC.		Dept. Supplies	215.11
P12-01292	AABACA, INC.		Software for Music Department	257.52
P12-01293	AMERICAN SOCIETY FOR CLINICAL PATHOLOGY		BOOK FOR MLT PROGRAM	167.65
P12-01294	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	HD monitors for Control Rooms	9,600.93
P12-01295	FISHER SCIENTIFIC		VACUUM PUMP FOR A400 BUILDING	1,847.43
P12-01296	BIBLIOTECA ITG, LLC		Library supplies	89.43
P12-01297	SIGMA-ALDRICH CHEMICAL CO.		BIOLOGY SUPPLIES	618.72
P12-01298	PATRIC TAYLOR		Blanket reimbursement for P. Taylor	750.00
P12-01299	COACH AMERICA		Charter Bus Services	35,000.00
P12-01300	FORESTRY SUPPLIERS, INC.		GEOLOGY LAB SUPPLIES	986.71
P12-01301	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH		11-12 ANNUAL CUPA FEE	698.00
P12-01302	DIEMMY TRAN		Trainer-Adoptions	360.00
P12-01303	JACQUELINE GOODE		Trainer-Adoptions	240.00
P12-01304	WALTERS WHOLESALE ELECTRIC		ELECTRICAL SUPPLIES	58.39
P12-01305	CHRISTIAN FORD	Bldg W/Com Arts	Grip Package from Ford Production Co.	8,000.00
P12-01306	FISHER SCIENTIFIC		CHEMISTRY INSTRUCTIONAL SUPPLIES	3,550.44
P12-01307	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	Films to air on Ch. 39	131.85
P12-01308	DELL MARKETING		Printer Cartridges	204.70
P12-01309	ZEP MANUFACTURING		Laundry Detergent Supplies	784.90
P12-01310	ALL ELECTRONICS CORP.		PHYSICS SUPPLIES	46.07
P12-01311	HOME HARVEST GARDEN SUPPLY DIV. OF SUPERIOR GROWERS SUPP.		Geology Lab Supplies	163.99
P12-01312	RIO GRANDE ALBUQUERQUE		Jewelry supplies	1,787.22
P12-01313	LAGUNA CLAY CO.		Clay order	1,243.27
P12-01314	CALIFORNIA METAL-X		Bronze supplies	2,890.63
P12-01315	MS ABRASIVE CLEANING EQUIPMENT		Cleaning supplies	396.35
P12-01316	AARDVARK CLAY AND SUPPLIES		Sculpture supplies	3,286.38

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

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01317	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Memo booklets	2,160.31
P12-01318	DELL MARKETING		Printer cartridge	337.77
P12-01319	GOPHER SPORTS EQUIPMENT		ITEMS FOR LIFE FITNESS CENTER	174.40
P12-01320	CORPORATE BUSINESS INTERIORS		CP MONITOR ADJUSTMENTS	184.38
P12-01321	SOCCERKRAZE		MEN'S SOCCER SWEAT PANTS	1,150.49
P12-01322	SIGN WAREHOUSE.COM		Publications Dept. Supplies	242.58
P12-01323	PRIMEX WIRELESS, INC. ATTN: MICHELLE SCHINKER		REPLACEMENT OF EXISTING CLOCKS	25,994.90
P12-01324	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards	49.57
P12-01325	K-LOG COMPANY		Chairs for MSE 101 and MSE 203	6,382.86
P12-01326	ORANGE COUNTY DEPARTMENT OF EDUCATION		OCDE Directory	23.15
P12-01327	JACKSON-HIRSCH, INC.		Purchase instructional supplies	54.17
P12-01328	DICK BLICK COMPANY		GEOLOGY LAB SUPPLIES	74.75
P12-01329	MILLENNIUM BUSINESS SERVICES Marty Cohn	SC WAREHOUSE	BUSINESS CARDS	43.10
P12-01330	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Office Supplies	300.00
P12-01331	CCCWVCA KANOE BANDY, TREASURER		CCCWVCA Membership/IVC W.Volleyball	125.00
P12-01332	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING		Live Scan DOJ Fees	2,400.00
P12-01333	BUDDY'S ALL STARS		SB Class and Team F'11	1,042.57
P12-01334	ASS'N OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES		Membership renewal	2,500.00
P12-01335	HITT MARKING DEVICES, INC.		STAMPS	79.30
P12-01336	VWR INTERNATIONAL, INC.		CHEMISTRY INSTRUCTIONAL SUPPLIES	528.49
P12-01337	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY INSTRUCTIONAL SUPPLIES	192.27
P12-01338	GRAYBAR ELECTRIC CO.		ELECTRICAL SUPPLIES	1,735.49
P12-01339	SEPULVEDA BUILDING MATERIALS		GROUPS SUPPLIES	722.40
P12-01340	FISHER SCIENTIFIC		BIOLOGY SUPPLIES	913.77
P12-01341	B BLACK & SONS		Student Supplies	259.05
P12-01342	RSA SUTTER SOIL PRODUCTS		Student Horticulture Supplies	1,831.75
P12-01343	MONOPRICE, INC.		A-126 Remodel Project (Power Materials)	162.26
P12-01344	TOMARK SPORTS EQUIPMENT		ITEMS FOR LIFE FITNESS CENTER	637.62
P12-01345	R & R SOCKS PLUS		Football Uniform Supplies	443.29
P12-01346	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT		TASER CARTRIDGES	653.98
P12-01347	ORANGE COUNTY REGISTER	IVC Warehouse	AD - BID 304	1,888.00

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

Page 5 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01348	WELLS FARGO #3317		Support Materials for Ecology Classes	53.23
P12-01349	ECONOMIC ALTERNATIVES, INC.		CHEMICAL FEED FOR CP COOLING TOWERS	9,117.40
P12-01350	W. W. GRAINGER		Safety Supplies	253.56
P12-01351	MILLENNIUM BUSINESS SERVICES Marty Cohn		Transmittal Pads	296.31
P12-01352	ART SUPPLY WAREHOUSE		Supplies for Publications Dept.	176.98
P12-01353	MAIN GRAPHICS		5000 Arts Calendars Printed	3,673.46
P12-01354	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	433.35
P12-01355	WRIGHT LINE, LLC ATTN: MITSU BENDER		District Server Room Renovation Project	23,810.43
P12-01356	PEP BOYS		TRANSPORTATION ANNUAL SUPPLIES	1,911.49
P12-01357	STUDENT INSURANCE COMPANY		2011/12 ACCIDENT/CATASTROPHIC/STUDENT/ATHLETE INS.	129,470.00
P12-01358	HOLIDAY INN-OC AIRPORT		RAPIDTECH 2011 - HOLIDAY INN ROOMS & CATERING	21,000.00
P12-01359	HIGH SCHOOL MEDIA, LLC		Four ads in High School Illustrated Magazine	1,632.00
P12-01360	BRODY CHEMICAL		Laundry Detergent Supplies	171.13
P12-01361	MARTIN LOCK & SAFE CO.		Rekey district server room APC cabinets	50.25
P12-01362	XPEDX	SC WAREHOUSE	Replenish Stores Paper	13,540.80
P12-01363	LOU'S PLUMBING INC.		CHEMICAL FEED FOR CP COOLING TOWERS	2,795.00
P12-01364	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	IVC Life Sci	TESTING	150,000.00
P12-01365	HIGH SCHOOL MEDIA, LLC		CTE Collaborative Automotive Ad Outreach	1,632.00
P12-01366	CAL CONE ZONE INSTRUCTORS		TRAFFIC CONTROL SAFETY TRAINING	750.00
P12-01367	S & B FOODS		Community Relations	300.00
P12-01368	G & K SERVICES		Shop laundry	2,500.00
P12-01369	USA MOBILITY		PAGERS FOR FACULTY	1,200.00
P12-01370	GOOD SPORTS, INC.		Title IX and Intercol. Athl. Manual for IVC AD	109.00
P12-01371	VICENTI, LLOYD & STUTZMAN LLP		Consultant Services	3,500.00
P12-01372	ROTO-ROOTER SERVICE & PLUMBING COMPANY		REPAIR DRAINAGE AT PE 200	2,960.00
P12-01373	CRYSTAL SHOMPH		Contract Services	2,315.00
P12-01374	NAT'L ASSO OF COLL/EMPLOYERS		Renewal membership, Nat'l Assn Coll Empl	400.00
P12-01375	HAITBRINK ASPHALT PAVING, INC.		DEMO CONCRETE SLAB AT SOFTBALL FIELD	1,950.00
P12-01376	XYLEM DESIGN		Pedestal & cover for Reagan bust	1,062.11
P12-01377	LUIS MAURICIO VASQUEZ		CPR/1st AID INSTRUCTOR	2,425.00
P12-01378	PACIFIC NATIONAL GROUP		DEMO WALL AT CENTRAL PLANT 2ND FL	2,208.00
P12-01379	DIRECT PAINTING & DECORATING INC.		PAINTING SSC 144	307.00

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

Page 6 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01380	DIRECT PAINTING & DECORATING INC.		PAINT FA 311 AND 312	1,084.00
P12-01381	DIRECT PAINTING & DECORATING INC.		FA-101 PAINTING	5,045.00
P12-01382	GILBERT & STEARNS, INC.		IVC Server Room Electrical Work	4,400.00
P12-01383	RICOH AMERICAS CORPORATION RICOH BUSINESS SOLUTIONS		Maintenance Agreement	1,135.68
P12-01384	XEROX CORPORATION ATTN: ARDIE HOOD		Graphics Dept. Maintenance agreement w/Xerox	300.00
P12-01385	H & H AUTO PARTS WHOLESALE		TRANSPORTATION ANNUAL SUPPLIES	100.47
P12-01386	O'REILLY AUTO PARTS		TRANSPORTATION ANNUAL SUPPLIES	254.53
P12-01387	FREEWAY AUTO SUPPLY		TRANSPORTATION ANNUAL SUPPLIES	722.46
P12-01388	ALLEN TIRE COMPANY		ANNUAL TIRE SUPPLIES	3,077.03
P12-01389	PETE'S ROAD SERVICE		ANNUAL TIRE SUPPLIES	2,342.86
P12-01390	PARKHOUSE TIRE, INC.		ANNUAL TIRE SUPPLIES	5,484.83
P12-01391	GANAHL LUMBER		BUILDING MAINTENANCE ANNUAL SUPPLIES	4,344.36
P12-01392	HILTI		BUILDING MAINTENANCE EQUIPMENT	3,683.62
P12-01393	ACOUSTICAL MATERIAL SERVICES		BUILDING MAINTENANCE ANNUAL EQUIPMENT	1,671.47
P12-01394	DS WATERS OF AMERICA, INC.		Annual Water Service	6,600.00
P12-01395	SYSTEMS SOURCE, INC.		VPSS SUITE, BST COMPLETION, MAINTENANCE AREAS	50,917.12
P12-01396	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	Replacement equipment for stolen gear	13,971.47
P12-01397	MICRO CENTER		Cases for iPad 2 - for DSPS students	353.18
P12-01398	GROWERS SUPPLY COMPANY		PLUMBING SUPPLIES	52.55
P12-01399	BRAND ATHLETICS		MEN'S BASKETBALL HATS AND REPLACEMENT JERSEY	956.05
P12-01400	APPLE COMPUTER, INC.		Apple products for IT projects	5,863.83
P12-01401	MARVAC ELECTRONICS		Football Headset Battery Replacment	63.59
P12-01402	A-1 TEXTILES		KNES/Athletics Towel Supplies	595.60
P12-01403	BARCODE PLANET		Scanner-POS	291.73
P12-01404	BRAND ATHLETICS		PRACTICE SHIRTS FOR WOMEN'S SOCCER	1,130.70
P12-01405	L.A. TIMES		Pay for yearly renewal of LA Times subscription.	162.08
P12-01406	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	IVC Great Lawn	IVC GREAT LAWN	25,600.00
P12-01407	KAREN MC NULTY		Reimbursement for instructional supplies	100.00
P12-01408	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		SENSOR REPLACEMENTS FOR POWER HOUSE 4 CHILLERS	1,211.27
P12-01409	A G CONSTRUCTION		PAINT PROJECT IN A126	1,893.00
P12-01410	ORANGE COUNTY REGISTER		ADVERTISING	184.00

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

Page 7 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01411	STUDICA, INC.		AUTODESK SUBSCRIPTION RENEWAL	3,960.00
P12-01412	KELLY-WRIGHT HARDWOODS		BUILDING MAINTENANCE ANNUAL SUPPLIES	706.03
P12-01413	BUDDY'S ALL STARS		M/W WP F'11 Mikasa Balls	1,129.05
P12-01414	TOMARK SPORTS EQUIPMENT		TENTS AND FLOOR TAPE FOR ATHLETIC DEPARTMENT	809.32
P12-01415	MC DOWELL-CRAIG OFFICE FURNITURE		Bus Sci Div Cubicle Move	2,422.52
P12-01416	MISSION PRINTING COMPANY		Transcript Envelopes with window	1,131.38
P12-01417	BATTERIES PLUS, #440 LAKE FOREST STORE	IVC Warehouse	ELECTRIC CART BATTERIES	984.30
P12-01418	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Pens	2,242.81
P12-01419	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Pencils	1,263.88
P12-01420	MC FADDEN-DALE INDUSTRIAL		AUTOMOTIVE SUPPLIES	8.62
P12-01421	OFFICEPLANIT		Bookcase Unit for Cheryl Clavel	2,502.49
P12-01422	PARTEK SOLUTIONS		Parking Permit Machine Paper	377.32
P12-01423	WELLS FARGO #3317		Emergency power outage flashlights	106.64
P12-01424	RICHARD THE THREAD EMPIRE TAPE COMPANY		Student Supplies	199.00
P12-01425	TECHSMITH CORP		Camtasia Studio/Snaggit Software Licenses/Support	501.20
P12-01426	BLUE BOOK OF COLLEGE ATHLETICS		Nationwide College Athletics Directory	172.09
P12-01427	OFFICEPLANIT		Bookcase	2,451.31
P12-01428	JOHN DEERE LANDSCAPES, INC.		IRRIGATION ANNUAL SUPPLIES	12,695.88
P12-01429	W. W. GRAINGER		IRRIGATION ANNUAL ORDER	3,547.13
P12-01430	BIOMETRICS4ALL		Cabinet for Live Scan	1,563.11
P12-01431	McKESSON GENERAL MEDICAL CORP		MEDICAL OFFICE SUPPLIES	26.22
P12-01432	COMPUTERLAND OF SILICON VALLEY		Adobe Site Licensing	22,728.00
P12-01433	C.T.I./VALUELINE		Drawing Supplies	660.15
P12-01434	FLOOR TECH GROUP		REPLACE CARPETING A126, A101, B272, B354, PE 225	12,036.00
P12-01435	UNISOURCE CORPORATION FACILITIES SUPPLY		CUSTODIAL SUPPLIES	701.88
P12-01436	LAB SAFETY SUPPLY INC.		Biology Supplies	169.16
P12-01437	FISHER SCIENTIFIC		MICROSCOPE SLIDE FOR LAB	131.24
P12-01438	HOME DEPOT MISSION VIEJO STORE #614		Blanket Purchase order Supplies & Materials	500.00
P12-01439	HOME DEPOT MISSION VIEJO STORE #614		Blanket Purchase order from Home Depot	500.00
P12-01440	M & M BOYS, INC.		IRRIGATION ANNUAL SUPPLIES	5,697.32
P12-01441	TROXELL COMMUNICATIONS, INC.		ALTINEX VGA SWITCHERS	2,014.93
P12-01442	HYDRO-SCAPE PRODUCTS, INC.		IRRIGATION ANNUAL SUPPLIES	5,368.33

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

ESCAPE ONLINE

Page 8 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01443	IRVINE PIPE & SUPPLY	.	ATEP PLUMBING SUPPLIES	500.00
P12-01444	EWING IRRIGATION PRODUCTS	.	IRRIGATION ANNUAL SUPPLIES	3,013.25
P12-01445	MARSAN TURF & IRRIGATION SUPP.	.	IRRIGATION ANNUAL SUPPLIES	1,229.43
P12-01446	MC FADDEN-DALE INDUSTRIAL	.	ATEP MAINTENANCE SPECIALTY SUPPLIES	500.00
P12-01447	PARKWAY LAWNMOWER SHOP	.	ATEP LAWNMOWER PARTS	1,000.00
P12-01448	EWING IRRIGATION PRODUCTS	.	ATEP IRRIGATION SUPPLIES	1,000.00
P12-01449	EBERHARD EQUIPMENT	.	ATEP LARGE EQUIPMENT SUPPLIES	3,000.00
P12-01450	SCHOOL SPECIALTY, INC.	.	Linoleum Supplies	557.52
P12-01451	KAPLAN EARLY LEARNING COMPANY	.	MATERIALS FOR CDC	1,004.68
P12-01452	DANIEL SMITH, INC.	.	Order metals & fabric	854.33
P12-01453	DICK BLICK COMPANY	.	Cold Press illustration board	313.55
P12-01454	HOME DEPOT TUSTIN STORE # 603	.	ATEP PARTS AND SUPPLIES	2,000.00
P12-01455	AIR SOURCE INDUSTRIES, INC.	.	Liquid Nitrogen/O2	1,500.00
P12-01456	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business card for new MSE dean	49.57
P12-01457	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	CTE Tshirts	2,937.86
P12-01458	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	Welcome Week Pencils for the CTE Grant	291.43
P12-01459	OAK CREEK GOLF CLUB	.	GOLF FEES FOR WOMEN'S GOLF COMPETITIONS	1,620.00
P12-01460	ACUSHNET COMPANY	.	GOLF BALLS FOR WOMEN'S GOLF	763.02
P12-01461	TUSTIN LOCK & SAFE	.	KEYS FOR CHEMISTRY LABS	500.00
P12-01462	VFS FIRE & SECURITY SERVICES	.	Fire Sprinkler System Annual Inspection	625.00
P12-01463	SCANTRON CORPORATION	.	Scantron Class Climate Renewal	1,359.00
P12-01464	CONTROL MAINTENANCE & REPAIR INC.	.	REPAIR AIR HANDLERS OUT OF SERVICE ON PAC	457.57
P12-01465	YA YA CREATIONS	.	Dept Supplies	141.16
P12-01466	JUNG-A LEE	.	Accompanist Services	133.19
P12-01467	JOHN WILEY & SONS	.	Department chair journal	99.00
P12-01468	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	.	Legal Services	35,000.00
P12-01469	NANCY BRACKEN	.	Instructional Supplies	500.00
P12-01470	RON ELLISON	.	Instructional Supplies	500.00
P12-01471	JAMES L. RYNNING	.	Instructional Supplies	500.00
P12-01472	CINEMA SECRETS, INC.	.	Instructional Supplies	1,000.00
P12-01473	GANAHL LUMBER	.	Instructional Supplies	3,000.00
P12-01474	DUNN-EDWARDS CORPORATION	.	Instructional Supplies	500.00
P12-01475	MC FADDEN-DALE INDUSTRIAL	.	Instructional Supplies	1,000.00
P12-01476	RICHARD THE THREAD EMPIRE TAPE COMPANY	.	Instructional Supplies	250.00
P12-01477	THEATRE COMPANY	.	Instructional Supplies	3,500.00

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

Page 9 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01478	HARBOR FREIGHT TOOLS	.	Instructional Supplies	800.00
P12-01479	HAIR CALIFORNIA BEAUTY ACADEMY	.	Blanket PO for Cont. Ed. payments	398,000.00
P12-01480	ACS DIV.CHED EXAM INSTIT. IOWA STATE UNIVERSITY	.	ORGANIC CHEM EXAMS	98.05
P12-01481	STUDICA, INC.	.	Autodesk Education Master Suite Licenses	6,726.21
P12-01482	LYNDA.COM, INC.	.	K.Mahotka-Patterson-Fall 2011-Instructional	58.82
P12-01483	OPS DIAGNOSTICS, LLC	.	BIOLOGY SUPPLIES	127.13
P12-01484	CDW-G COMPUTER CENTERS	.	Symantec Encryption Software Renewal	399.82
P12-01485	U.S. EQUIPMENT CO., INC.	.	PAC AIR COMPRESSOR	286.13
P12-01486	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	CTE Tri Highlighters	588.95
P12-01487	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	Pocket folders CTE Grant	1,152.93
P12-01488	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY	.	ASTRONOMY SUPPLIES	296.98
P12-01489	CPP, INC. DAVIES BLACK PUBLISHING	.	Software CPP system -Strong Scantron	243.02
P12-01490	PASCO SCIENTIFIC	.	PHYSICS EQUIPMENT	534.12
P12-01491	ULINE, INC.	.	Student Fashion Supplies	191.49
P12-01492	MATERIAL FLOW & CONVEYOR SYSTEMS, INC.	.	FOOD/NUTRITION SUPPLIES	88.32
P12-01493	CAROLINA BIOLOGICAL SUPPLY	.	HORTICULTURE LAB SUPPLIES	132.87
P12-01494	HOME DEPOT EAST IRVINE STORE #8525	.	Instructional Supplies	3,500.00
P12-01495	ACCUVANT INC.	.	Log Rhythm Security Appliance Renewal	15,360.00
P12-01496	MC CARTHY BUILDING COMPANIES	SC Bridge Ren	MANAGEMENT SERV. AGREEMENT	52,000.00
P12-01497	DISCOUNT DANCE SUPPLY CO.	.	Instructional Supplies	500.00
P12-01498	INDUSTRIAL METAL SUPPLY CO.	.	Instructional Supplies	500.00
P12-01499	FULLERTON CIVIC LIGHT OPERA CO	.	Instructional Supplies	3,000.00
P12-01500	PROFESSIONAL PLASTICS	.	Instructional Supplies	300.00
P12-01501	CSULB FOUNDATION THEATRE ARTS COSTUME SHOP	.	Instructional Supplies	500.00
P12-01502	ART SUPPLY WAREHOUSE	.	Instructional supplies	1,000.00
P12-01503	MICHAEL LEVINE, INC.	.	Instructional supplies	1,500.00
P12-01504	WESTERN COSTUME CO.	.	Instructional Supplies	1,000.00
P12-01505	WARNER BROS. STUDIO FACILITIES	.	Instructional supplies	1,000.00
P12-01506	WALTERS WHOLESALE ELECTRIC	.	Instructional Supplies	500.00
P12-01507	GROSH SCENIC STUDIOS, INC.	.	Instructional supplies	1,300.00
P12-01508	CALIFORNIA STAGE/LIGHTING, INC	.	Instructional Supplies	4,500.00

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

Page 10 of 14

ReqPay11b

Board Report

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01509	CALIFORNIA STAGE/LIGHTING, INC	.	Lighting rental for PAC	500.00
P12-01510	SALLY BEAUTY SUPPLY	.	Instructional supplies	500.00
P12-01511	SO CA REGIONAL TRANSIT TRAINING CONSORTIUM	.	Initiation/Membership Dues	2,000.00
P12-01512	UC REGENTS UCSD	.	Aquarium field trip for 6 sections of MS20.	910.00
P12-01513	UC REGENTS UCSD	.	MS4 fieldtrip to Birch Aquarium	300.00
P12-01514	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	.	LOCKSMITH ANNUAL EQUIPMENT	11,527.44
P12-01515	CLARK SECURITY PRODUCTS	.	LOCKSMITH ANNUAL SUPPLIES	10,241.75
P12-01516	KONICA MINOLTA BUSINESS SOLUT. ATTN: PO SPECIALIST	.	Annual Maintenance/Copier/Matriculation	897.00
P12-01517	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	.	Student Right-to-Know Agreement	7,800.00
P12-01518	DISPENSING SOLUTIONS, INC.	.	Prescription drugs	171.68
P12-01519	GALLUP PRESS BOOKS	.	CTE Collaborative Grant Assessment codes	6,000.00
P12-01520	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	Memo Clips CTE Grant	824.25
P12-01521	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	CTE Earbuds with pouch	1,113.66
P12-01522	ELENCO ELECTRONICS INC.	.	ELECTRONICS SUPPLIES	35.91
P12-01523	BUDDY'S ALL STARS	.	Soccer nets/SC field/team,class,com use	320.93
P12-01524	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	.	Webinar Fee	150.00
P12-01525	ALL ELECTRONICS CORP.	.	ELECTRONICS SUPPLIES	47.44
P12-01526	SIMS-ORANGE WELDING SUPPLY	.	Blanket PO for Gas & Supplies	500.00
P12-01527	NASCO WEST INDUSTRIES, INC.	.	Dept Supply	51.18
P12-01528	RITE INC. dba THE PERFECT FIELD	.	FIELD PAINT	1,422.30
P12-01529	NANCY BRACKEN	.	Theatre 11-12 Season Supplies	2,000.00
P12-01530	MIKE COLLINS	.	Fall, 2011 Theatre Supplies	1,000.00
P12-01531	SNAP-ON INCORPORATED	.	AUTOMOTIVE TOOLS	229.99
P12-01532	PARADISE BAKERY-MISSION VIEJO	.	Lunches for AT&T SharePoint Workshop	486.21
P12-01533	ANDRE TYSON	.	Guest Choreographer Services	1,250.00
P12-01534	MONTGOMERY HARDWARE	.	LOCKSMITH ANNUAL SUPPLIES	1,788.65
P12-01535	BRAND ATHLETICS	.	W Golf F'11	205.61
P12-01536	KATHY WEATHERWAX	.	Foster Parent CoTrainer	1,260.00
P12-01537	NINA M. YAMASAKI	.	Monitor-Adoption	70.00
P12-01538	SEHI PROCOMP COMPUTER PRODUCTS	.	Toner for Xerox 6505 Printer	858.38
P12-01539	MARSHALL MATERIALS	.	GROUPS ANNUAL SUPPLIES	2,900.00
P12-01540	SIERRA SOIL, INC.	.	GROUPS ANNUAL SUPPLIES	3,500.00
P12-01541	COMPUTERLAND OF SILICON VALLEY	.	Adobe Licenses	135.77
P12-01542	THE TRAFFIC SAFETY STORE	.	BARRIERS FOR SOCCER GAMES	920.86

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

ESCAPE ONLINE

Page 11 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01543	QUEST DIAGNOSTICS		Blanket Purchase Order Lab	12,000.00
P12-01544	MILLENNIUM BUSINESS SERVICES Marty Cohn		Purchase Business Cards For Librarians.	108.33
P12-01545	HITT MARKING DEVICES, INC.		Stamp for Division Dean	28.39
P12-01546	JACK-X-CHANGE		AUTOMOTIVE EQUIPMENT	73.83
P12-01547	AGON SPORT LLC dba agonswim.com		M/W WATER POLO Suits F'11	2,133.27
P12-01548	AGON SPORT LLC dba agonswim.com		M/W WATER POLO Caps F'11	120.06
P12-01549	DANA WHARF SPORTFISHING		At-Sea lab for MS20	2,400.00
P12-01550	ROBBIN HATTEN		Workshop Trainer	180.00
P12-01551	CALIFORNIA STAGE/LIGHTING, INC		Lighting supplies	327.60
P12-01552	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards for Joyce Bartlomain	43.10
P12-01553	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		PHYSICS SUPPLIES	197.06
P12-01554	FITNESS ANYWHERE LLC		Fitness & Conditioning Class Supplies	1,989.71
P12-01555	HOME DEPOT MISSION VIEJO STORE #614		Student Material Fees	125.00
P12-01556	MATERIAL SALES UNLIMITED		GROUPS ANNUAL SUPPLIES	3,100.00
P12-01557	SIGMA-ALDRICH CHEMICAL CO.		BIOLOGY SUPPLIES	51.95
P12-01558	BLACKBOARD INC.		Bb Add'l Storage and Service Units, Yr 2 of 2	84,214.00
P12-01559	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER		WOMEN'S VOLLEYBALL EMBROIDERY, ETC.	3,268.06
P12-01560	DELL MARKETING		Printer Cartridges for Liz Cipres	74.35
P12-01561	W. W. GRAINGER		First aid kits	229.02
P12-01562	ROCKHURST UNIV. CONTINUING EDUCATION CENTER, INC.		Staff Development Workshop for Deans, Mgr's & VP's	3,400.00
P12-01563	LINKS SIGN LANGUAGE INTERPRETING SERVICES		3 deaf instruc need interpreter/Blackboard train.	124.00
P12-01564	APPLE STORE MISSION VIEJO		IPAD W/ACCESSORIES	1,019.32
P12-01565	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC		ATI FOR NURSING	21,759.57
P12-01566	EMERALD MIRROR & GLASS		GLASS PURCHASE FOR A 100 BUILDING/A400 BUILDING	450.00
P12-01567	OC LB CONSORTIUM DR. MARY HOBUS/DIR OF NURSING		OC/LB CONSORTIUM MEMBERSHIP	150.00
P12-01568	TIME MASTERS		Ribbon for Amano PIX-3000x	38.36
P12-01569	MITCHELL1		Teamworks plus	359.29
P12-01570	PAYAM-E-ASHENA		Advertising for 2011/2012	3,000.00
P12-01571	JARED SCOTT SCOTT PIANO SERVICE		Piano tuning services	2,500.00
P12-01572	MORITAKA KINA		Piano tuning services	3,200.00
P12-01573	HAITBRINK ASPHALT PAVING, INC.		MAINTENANCE YARD	4,920.00
P12-01574	DICK BLICK COMPANY		Maria Kiernan Fall 2011 Material Fees	142.21
P12-01575	REALVOLLEYBALL.COM		ADDITIONAL WOMEN'S VOLLEYBALL JACKETS	81.09

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

ESCAPE ONLINE

Page 12 of 14

Includes P12-01184 - P12-01593

PO Number	Vendor Name	Site	Description	Account Amount
P12-01576	TOMARK SPORTS EQUIPMENT		ITEMS FOR STRENGTH LAB	788.28
P12-01577	TOMARK SPORTS EQUIPMENT		TOMARK SPORTS EQUIPMENT FOR STRENGTH LAB	1,330.94
P12-01578	TUSTIN UNIFIED SCHOOL DISTRICT		Allocation for Tustin Unified 2011-2012	1,000.00
P12-01579	GRAPHICS PLUS ENTERPRISES	Bldg W/Com Arts	Printing for 100 T-shirts	183.18
P12-01580	TRACY DALY		Non-Instructional office supplies & materials	215.50
P12-01581	MIROSLAVA MANCHIK		Non-Instructional office supplies & materials	323.25
P12-01582	ROCKY CIFONE		Non-Instructional office supplies & materials	215.50
P12-01583	DICK BLICK COMPANY		Regina Hurley-Fall 2011-Fee Based Supplies	151.60
P12-01584	DICK BLICK COMPANY		Maria Kiernan-Material Fees-Fall 2011	187.10
P12-01585	NEWBEGINNINGS, INC. CATERING DIVISION		CTE Advisory Meeting	200.00
P12-01586	NEWBEGINNINGS, INC. CATERING DIVISION		CTE Collaborative Partners Group	915.88
P12-01587	DICK BLICK COMPANY		Student Art Supplies	263.10
P12-01588	MILLENNIUM BUSINESS SERVICES Marty Cohn		Tere Fluegeman - Business Cards	43.10
P12-01589	TAMS-WITMARK MUSIC LIBRARY		Theatre royalties (Cabaret & Anything Goes)	1,899.00
P12-01590	G/M BUSINESS INTERIORS		A126 CONFERENCE ROOM FURNISHINGS	16,300.79
P12-01591	CCCLGCA % DAVE NEER, HEAD GOLF COACH		CCCLGCA Membership renewal/IVC W. Golf	150.00
P12-01592	JENNIFER SNIDER		PRIDE	85.00
P12-01593	HEALTH SERVICES ASSOCIATION % CUYAMACA COMMUNITY COLLEGE		HSA Membership	150.00
Total			409	4,491,271.90

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	390	1,488,415.42
12	Child Development Fund	2	1,706.78
40	Capital Outlay Fund	16	2,966,149.70
68	Self-Insurance Fund	1	35,000.00
Total		409	4,491,271.90

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

Includes P12-01184 - P12-01593

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

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

ESCAPE ONLINE

Page 14 of 14

Includes 08/10/2011 - 09/06/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01641	DAVID D. GATEWOOD	Reimbursement for supply purchase	57.49
RQ12-01648	SOKHA SONG	ACHRO/EEO Conference: Sokha Song	768.35
RQ12-01649	ANITA MC DONALD	ACHRO	768.35
RQ12-01650	TONI LAKOW	ACHRO/EEO Conference: Toni Lakow	768.35
RQ12-01652	TEDDI LORCH	ACHRO/EEO Conference: Teddi Lorch	693.35
RQ12-01653	ANN BUCKLEY	ACHRO/EEO Conference: Ann Buckley	768.35
RQ12-01664	NEWBEGINNINGS, INC. CATERING DIVISION	Catering - New FT Faculty Orientation 8/18/11	171.65
RQ12-01695	WELLS FARGO #3317 (DISTRICT)	Batterybob.com	107.85
RQ12-01712	LISA ELSTON	Reimbursement to Faculty	166.11
RQ12-01713	SO COUNTY DANCE C/O STACY HAGEN	South County rental ticket sales	11,339.20
RQ12-01715	JENNIFER FOROUZESH	REIMBURSEMENT FOR LAUNDRY SERVICE	733.00
RQ12-01716	TAMERA RICE	NLN CONFERENCE	2,602.10
RQ12-01723	REPRO XPRESS	FOR ADDENDUM A & B	334.80
RQ12-01727	XEROX CORP.	Freight charge	10.18
RQ12-01728	PETE'S ROAD SERVICE FULLERTON	2006 FORD E350 TIRE WORK	781.46
RQ12-01746	BAKER & TAYLOR	Library books per Ana Maria Cobos	239.42
RQ12-01754	CA DEPT OF TOXIC SUBSTANCES CONTROL	EPA ID AND MANIFEST FEE	272.50
RQ12-01761	FISDAP HEADWATERS SOFTWARE, INC.	STUDY TOOLS ACCESS	840.00
RQ12-01764	RICHARD GROSCOST	Reimburse Groscost	215.49
RQ12-01765	WILL GLEN	Reimburse Chief Glen for paper	35.78
RQ12-01770	BRENDA BORRON	Reimbursement For Binding and Duplicating	247.65
RQ12-01772	LINDA CALL	NLN CONFERENCE	2,194.75
RQ12-01775	JIM GASTON	Reimbursement for BbWorld 2011	1,473.86
RQ12-01776	JIM GASTON	Reimburse for KVM Cable	59.25
RQ12-01779	S & K THEATRICAL DRAPERIES	* McKinney Theatre projection screen repair	500.00
RQ12-01780	WELLS FARGO #1598	Postage for Embassy Billing-USPS	20.45
RQ12-01782	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	CPR Processing Fees	96.00
RQ12-01786	JESS PEREZ	Expense Reimbursement	141.77
RQ12-01795	W. MIKE DALE	Reimbursement	113.07
RQ12-01802	BRIAN DODERO BD OFFICE SOLUTIONS	Toner Cartridges	1,676.40
RQ12-01811	ARAMARK UNIFORM SERVICES	Closing Invoices	227.72
RQ12-01812	S & B FOODS	Refreshments for HTCC Meeting	108.18
RQ12-01814	SIMON DAVIES	EMERGENCY CLEATS FOR WOMEN'S SOCCER PLAYER	43.09
RQ12-01817	MERCK AND CO., INC. ORDER MANAGEMENT CENTER	IMMUNIZATIONS	3,681.76
RQ12-01818	U.S. EQUIPMENT CO., INC.	AIR COMPRESSOR SERVICE	1,977.31
RQ12-01830	DIANE PESTOLESI	NLN CONFERENCE	2,655.00
RQ12-01831	LINDA GLEASON	NLN CONVENTION	2,875.00
RQ12-01832	LORETTA M. THARPE	NLN CONVENTION	2,675.00
RQ12-01846	AUDIO VISUAL SOLUTIONS, LLC	Screen rental Chancellor's Opening Session 8/16/11	1,375.00
RQ12-01851	WELLS FARGO BANK #1606	Conveyance Fees-CA Dep't of Indus. Relat.	1,510.95
RQ12-01854	SANDRA POPE	Reimbursement for online training	220.00

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

Page 1 of 4

Includes 08/10/2011 - 09/06/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01858	MATT BRODET	Reimburse staff member for CC camera purchase	150.83
RQ12-01862	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	VILLAGE SWING SPACE FOR LRC RENOVATION	2,218.04
RQ12-01863	NEWBEGINNINGS, INC.	Refreshments for 9/9/11 Accred Comm Meeting	59.80
RQ12-01864	WELLS FARGO #3317 (DISTRICT)	VENDOR: ECENTRAL STORES/OUTDOOR FABRIC	149.88
RQ12-01881	PARISA SOLTANI	Conference Registration for Parisa Soltani	65.00
RQ12-01884	PARADIGM, INC.	Printing of IVC Fall 2010 Diplomas & Certificates	567.98
RQ12-01893	ARLEEN ELSEROAD	CCCMP Conference	239.25
RQ12-01907	THOMAS L. SMITH	Reimbursement	78.10
RQ12-01910	ROBERT COSGROVE	ACCJC Conference - Bob Cosgrove	45.00
RQ12-01912	WELLS FARGO #2078	CORNER BAKERY - BAAAR Workgroup	226.36
RQ12-01921	MARK KRUHMIN	Reimbursement for Staff member	42.05
RQ12-01922	MATT BRODET	Reimbursement for Staff member	312.44
RQ12-01923	A-1 INTERNATIONAL VIDEO & TV INC.	Repair of Audio Mixer	350.00
RQ12-01924	JANE HORLINGS	Reimbursement for software	120.09
RQ12-01928	DISPENSING SOLUTIONS, INC.	Student Health Center Supplies	246.10
RQ12-01929	MAQUINSAL SEWING MACHINE CO.	Equip. Repair	450.00
RQ12-01930	LASER SOURCE	Printer Cleaning and Repair	99.06
RQ12-01933	NEWBEGINNINGS, INC.	Food for the Annual State of the College	1,136.76
RQ12-01940	POLISHED IMAGE	W Golf F'11 embroidery services	105.06
RQ12-01944	MARLYS GRODT & ASSOCIATES	Prepare Two Class Specifications for IVC	1,000.00
RQ12-01947	DM EMBROIDERY & SILKSCREEN	MEN'S SOCCER EMBROIDERY	1,988.90
RQ12-01948	DM EMBROIDERY & SILKSCREEN	WOMEN'S SOCCER EMBROIDERY	1,261.58
RQ12-01956	TECHNOLINK ASSOCIATION % FORTE DESIGNS #206	**Pre-pay for a conference: Technolink (10/12/11)	160.00
RQ12-01958	TRACY DALY	Pre-pay for conference: technolink (10/12/11)	160.00
RQ12-01961	NEWBEGINNINGS, INC. CATERING DIVISION	Continental Breakfast for District Road Show SC	2,141.53
RQ12-01967	TOD A. BURNETT	**Symposium 2011- NCCCF - Oct. 12-14, 2011	450.00
RQ12-01968	TOD A. BURNETT	**CCLC Conference	1,700.00
RQ12-01969	S & B FOODS	Continental Breakfast for District Road Show IVC	1,282.23
RQ12-01971	ANGELA OROZCO-MAHANEY	4CS Conference	429.00
RQ12-01974	WELLS FARGO #3317 (DISTRICT)	Keyboard and Case for iPad - C. Clavel/Brookstone	117.73
RQ12-01975	RUSSELL HAMILTON	Reimburse R. Hamilton for Conference	650.00
RQ12-01992	TOD A. BURNETT	Reim. for Travel Expenses	800.00
RQ12-02008	BRUCE R. KINGHORN	MANAGEMENT RETREAT	50.93
RQ12-02014	SHANNON FASELER	Art Supplies	33.37
RQ12-02015	SHANNON FASELER	Art Supplies	110.81
RQ12-02039	BWI	BOOKS	196.73
RQ12-02042	JULIE ANDERSON	Reimbursement for Fish (Bio 3a lab)	5.82
RQ12-02095	BAKER & TAYLOR	Library DVDs per Elizabeth Horan request	89.52
RQ12-02097	BAKER & TAYLOR	Library books per Ana Maria Cobos	39.13
RQ12-02107	JENNA MC CARTY	Reimbursement for books	110.29
RQ12-02110	LARRY RADDEN	Conference for Larry Radden - Vancouver	721.04
RQ12-02121	DUBOIS, ELLE	Conference Attendance for Elle DuBois	295.00
RQ12-02126	DUBOIS, ELLE	Conference Attendance for Elle DuBois	399.00
RQ12-02131	JEFF KAUFMANN	Reimbursement for field course	498.16

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

ESCAPE ONLINE

Page 2 of 4

Includes 08/10/2011 - 09/06/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02133	HORN IMPROVEMENT	Instrument repair	184.51
RQ12-02139	ANTHONY TENG	Reimb Tony Teng for Membership	150.00
RQ12-02143	THE WESTIN PASADENA	Lodging for Watson-Lancer 10/22-23 for faculty	379.71
RQ12-02145	HEIDI M. OCHOA	Meals for faculty - Watson-Lancer 10/22,23 2011	400.00
RQ12-02148	LA NELL PEEBLES	Reimbursement for Postage	63.33
RQ12-02153	JOSEPH GERGES	Conference Reimbursement	325.00
RQ12-02154	WELLS FARGO #2078	California Education Code 2011 ed. -West-Thomson	67.88
RQ12-02163	WELLS FARGO #3317 (DISTRICT)	TELEXIS - PHONESlips Upgrade	149.00
RQ12-02164	SO. ORANGE CO. COMM. COL.DIST	Repay Pell Grant acct	251.00
RQ12-02189	ALANNAH ORRISON ROSENBERG	Reimbursement - Alannah Rosenberg	300.00
RQ12-02210	ACCUITY	ACH Participant Directory	311.00
		Total	96
			69,479.99

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

ESCAPE ONLINE

Page 3 of 4

Fund Summary				
Fund	Description	Requisition Count	Amount	
01	General Fund	93	64,949.84	
40	Capital Outlay Fund	3	4,530.15	
Total		96	69,479.99	

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

ESCAPE ONLINE

Page 4 of 4

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Payment of Bills
ACTION: Approval

BACKGROUND

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

STATUS

Checks No. 151306 through 151994 processed through the Orange County Department of Education, totaling \$5,812,186.96; and Checks No. 010235 through 010267, processed through Saddleback College Community Education, totaling \$78,669.73; and Checks No. 008907 through 008925, processed through Irvine Valley College Community Education, totaling \$165,851.43 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 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151306	08/10/2011	P & R PAPER SUPPLY COMPANY	269.85
151307	08/10/2011	PACIFIC CLIPPINGS	59.00
151308	08/10/2011	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
151309	08/10/2011	PURETEC	251.70
151310	08/10/2011	PYRAMID SCHOOL PRODUCTS	479.52
		Unpaid Sales Tax	37.16
		Expensed Amount	516.68
151311	08/10/2011	QUEST DIAGNOSTICS	291.75
151312	08/10/2011	RAININ INSTRUMENTS LLC	649.30
151313	08/10/2011	RICOH AMERICAS CORPORATION	58.54
151314	08/10/2011	BARRETT ROBINSON CO., INC.	813.58
151315	08/10/2011	CHUCK ROGERS THEATRE ARTS	26.91
151316	08/10/2011	ROSE BUSINESS FORMS CO. DBA ROSE PRINTING SERVICES, INC.	224.00
151317	08/10/2011	SCANTRON CORPORATION	85.32
151318	08/10/2011	SEHI PROCOMP COMPUTER PRODUCTS	182.63
151319	08/10/2011	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
151320	08/10/2011	SIGMA ALDRICH CHEMICAL CO.	106.80
151321	08/10/2011	SIMS TREE HEALTH SPEC., INC.	145.00
151322	08/10/2011	SMARDAN SUPPLY - EL MONTE	963.29
151323	08/10/2011	SMART LEVELS MEDIA	742.54
151324	08/10/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,295.90
151325	08/10/2011	SOURCE GRAPHICS	1,458.00
151326	08/10/2011	SOUTHLAND INSTRUMENTS, INC.	2,184.53
151327	08/10/2011	SPECTRUM CHEMICAL MFG. CORP.	862.31
151328	08/10/2011	ALENA STRICKLAND	105.00
151329	08/10/2011	TELERIK INC. BOSTON OFFICE	1,798.20
151330	08/10/2011	U.S. DATA TRUST CORPORATION	5,000.00
151331	08/10/2011	UNISOURCE WORLDWIDE INC.	10,411.88
151332	08/10/2011	UNITED FABRICARE SUPPLY, INC.	347.82
151333	08/10/2011	VENTEK INTERNATIONAL	180.00
151334	08/10/2011	VISTA PAINT CORPORATE OFFICE	328.53
151335	08/10/2011	WALTERS WHOLESALE ELECTRIC	1,069.91
151336	08/10/2011	W A X I E	3,606.30
151337	08/10/2011	WESTERN EXTERMINATOR COMPANY	3,000.00
151338	08/10/2011	WESTERN GRAPHICS PLUS, INC.	15,421.88
151339	08/10/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,703.33
151340	08/10/2011	RPM CONSULTANT GROUP	2,460.27
151341	08/10/2011	TRACY DALY	418.16
151342	08/10/2011	LOIS DI ALTO	173.48
151343	08/10/2011	KURT MEYER	173.48
151344	08/10/2011	CASEY MOIR	491.67
151345	08/10/2011	THE RP GROUP	400.00
151346	08/10/2011	JODI TITUS	173.48
151347	08/10/2011	KATHLEEN WERLE	173.48
151348	08/11/2011	TRACY DALY	28.36
151349	08/11/2011	GEMINI COMPUTERS INC.	142.10

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 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	10.24
		Expensed Amount	152.34
151350	08/11/2011	W. W. GRAINGER	2,716.94
151351	08/11/2011	HIGHSMITH CO., INC.	21.73
151352	08/11/2011	IBM CORPORATION	1,933.33
151353	08/11/2011	IMPACT IMAGES CLEAR IMAGE, INC.	121.44
151354	08/11/2011	INDUSTRIAL HYGIENE MGMT., INC.	2,950.00
151355	08/11/2011	INTERSTATE ELECTRIC	128.75
151356	08/11/2011	INTERVIEW MAGAZINE	14.97
151357	08/11/2011	IVC BOOKSTORE No. 895 MA 63	242.44
151358	08/11/2011	JOHNSON CONTROLS, INC.	4,204.00
151359	08/11/2011	KATHCO PRODUCTS	13,146.80
151360	08/11/2011	LOS ANGELES TIMES	162.08
151361	08/11/2011	LAURA'S INT PLANTSCAPE SERV	200.00
151362	08/11/2011	LIEBERT CASSIDY WHITMORE	5,790.50
151363	08/11/2011	LOOMIS, FARGO & COMPANY	576.72
151364	08/11/2011	MACALESTER COLLEGE	400.00
		Unpaid Sales Tax	31.00
		Expensed Amount	431.00
151365	08/11/2011	MAINTEX	470.07
151366	08/11/2011	MASITA USA	4,000.11 *
Cancelled on 08/16/2011, Cancel Register # AP08162011D			
151367	08/11/2011	MAXIMUM SECURITY SAFES	2,315.55
151368	08/11/2011	MC KESSON MEDICAL SURGICAL	20.98
151369	08/11/2011	MC MAHAN BUSINESS INTERIORS	114.13
151370	08/11/2011	MICRO CENTER A/R	641.05
151371	08/11/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	99.14
151372	08/11/2011	MKH ELECTRONICS	150.00
151373	08/11/2011	MOULTON-NIGUEL WATER DIST.	22,132.80
151374	08/11/2011	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	56,287.05
151375	08/11/2011	NACCE	750.00
151376	08/11/2011	NACUBO MEMBER SERVICES	2,885.00
151377	08/11/2011	NASCO MODESTO	32.73
151378	08/11/2011	MONICA NELSON	404.06
151379	08/11/2011	NEWBEGINNINGS, INC. CATERING DIVISION	305.74
151380	08/11/2011	NEXGEN	714.88
151381	08/11/2011	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	1,124.00
151382	08/11/2011	GENERAL BINDING CORP.	910.40
		Unpaid Sales Tax	70.56
		Expensed Amount	980.96
151383	08/11/2011	AMERICAN GEOTECHNICAL, INC.	6,556.00
151384	08/11/2011	LEE ARMSTRONG CO., INC.	2,375.00
151385	08/11/2011	BLACKBOARD INC.	60,260.00
151386	08/11/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	81,349.07
151387	08/11/2011	DYNTEK SERVICES INC.	3,000.00
151388	08/11/2011	EDGE DEVELOPMENT, INC.	305,562.00
151389	08/11/2011	ENAMIX, INC.	5,040.00
151390	08/11/2011	JOYCE INSPECTION & TESTING	20,808.00

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

ESCAPE ONLINE

Page 2 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151391	08/11/2011	NCM DEMOLITION & REMEDIATION	82,153.12
151392	08/11/2011	NEUDESIC, LLC	69,313.50
151393	08/11/2011	PB AMERICAS, INC.	746.43
151394	08/11/2011	RR SYSTEMS, INC.	962.00
151395	08/11/2011	TORREY PINES BANK	33,953.00
151396	08/11/2011	BAYLEY CONSTRUCTION	880,943.18
151397	08/11/2011	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	97,882.57
151398	08/11/2011	ALLIED REFRIGERATION INC	1,102.37
151399	08/11/2011	AMERICAN DUCT CLEANING CO. AMERICAN AIR BALANCE CO, INC.	8,575.00
151400	08/11/2011	AMERICAN AIR BALANCE CO. INC.	4,285.00
151401	08/11/2011	APPLE COMPUTER INC.	1,111.87
151402	08/11/2011	APPLE SCIENTIFIC, INC.	215.00
		Unpaid Sales Tax	16.66
		Expensed Amount	231.66
151403	08/11/2011	APPLIED INDUSTRIAL TECH.	256.33
151404	08/11/2011	AUCA LOS ANGELES	47.81
151405	08/11/2011	LEE ARMSTRONG CO., INC.	2,638.00
151406	08/11/2011	GARY BARNAK	23,476.13
151407	08/11/2011	BLACKBOARD INC.	23,400.00
151408	08/11/2011	CITRIX ONLINE	1,740.60
151409	08/11/2011	COMPUTERLAND	3,625.00
151410	08/11/2011	DANA POINT FUEL DOCK	84.79
151411	08/11/2011	DE NAULT'S TRUE VALUE HARDWARE	79.26
151412	08/11/2011	LISA ELSTON	166.11
151413	08/11/2011	EmbroidMe Irvine	21.64
151414	08/11/2011	EMED COMPANY, INC.	104.63
		Unpaid Sales Tax	6.68
		Expensed Amount	111.31
151415	08/11/2011	FEDERAL EXPRESS	23.12
151416	08/11/2011	FREEWAY AUTO SUPPLY	100.65
151417	08/12/2011	ACSIG/EDGE	125,074.68
151418	08/12/2011	ACSIG/EDGE	41,482.14
151419	08/12/2011	HYATT LEGAL	6,996.90
151420	08/12/2011	PACIFICARE BEHAVIORAL HEALTH	3,016.65
151421	08/12/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,157.37
151422	08/12/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	13,978.25
151423	08/12/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,092,856.00
151424	08/12/2011	UNUM LIFE INSURANCE COMPANY	3,561.30
151425	08/12/2011	UNUM LIFE INSURANCE COMPANY	7,049.90
151426	08/12/2011	ACSIG/EDGE	19,159.57
151427	08/12/2011	ACSIG/EDGE	5,393.56
151428	08/12/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	301,054.00
151429	08/12/2011	AMS OCEAN STUDIES	149.00
151430	08/12/2011	AMS WEATHER STUDIES AMERICAN METEOROLOGICAL	149.00
151431	08/15/2011	XEROX CORP.	1,745.24
151432	08/15/2011	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	1,154.10

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 3 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151433	08/15/2011	AVENTURA SAILING ASSOC.	293.79
151434	08/15/2011	BONDED WET-DRY CLEANERS	62.43
151435	08/15/2011	BRAND ATHLETICS	100.50 *
Cancelled on 08/16/2011 Cancel Register # AP08162011			
151436	08/15/2011	CCCSCA % RODNEY RAGSDALE	150.00
151437	08/15/2011	CLUB CAR, INC.	92.31
151438	08/15/2011	DELL MARKETING L.P. C/O DELL USA L.P.	2,820.85
151439	08/15/2011	MICHELE DUGAN	180.00
151440	08/15/2011	DUNN-EDWARDS CORPORATION	5,688.34
151441	08/15/2011	ARNETTE EDWARDS	180.00
151442	08/15/2011	EMPIRE CLEANING SUPPLY	83.16
151443	08/15/2011	FULLERTON CIVIC LIGHT OPERA CO	610.00
151444	08/15/2011	AT&T	5,801.79
151445	08/15/2011	AT & T	251.91
151446	08/15/2011	AT&T	11.28
151447	08/15/2011	AT&T	11.25
151448	08/15/2011	SAN DIEGO GAS & ELECTRIC	62,020.72
151449	08/15/2011	SOUTHERN CALIFORNIA EDISON CO.	76.23
151450	08/15/2011	SOUTHERN CALIFORNIA GAS CO.	19.54
151451	08/15/2011	SOUTHERN CALIFORNIA GAS CO.	12,941.92
151452	08/16/2011	ALERT SERVICES, INC.	88.66 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151453	08/16/2011	BAKER & TAYLOR	239.42 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151454	08/16/2011	BLACKBOARD INC.	180,300.00 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151455	08/16/2011	BRAND ATHLETICS	100.50 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151456	08/16/2011	C & H DISTRIBUTORS, INC.	928.85 *
Reissued on 08/16/2011, Cancel Register # AP08162011B			
151457	08/16/2011	CHEFS' TOYS	4,324.34 *
Reissued on 08/16/2011, Cancel Register # AP08162011B			
151458	08/16/2011	CHEMSEARCH	1,568.27 *
Reissued on 08/16/2011, Cancel Register # AP08162011B			
151459	08/16/2011	DELL MARKETING L.P. C/O DELL USA L.P.	23,224.59 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151460	08/16/2011	FISHER SCIENTIFIC	175.33 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151461	08/16/2011	FORESTRY SUPPLIERS, INC.	173.25 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151462	08/16/2011	JENNIFER FOROUZESH	733.00 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151463	08/16/2011	FREEWAY AUTO SUPPLY	10.02 *
Reissued on 08/16/2011 Cancel Register # AP08162011B			
151464	08/16/2011	ALERT SERVICES, INC.	88.66
151465	08/16/2011	BAKER & TAYLOR	239.42
151466	08/16/2011	BLACKBOARD INC.	180,300.00
151467	08/16/2011	BRAND ATHLETICS	100.50
151468	08/16/2011	C & H DISTRIBUTORS, INC.	928.85
151469	08/16/2011	CHEFS' TOYS	4,324.34

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 4 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151470	08/16/2011	CHEMSEARCH	1,568.27
151471	08/16/2011	DELL MARKETING L.P. C/O DELL USA L.P.	23,224.59
151472	08/16/2011	FISHER SCIENTIFIC	175.33
151473	08/16/2011	FORESTRY SUPPLIERS, INC.	173.25
		Unpaid Sales Tax	13.43
		Expensed Amount	186.68
151474	08/16/2011	JENNIFER FOROUZESH	733.00
151475	08/16/2011	FREEWAY AUTO SUPPLY	10.02
151476	08/16/2011	SO. ORANGE CO. COMM. COL.DIST	2,000.00
151477	08/16/2011	POSTMASTER	953.75
151478	08/17/2011	GALE SUPPLY COMPANY	13,014.59
151479	08/17/2011	DAVID D. GATEWOOD	57.49
151480	08/17/2011	GLB ENTERPRISES	67.74
		Unpaid Sales Tax	4.52
		Expensed Amount	72.26
151481	08/17/2011	GOENGINEER	3,525.70
151482	08/17/2011	GOLF VENTURES WEST	183.52
151483	08/17/2011	GORM, INC.	663.02
151484	08/17/2011	W. W. GRAINGER	155.74
151485	08/17/2011	HALO BRANDED SOLUTIONS	515.85
151486	08/17/2011	HITT MARKING DEVICES, INC.	64.06
151487	08/17/2011	HOME DEPOT CREDIT SERVICES	1,733.81
151488	08/17/2011	BARBARA HUGGINS	85.90
151489	08/17/2011	IKON OFFICE SOLUTIONS	1,545.18
151490	08/17/2011	JOHNSTONE SUPPLY	235.72
151491	08/17/2011	KATHCO PRODUCTS	111.41
151492	08/17/2011	KEN'S SPORTING GOODS	3,528.82
151493	08/17/2011	KENNY'S AUTO UPHOLSTERY, INC.	500.00
151494	08/17/2011	KNORR SYSTEMS, INC.	286.62
151495	08/17/2011	LAB CORPORATION	5,495.25
151496	08/17/2011	LAB SAFETY SUPPLY CO. ACCT # 5252156	159.95
151497	08/17/2011	LAGUNA BALLET, INC.	11,260.00
151498	08/17/2011	LASER SOURCE	125.90
151499	08/17/2011	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	309.38
		Unpaid Sales Tax	20.57
		Expensed Amount	329.95
151500	08/17/2011	MARLA'S MANIA	1,190.64
151501	08/17/2011	MATERIAL FLOW & CONVEYOR SYSTEMS, INC.	107.42
151502	08/17/2011	MC KESSON MEDICAL SURGICAL	1,275.00
151503	08/17/2011	McMASTER CARR SUPPLY CO.	17.79
151504	08/17/2011	MEDCO SUPPLY COMPANY	7.95
151505	08/17/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	447.17
151506	08/17/2011	MOUSER ELECTRONICS	67.34
151507	08/17/2011	NEUDESIC, LLC	15,478.50
151508	08/17/2011	NEWBEGINNINGS, INC. CATERING DIVISION	638.74
151509	08/17/2011	HSBC	479.99
		Unpaid Sales Tax	37.20
		Expensed Amount	517.19
151510	08/17/2011	OC Treasurer-Tax Collector	210.00

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

ESCAPE ONLINE

Page 5 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151511	08/17/2011	OC DEPT OF EDUCATION ATTN: CHRIS KRIEBEL	3,700.00
151512	08/17/2011	OCEANSIDE PHOTO & TELESCOPE	240.00
151513	08/17/2011	OPTICS PLANET, INC.	502.86
		Unpaid Sales Tax	38.97
		Expensed Amount	541.83
151514	08/17/2011	ORKIN PEST CONTROL 711	875.00
151515	08/17/2011	PEAK TECHNOLOGIES, INC.	1,699.92
151516	08/17/2011	ERIK JENSEN WIRED PLANET	1,050.00
151517	08/17/2011	BHJ INC.	97.06
151518	08/18/2011	RUTH HIGGINS	968.09
151519	08/18/2011	ELIZABETH HORAN	59.05
151520	08/18/2011	JEFFREY W. HSU	15.00
151521	08/18/2011	SANDY JEFFRIES	49.16
151522	08/18/2011	NICOLE ORTEGA OFFICE OF INSTRUCTION	373.40
151523	08/18/2011	KEN PATTON	177.35
151524	08/18/2011	SHOUKA TORABI PLANNING, RESEARCH & GRANTS	361.40
151525	08/18/2011	ADVANCE TEK	8,400.00
151526	08/18/2011	AURALOG, INC.	12,500.00
		Unpaid Sales Tax	968.75
		Expensed Amount	13,468.75
151527	08/18/2011	CATALYST CONSULTING	10,530.00
151528	08/18/2011	CRESCENT SOLUTIONS	7,650.00
151529	08/18/2011	CRESCENT STAFFING, INC.	13,832.00
151530	08/18/2011	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	2,218.04
151531	08/18/2011	GBH COMMUNICATIONS INC.	117,833.58
151532	08/18/2011	HAITBRINK ASPHALT PAVING, INC.	5,650.00
151533	08/18/2011	JOYCE INSPECTION & TESTING	6,560.00
151534	08/18/2011	MC KENNA LONG & ALDRIDGE, LLP	875.00
151535	08/18/2011	MUIR-CHASE PLUMBING CO., INC.	875.00
151536	08/18/2011	NIMBLE CONSULTING	10,375.00
151537	08/18/2011	PERCEPTIVE SOFTWARE	286,495.00
151538	08/18/2011	REPRO XPRESS	334.80
151539	08/18/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	716.00
151540	08/18/2011	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
151541	08/18/2011	PACIFIC NATIONAL GROUP	8,278.00
151542	08/18/2011	PARKWAY LAWNMOWER SHOP	83.24
151543	08/18/2011	BOB PARRETT CONSTRUCTION	9,507.00
151544	08/18/2011	J.W. PEPPER & SON, INC.	783.50
151545	08/18/2011	PORTA PHONE CO.	417.40
		Unpaid Sales Tax	24.83
		Expensed Amount	442.23
151546	08/18/2011	THE POWER TO PASS	143.91
151547	08/18/2011	POWERTRON BATTERY CO.	1,171.73
151548	08/18/2011	PROAIR CONSTRUCTION SVCS. INC.	3,740.00
151549	08/18/2011	PYRAMID SCHOOL PRODUCTS	59.90
		Unpaid Sales Tax	4.64
		Expensed Amount	64.54
151550	08/18/2011	R.M. SYSTEMS, INC.	660.00

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

ESCAPE ONLINE

Page 6 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151551	08/18/2011	REACTIVE METALS STUDIO, INC.	205.24
		Unpaid Sales Tax	15.03
		Expensed Amount	220.27
151552	08/18/2011	S & B FOODS CATERING DIVISION	366.67
151553	08/18/2011	S & B FOODS CATERING DIVISION	32.76
151554	08/18/2011	SADDLEBACK GOLF CARS, INC.	63.66
151555	08/18/2011	SAFEWAY INC/PAVILIONS	90.51
151556	08/18/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	219.94 *
Cancelled on 08/25/2011 Cancel Register # AP08262011			
151557	08/18/2011	SCANTRON CORPORATION	8,985.00
151558	08/18/2011	GUISELLE SCOTT	630.00
151559	08/18/2011	SECURITAS SECURITY SVCS, USA	1,171.98
151560	08/18/2011	SEHI PROCOMP COMPUTER PRODUCTS	2,202.18
151561	08/18/2011	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
151562	08/18/2011	SIEMENS INDUSTRY INC.	86.68
151563	08/18/2011	SIGMA ALDRICH CHEMICAL CO.	55.23
151564	08/18/2011	SIMS TREE HEALTH SPEC., INC.	460.00
151565	08/18/2011	SMARDAN SUPPLY - EL MONTE	388.78
151566	08/18/2011	ROBERT STANLEY	159.44
151567	08/18/2011	STAR MAINTENANCE SUPPLY	936.03
151568	08/18/2011	STOVER SEED COMPANY	3,394.13
151569	08/18/2011	TIGER DIRECT C/O SYX SERVICES	2,181.66
		Unpaid Sales Tax	166.41
		Expensed Amount	2,348.07
151570	08/18/2011	DIEMMY TRAN	120.00
151571	08/18/2011	TURF TIRE DISTRIBUTORS	332.11
151572	08/18/2011	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	1,363.35
151573	08/18/2011	U.S. OLYMPIC TRAINING CENTER CHULA VISTA	80.00
151574	08/18/2011	UNIQUE MANAGEMENT SERVICES	69.65
151575	08/18/2011	UNISOURCE WORLDWIDE INC.	5,526.86
151576	08/18/2011	UNITED INTERIORS	299.60
151577	08/18/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	315.82
151578	08/18/2011	UNIVERSITY PRODUCTS	344.25
		Unpaid Sales Tax	26.68
		Expensed Amount	370.93
151579	08/18/2011	U S SHOP TOOLS	155.91
151580	08/18/2011	VWR INTERNATIONAL, INC.	382.29
151581	08/18/2011	WALTERS WHOLESALE ELECTRIC	516.64
151582	08/18/2011	WATER TECH AG SUPPLY	8,835.50
151583	08/18/2011	W A X I E	564.35
151584	08/18/2011	WESTMINSTER PRESS, INC.	5,885.95 *
Cancelled on 08/25/2011 Cancel Register # AP08262011			
151585	08/18/2011	WOLFRAM RESEARCH	3,854.55
151586	08/18/2011	YALE CHASE MATERIALS HANDLING	824.97
151587	08/18/2011	R.M. SYSTEMS, INC.	702.10
151588	08/18/2011	SO. ORANGE CO. COMM. COL. DIST	907.74
151589	08/18/2011	AHIMA	3,750.00
151590	08/18/2011	BLICK ART MATERIALS	319.26
151591	08/18/2011	CINTAS CORPORATION	47.00

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

ESCAPE ONLINE

Page 7 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151592	08/18/2011	CINTAS DOCUMENT MANAGEMENT	128.60
151593	08/18/2011	CINTAS DOCUMENT MANAGEMENT	159.50
151594	08/18/2011	JANE L. COLLIER	180.00
151595	08/18/2011	COMPENDIUM LIBRARY SRVCS LLC	1,195.00
151596	08/18/2011	DE NAULT'S TRUE VALUE HARDWARE	226.10
151597	08/18/2011	DISH NETWORK	50.56
151598	08/18/2011	ECONOMIC ALTERNATIVES, INC.	358.33
151599	08/18/2011	EUREKA CAREER INFO. SYSTEMS	1,517.06
151600	08/18/2011	EWING IRRIGATION PRODUCTS	223.64
151601	08/18/2011	EXCELSIOR ELEVATOR CORPORATION	975.00
151602	08/18/2011	FEDERAL EXPRESS	161.00
151603	08/18/2011	CHRISTIAN FORD	8,000.00
151604	08/18/2011	FREEWAY AUTO SUPPLY	146.90
151605	08/18/2011	OFFICEMAX CONTRACT INC.	4,149.86
151606	08/22/2011	XEROX CORP.	848.65
151607	08/22/2011	ALL TECH SERVICE	1,421.00
151608	08/22/2011	AMTECH ELEVATOR SERVICES	1,800.55
151609	08/22/2011	APPLE SCIENTIFIC, INC.	1,572.00
Unpaid Sales Tax			121.83
Expensed Amount			1,693.83
151610	08/22/2011	LEE ARMSTRONG CO., INC.	4,350.00
151611	08/22/2011	BONDED WET-DRY CLEANERS	21.87
151612	08/22/2011	C & H DISTRIBUTORS, INC.	131.29
151613	08/22/2011	CAROLINA BIOLOGICAL SUPPLY	446.52
151614	08/22/2011	CDW GOVERNMENT, INC.	1,263.70
151615	08/22/2011	CLEAN SOURCE	1,633.81
151616	08/22/2011	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	800.00
151617	08/22/2011	CONSOLIDATED ELECTRICAL DIST.	746.41
151618	08/22/2011	CORNER BAKERY CAFE STORE #219	100.75 *
Cancelled on 08/22/2011 Cancel Register # AP08232011			
151619	08/22/2011	CPP, INC. DAVIES-BLACK PUBLISHING	1,305.00
151620	08/22/2011	DEMCO INC.	644.97
151621	08/22/2011	DHARMA TRADING CO.	374.99
151622	08/22/2011	DUNN-EDWARDS CORPORATION	2,214.95
151623	08/22/2011	ELECTRONIX EXPRESS	34.00
Unpaid Sales Tax			2.02
Expensed Amount			36.02
151624	08/22/2011	ENVIRONMENTAL SYSTEM PRODUCTS	964.36
151625	08/22/2011	FISDAP HEADWATERS SOFTWARE, INC.	840.00
151626	08/22/2011	FISHER SCIENTIFIC	718.85
151627	08/22/2011	OFFICEMAX CONTRACT INC.	7,625.68
151628	08/22/2011	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,651.70
151629	08/22/2011	BCH WATERWORKS	135.00
151630	08/22/2011	BROOKE CHILDERS	75.90
151631	08/23/2011	AT & T	61.99
151632	08/23/2011	AT & T	26.76
151633	08/23/2011	SOUTHERN CALIFORNIA EDISON CO.	2,985.12
151634	08/23/2011	SOUTHERN CALIFORNIA EDISON CO.	11,302.33

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 8 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151635	08/23/2011	SOUTHERN CALIFORNIA EDISON CO.	27,690.46
151636	08/23/2011	SOUTHERN CALIFORNIA GAS CO.	2,155.80
151637	08/23/2011	SOUTHERN CALIFORNIA GAS CO.	1,455.05
151638	08/23/2011	SOUTHERN CALIFORNIA GAS CO.	24.57
151639	08/23/2011	VERIZON	147.82
151640	08/23/2011	VERIZON	236.22
151641	08/23/2011	ACCELERATED SERVICES	40,410.00
151642	08/23/2011	ADCLUB ADVERTISING SERVICE	265.00
151643	08/23/2011	AUCA LOS ANGELES	227.72
151644	08/23/2011	LEE ARMSTRONG CO., INC.	2,187.00
151645	08/23/2011	ASSN OF GOV. BOARDS OF UNIV. &	2,500.00
151646	08/23/2011	B & H PHOTO	729.90
Unpaid Sales Tax			56.57
Expensed Amount			786.47
151647	08/23/2011	MATT BRODET	150.83
151648	08/23/2011	DON BUSCHE	100.75
151649	08/23/2011	CAPT BUSINESS OFFICE	11.00
151650	08/23/2011	CCCWVCA KANOE BANDY, TREASURER	125.00
151651	08/23/2011	CONSOLIDATED ELECTRICAL DIST.	43.05
151652	08/23/2011	W. MIKE DALE	113.07
151653	08/23/2011	SIMON DAVIES	43.09
151654	08/23/2011	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	210.00
151655	08/23/2011	SPARKLETTS	55.44
151656	08/23/2011	SPARKLETTS	85.03
151657	08/23/2011	FEDERAL EXPRESS	305.33
151658	08/23/2011	FISHER SCIENTIFIC	239.05
151659	08/23/2011	SHEILA FORSBERG	275.00
151660	08/23/2011	FULLERTON CIVIC LIGHT OPERA CO	77.28
151661	08/24/2011	PARADIGM, INC.	567.98
151662	08/24/2011	PASCO SCIENTIFIC	1,795.79
151663	08/24/2011	PHOENIX GROUP	2,193.12
151664	08/24/2011	PITNEY BOWES INC.	361.76
151665	08/24/2011	POCKET NURSE ENTERPRISES, INC.	1,615.78
Unpaid Sales Tax			113.84
Expensed Amount			1,729.62
151666	08/24/2011	R2A ARCHITECTURE	10,557.67
151667	08/24/2011	REALVOLLEYBALL.COM	4,977.74
151668	08/24/2011	RICOH AMERICAS CORPORATION	1,135.68
151669	08/24/2011	RIO GRANDE ALBUQUERQUE THE BELL GROUP	300.12
Unpaid Sales Tax			22.52
Expensed Amount			322.64
151670	08/24/2011	S & B FOODS CATERING DIVISION	108.77
151671	08/24/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	388.43
151672	08/24/2011	SADDLEBACK GOLF DRIVING RANGE	4,194.50
151673	08/24/2011	SCIAC CSU SAN MARCOS	75.00
151674	08/24/2011	SCIENCE KIT, INC.	40.38
151675	08/24/2011	SHERATON FAIRPLEX HOTEL	1,500.00 *

Cancelled on 08/29/2011 Cancel Register # AP08292011A

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 9 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151676	08/24/2011	CRYSTAL SHOMPH	2,315.00
151677	08/24/2011	SIMS TREE HEALTH SPEC., INC.	145.00
151678	08/24/2011	SIXTEN, INC. dba SIXTEN & ASSOC.	561.50
151679	08/24/2011	SMART LEVELS MEDIA	6,007.06
151680	08/24/2011	THOMAS L. SMITH	78.10
151681	08/24/2011	SO COUNTY DANCE C/O STACY HAGEN	11,339.20
151682	08/24/2011	SOURCE GRAPHICS	2,081.92
151683	08/24/2011	SPORTWISE, LLC	7,042.00
		Unpaid Sales Tax	543.59
		Expensed Amount	7,585.59
151684	08/24/2011	STUDENT INSURANCE COMPANY	129,470.00
151685	08/24/2011	STUDIO TWO BLACK DIAMOND PRINTING	13,657.31
151686	08/24/2011	PATRIC TAYLOR	63.56
151687	08/24/2011	TECHNICAL INSTRUMENTS	4,190.50
151688	08/24/2011	TRI-AD	703.00
151689	08/24/2011	ULINE ATTN: ACCOUNTS RECEIVABLE	83.23
151690	08/24/2011	UNISOURCE WORLDWIDE INC.	1,074.81
151691	08/24/2011	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	65.03
151692	08/24/2011	LUIS MAURICIO VASQUEZ	875.00
151693	08/24/2011	WEST PAYMENT CENTER	207.91
151694	08/24/2011	ROYLEEN WHITE ROYLEEN WHITE ASSOCIATES	8,275.00
151695	08/24/2011	XYLEM DESIGN	992.20
		Unpaid Sales Tax	69.91
		Expensed Amount	1,062.11
151696	08/24/2011	SAFEWAY INC/PAVILIONS	180.59
151697	08/24/2011	SMART & FINAL IRIS CO.	528.58
151698	08/24/2011	BRENDA CONSTANTINO	16.32
151699	08/24/2011	MARIANA J. DE SARACHO	1,000.00
151700	08/24/2011	JIM GASTON	1,473.86
151701	08/24/2011	DR. KRIS LEPPEN-CHRISTENSEN	113.07
151702	08/24/2011	THOMAS MACKENZIE	276.42
151703	08/24/2011	SOPHIE MILLER	2,095.92
151704	08/24/2011	BETH MUELLER	55.28
151705	08/24/2011	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	725.00
151706	08/24/2011	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	725.00
151707	08/24/2011	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	725.00
151708	08/24/2011	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	725.00
151709	08/24/2011	NAT'L LEAGUE FOR NURSING EDUCATION SUMMIT	725.00
151710	08/24/2011	VIVIAN NGUYEN	255.90
151711	08/24/2011	VALERIE SENIOR	214.90
151712	08/24/2011	HEDY BUZAN WILLIAMSON	500.00
151713	08/24/2011	A-1 INTERNATIONAL VIDEO & TV INC.	350.00
151714	08/24/2011	AIR SOURCE INDUSTRIES, INC.	105.40
151715	08/24/2011	ALL ELECTRONICS CORP.	46.07
151716	08/24/2011	AUCA LOS ANGELES	47.81
151717	08/24/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	547.08
151718	08/24/2011	BLICK ART MATERIALS	114.62
151719	08/24/2011	BRIDGES TRANSITIONS, CO. BANK OF AMERICA	1,850.00
151720	08/24/2011	COX COMMUNICATIONS	3,658.35

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 10 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151721	08/24/2011	DELL MARKETING L.P. C/O DELL USA L.P.	1,656.47
151722	08/24/2011	DIRECT PAINTING & DECORATING INC.	6,436.00
151723	08/24/2011	EBERHARD EQUIPMENT	158.20
151724	08/24/2011	ENTERPRISE RENT-A-CAR	1,105.19
151725	08/24/2011	HERIBERTO ESCAMILLA	120.00
151726	08/24/2011	EUROPRINT, INC.	1,169.09
151727	08/24/2011	FREEWAY AUTO SUPPLY	48.38
151728	08/24/2011	OFFICEMAX CONTRACT INC.	4,370.95
151729	08/24/2011	OFFICEMAX CONTRACT INC.	306.55
151730	08/24/2011	CDW GOVERNMENT, INC.	12,104.18
151731	08/24/2011	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	9,070.00
151732	08/24/2011	DIRECT SYSTEMS SUPPORT	65,871.17
151733	08/24/2011	GOVPLACE	46,377.23
151734	08/24/2011	JACKSON, DE MARCO, TIDUS, & PE	43,130.45
151735	08/24/2011	MC CARTHY BUILDING COMPANIES	61,202.00
151736	08/24/2011	PUBLIC ECONOMICS, INC.	2,072.12
151737	08/24/2011	R2A ARCHITECTURE	1,158.47
151738	08/24/2011	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	2,960.00
151739	08/25/2011	XEROX CORP.	4,243.92
151740	08/26/2011	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	329.23
151741	08/26/2011	THE GALE GROUP	542.05
151742	08/26/2011	ARMANDO A. GARCIA	120.00
151743	08/26/2011	GEMPLER'S	234.97
151744	08/26/2011	WILL GLEN	35.78
151745	08/26/2011	GOOD SPORTS, INC.	109.00
151746	08/26/2011	JACQUELINE GOODE	120.00
151747	08/26/2011	GORM, INC.	366.03
151748	08/26/2011	W. W. GRAINGER	357.08
151749	08/26/2011	RICHARD GROSCOST	215.49
151750	08/26/2011	HIGH SCHOOL MEDIA, LLC	408.00
151751	08/26/2011	HIGH SCHOOL MEDIA, LLC	408.00
151752	08/26/2011	IRVINE RANCH WATER DIST.	3,343.35
151753	08/26/2011	MARCIVE, INC.	330.88
151754	08/26/2011	MARK IV COMMUNICATIONS, INC.	4,555.73
151755	08/26/2011	MERCK SHARP & DOHME CORP.	7,364.22
151756	08/26/2011	MISSION VIEJO COUNTRY CLUB	538.99
151757	08/26/2011	OC REGISTER COMMERCIAL BILLING	4,000.00
151758	08/26/2011	ATKINSON, ANDELSON, LOYA, RUUD	15,337.77
151759	08/26/2011	AUDIO VISUAL SOLUTIONS, LLC	1,375.00
151760	08/26/2011	BIOMETRICS4ALL	6,950.50
151761	08/26/2011	BLICK ART MATERIALS	230.04
151762	08/26/2011	MATT BRODET	156.22
151763	08/26/2011	BUDDY'S ALL STARS	327.56
151764	08/26/2011	CLARK SECURITY PRODUCTS INC.	98.06
151765	08/26/2011	DABCO, INC.	7,221.00
151766	08/26/2011	DELL MARKETING L.P. C/O DELL USA L.P.	6,847.95

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 11 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151767	08/26/2011	ARNETTE EDWARDS	180.00
151768	08/26/2011	EMPIRE CLEANING SUPPLY	191.36
151769	08/26/2011	ERC WIPING PRODUCTS, INC.	1,031.00
		Unpaid Sales Tax	58.13
		Expensed Amount	1,089.13
151770	08/26/2011	FISHER SCIENTIFIC	1,251.82 *
	Reissued on 08/26/2011, Cancel Register # AP08262011E		
151771	08/26/2011	FISHER SCIENTIFIC	1,251.82
151772	08/29/2011	P & R PAPER SUPPLY COMPANY	1,057.83
151773	08/29/2011	PACIFIC ART GLASS	175.94
151774	08/29/2011	BOB PARRETT CONSTRUCTION	4,496.00
151775	08/29/2011	PRESQUE ISLE CULTURES	255.00
		Unpaid Sales Tax	18.60
		Expensed Amount	273.60
151776	08/29/2011	QUINN RENTAL SERVICES	688.68
151777	08/29/2011	RIO GRANDE ALBUQUERQUE THE BELL GROUP	379.65
		Unpaid Sales Tax	28.69
		Expensed Amount	408.34
151778	08/29/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	182.56
151779	08/29/2011	SCHLAIFER'S ENAMELING SUPPLIES INC.	27.13
		Unpaid Sales Tax	2.10
		Expensed Amount	29.23
151780	08/29/2011	SCIENCE KIT, INC.	12.83
151781	08/29/2011	SEPULVEDA BUILDING MATERIALS	722.40
151782	08/29/2011	SHRED-IT CAMPO ENTERPRISES, INC.	140.00
151783	08/29/2011	SMARDAN SUPPLY - EL MONTE	1,269.03
151784	08/29/2011	SMART LEVELS MEDIA	50.00
151785	08/29/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	6,720.21
151786	08/29/2011	T C S CONSULTING, INC.	17,700.00
151787	08/29/2011	TECHSMITH CORP SOFTWARE ORDER	501.20
151788	08/29/2011	VWR INTERNATIONAL, INC.	241.21
151789	08/29/2011	WESTMINSTER PRESS, INC.	4,129.86
151790	08/29/2011	ZEP MANUFACTURING	784.90
151791	08/29/2011	SMART & FINAL IRIS CO.	368.66
151792	08/29/2011	STAR MAINTENANCE SUPPLY	76.07
151793	08/29/2011	AFFILIATED COMPUTER SERVICES	175.65
151794	08/29/2011	AIR SOURCE INDUSTRIES, INC.	57.07
151795	08/29/2011	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	124.04
151796	08/29/2011	APPLE COMPUTER INC.	899.25
151797	08/29/2011	ART SUPPLY WAREHOUSE	176.98
151798	08/29/2011	BARCODE PLANET	271.75
		Unpaid Sales Tax	19.98
		Expensed Amount	291.73
151799	08/29/2011	BRIAN DODERO BD OFFICE SOLUTIONS	1,676.40
151800	08/29/2011	BRAND ATHLETICS	1,037.20
151801	08/29/2011	BUDDY'S ALL STARS	1,042.57
151802	08/29/2011	CALIFORNIA METAL-X	2,890.63
151803	08/29/2011	DELL MARKETING L.P. C/O DELL USA L.P.	542.47
151804	08/29/2011	DISPENSING SOLUTIONS, INC.	246.10

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 12 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151805	08/29/2011	SPARKLETTS	621.24
151806	08/29/2011	SPARKLETTS	519.33
151807	08/29/2011	FISHER SCIENTIFIC	254.90
151808	08/29/2011	FORESTRY SUPPLIERS, INC.	492.03
151809	08/29/2011	SHERATON CERRITOS HOTEL	1,500.00
151810	08/30/2011	GALE SUPPLY COMPANY	3,287.99
151811	08/30/2011	HAITBRINK ASPHALT PAVING, INC.	74,850.00
151812	08/30/2011	HARDY DIAGNOSTICS	698.13
151813	08/30/2011	HARLAND TECHNOLOGY SERVICES	798.00
151814	08/30/2011	HAUSER & MILLER	593.76
		Unpaid Sales Tax	45.17
		Expensed Amount	638.93
151815	08/30/2011	HIGHER ONE INC.	275.60
151816	08/30/2011	HITT MARKING DEVICES, INC.	58.67
151817	08/30/2011	HORIZON	7,660.60
151818	08/30/2011	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES	278.83
151819	08/30/2011	INTERLIGHT INT'L LIGHTING CORP	148.00
		Unpaid Sales Tax	11.81
		Expensed Amount	159.81
151820	08/30/2011	INTERSTATE ELECTRIC	105.38
151821	08/30/2011	IRVINE PIPE & SUPPLY	161.78
151822	08/30/2011	JIM'S MUSIC CENTER, INC.	3,234.30
151823	08/30/2011	JOHNSON FLOORING, INC.	7,000.00
151824	08/30/2011	JOHNSTONE SUPPLY	1,043.73
151825	08/30/2011	KNORR SYSTEMS, INC.	261.27
151826	08/30/2011	MARK KRUHMIN	42.05
151827	08/30/2011	LAWNMOWERS ETC., LLC	219.13
151828	08/30/2011	LESLIE'S POOLMART, INC.	43.86
151829	08/30/2011	MAINTEX	428.48
151830	08/30/2011	MAQUINSAL SEWING MACHINE CO.	450.00
151831	08/30/2011	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	25.40
		Unpaid Sales Tax	1.97
		Expensed Amount	27.37
151832	08/30/2011	MARTIN LOCK & SAFE CO.	50.25
151833	08/30/2011	MASITA USA	4,000.11
		Unpaid Sales Tax	310.01
		Expensed Amount	4,310.12
151834	08/30/2011	J. M. MC CONKEY CO.	1,018.63
151835	08/30/2011	MC DOWELL-CRAIG OFFICE FURNITURE	232.76
151836	08/30/2011	MC KESSON MEDICAL SURGICAL	422.73
151837	08/30/2011	McMASTER CARR SUPPLY CO.	151.65
151838	08/30/2011	KAREN MC NULTY	45.17
151839	08/30/2011	MEDCOM, INC.	1,515.45
151840	08/30/2011	MARCIA MILCHIKER	99.98
151841	08/30/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	1,962.41
151842	08/30/2011	MINN. MINING & MFG. CENTER	816.66
151843	08/30/2011	MIRAMAR WHOLESALE NURSERIES	392.56
151844	08/30/2011	MSC INDUSTRIAL SUPPLY CO.	472.33

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 13 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151845	08/30/2011	NAT'L ASSO OF COLL/EMPLOYERS	400.00
151846	08/30/2011	NEWBEGINNINGS, INC. CATERING DIVISION	1,234.31
151847	08/30/2011	NORTH STATE ENVIRONMENTAL	352.99
151848	08/30/2011	NU AGE DEVELOPMENT, INC.	1,975.00
151849	08/30/2011	OC Treasurer-Tax Collector	14,682.00
151850	08/30/2011	ORANGE CO. FARM SUPPLY	155.13
151851	08/30/2011	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	698.00
151852	08/30/2011	OC REGISTER COMMERCIAL BILLING	544.00
151853	08/30/2011	OCE-IMAGISTICS	102.57
151854	08/30/2011	AT & T MOBILITY	13.29
151855	08/30/2011	AT&T	31.69
151856	08/30/2011	AT&T	545.20
151857	08/30/2011	AT&T	229.64
151858	08/30/2011	AT&T	1,540.69
151859	08/30/2011	XEROX CORP.	3,123.82
151860	08/30/2011	HAIR CALIFORNIA BEAUTY ACADEMY	13,518.40
151861	08/30/2011	AABACA, INC.	239.00
		Unpaid Sales Tax	18.52
		Expensed Amount	257.52
151862	08/30/2011	JULIE ANDERSON	5.82
151863	08/30/2011	B. BLACK & SONS	240.69
151864	08/30/2011	NANCY BRACKEN	500.00
151865	08/30/2011	BRODY CHEMICAL	171.13
151866	08/30/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	1,727.78
151867	08/30/2011	CLUB CAR, INC.	85.33
151868	08/30/2011	CONTROL MAINTENANCE & REPAIR INC.	457.57
151869	08/30/2011	CULLIGAN	101.87
151870	08/30/2011	DM EMBROIDERY & SILKSCREEN	3,250.48
151871	08/30/2011	RON ELLISON	500.00
151872	08/30/2011	SHANNON FASELER	144.18
151873	08/31/2011	LUCY BROWN	32.87
151874	08/31/2011	CALL, LINDA	41.10
151875	08/31/2011	CHERYL CLAVEL	29.97
151876	08/31/2011	ELLE DUBOIS	87.31
151877	08/31/2011	MICHAEL JAMES	114.89
151878	08/31/2011	BRUCE R. KINGHORN	1,034.37
151879	08/31/2011	GLENDA LINDAHL	18.78
151880	08/31/2011	NICOLE LOFTUS	72.93
151881	08/31/2011	SHARON LOUIE	17.25
151882	08/31/2011	MESSICK, KATHY	7.14
151883	08/31/2011	SOPHIE MILLER	127.65
151884	08/31/2011	BETH MUELLER	44.96
151885	08/31/2011	ORKIN PEST CONTROL 711	1,625.00
151886	08/31/2011	JOHN OZUROVICH	114.89
151887	08/31/2011	PERIWINKLE ENTERTAINMENT PRODUCTIONS	4,500.00
151888	08/31/2011	SANDRA POPE	117.46
151889	08/31/2011	DONNA RANE-SZOSTAK	89.84
151890	08/31/2011	TAMERA RICE	89.84

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 14 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151891	08/31/2011	ANTHONY RODGERS OPERATIONS	114.89
151892	08/31/2011	SUPERVISORS	
151893	08/31/2011	JANE ROSENKRANS	114.33
151894	08/31/2011	LOUIS SESSLER	114.89
151895	08/31/2011	ORKIN PEST CONTROL 711	187.20
151896	08/31/2011	BROOKE CHILDERS	17.43
		PACKEDWAREHOUSE.COM	314.78
		Unpaid Sales Tax	21.84
		Expensed Amount	336.62
151897	08/31/2011	POLISHED IMAGE	105.06
151898	08/31/2011	RIDDELL ALL AMERICAN	1,285.10
151899	08/31/2011	JAMES L. RYNNING	500.00
151900	08/31/2011	SENNHEISER ELECTRONIC CORP.	109.95
		Unpaid Sales Tax	8.52
		Expensed Amount	118.47
151901	08/31/2011	SHRED-IT CAMPO ENTERPRISES, INC.	104.00
151902	08/31/2011	SIGN WAREHOUSE.COM	228.09
		Unpaid Sales Tax	14.49
		Expensed Amount	242.58
151903	08/31/2011	SIMPLICITY PATTERN CO., INC.	19.95
		Unpaid Sales Tax	1.55
		Expensed Amount	21.50
151904	08/31/2011	SPECTRUM CHEMICAL MFG. CORP.	1,759.23
151905	08/31/2011	AMY SUPINGER dba SUPINGER STRATEGIES	3,500.00
151906	08/31/2011	TOMARK SPORTS, INC.	734.27
151907	08/31/2011	TREND OFFSET PRINTING	12,234.39
151908	08/31/2011	WALTERS WHOLESALE ELECTRIC	58.39
151909	08/31/2011	DOUGLAS WESTLAKE	810.00
151910	08/31/2011	JOHN WILEY & SONS, INC.	99.00
151911	08/31/2011	YA YA CREATIONS	141.16
151912	08/31/2011	YALE CHASE MATERIALS HANDLING	268.98
151913	08/31/2011	CCCMPA C/O RUGH MCMULLEN	200.00
151914	08/31/2011	CSU CHANNEL ISLANDS C/O COUNSELOR	65.00
		CONFERENCE	
151915	08/31/2011	JORDAN J. LARSON	85.00
151916	08/31/2011	SO CA REGIONAL TRANSIT TRAINING CONSORTIUM	2,000.00
151917	08/31/2011	WELLS FARGO #1598	1,235.81
151918	08/31/2011	WELLS FARGO #1606	1,510.95
151919	08/31/2011	WELLS FARGO #3317	673.23
		Unpaid Sales Tax	21.80
		Expensed Amount	695.03
151920	08/31/2011	WELLS FARGO #4198	838.72
		Unpaid Sales Tax	9.77
		Expensed Amount	848.49
151921	09/01/2011	HAIR CALIFORNIA BEAUTY ACADEMY	10,799.25
151922	09/01/2011	ADVANCE TEK	7,200.00
151923	09/01/2011	AMERICAN GEOTECHNICAL, INC.	26,769.46
151924	09/01/2011	CATALYST CONSULTING	10,260.00
151925	09/01/2011	ENAMIX, INC.	5,075.00
151926	09/01/2011	NEUDESIC, LLC	70,387.00

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

ESCAPE ONLINE

Page 15 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151927	09/01/2011	NIMBLE CONSULTING	20,625.00
151928	09/01/2011	PB AMERICAS, INC.	3,434.56
151929	09/01/2011	RGP PLANNING & DEVELOPMENT SERVICES	18,569.00
151930	09/01/2011	PEP BOYS REMITTANCE DEPARTMENT	1,886.70
151931	09/01/2011	LILIANN PEREZ-STROUD	360.00
151932	09/01/2011	PETE'S ROAD SERVICE	2,342.86
151933	09/01/2011	PORTLAND COMMUNITY COLLEGE AM 126	4,398.96 *
Cancelled on 09/01/2011 Cancel Register # AP09012011C			
151934	09/01/2011	PORTLAND COMMUNITY COLLEGE	914.23 *
Reissued on 09/01/2011 Cancel Register # AP09012011C			
151935	09/01/2011	PRAXAIR	134.03
151936	09/01/2011	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	653.98
151937	09/01/2011	PYRAMID SCHOOL PRODUCTS	876.60
		Unpaid Sales Tax	67.94
		Expensed Amount	944.54
151938	09/01/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
151939	09/01/2011	RIO GRANDE ALBUQUERQUE THE BELL GROUP	1,662.00
		Unpaid Sales Tax	125.22
		Expensed Amount	1,787.22
151940	09/01/2011	RSA SUTTER SOIL PRODUCTS	1,831.75
151941	09/01/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	1,493.62
151942	09/01/2011	SCHOOL KIDS HEALTHCARE	16.64
151943	09/01/2011	SEVEN CORNERS HARDWARE TOOLS ON SALE	372.57
		Unpaid Sales Tax	27.36
		Expensed Amount	399.93
151944	09/01/2011	SIGMA ALDRICH CHEMICAL CO.	618.72
151945	09/01/2011	ROBERT W. SIMONEAU	4,164.00
151946	09/01/2011	SO CAL PUBLIC RADIO dba KPCC-FM	3,000.00
151947	09/01/2011	SOURCE GRAPHICS	37.71
151948	09/01/2011	TECHNIC BUSINESS SOLUTIONS	119.48
151949	09/01/2011	UCS, LTD.	29,380.00
		Unpaid Sales Tax	2,014.23
		Expensed Amount	31,394.23
151950	09/01/2011	UNITED INTERIORS	14,280.44
151951	09/01/2011	WALTERS WHOLESALE ELECTRIC	3,200.00
151952	09/01/2011	WARD'S NATURAL SCIENCE	16.49
151953	09/01/2011	WARE DISPOSAL CO., INC.	4,187.09
151954	09/01/2011	PORTLAND COMMUNITY COLLEGE	5,313.19
151955	09/01/2011	GEMPLER'S	20.74
151956	09/01/2011	W. W. GRAINGER	900.62
151957	09/01/2011	CINDY GROSS	166.87
151958	09/01/2011	HOME DEPOT CREDIT SERVICES	2,618.35
151959	09/01/2011	HUMMERT INTERNATIONAL	250.05
		Unpaid Sales Tax	19.38
		Expensed Amount	269.43
151960	09/01/2011	IRVINE RANCH WATER DIST.	8,694.22
151961	09/01/2011	MC CALLUM GROUP, INC.	3,500.00
151962	09/01/2011	NEUDESIC, LLC	12,847.50

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 16 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151963	09/01/2011	JACKSON, DE MARCO, TIDUS, & PE	8,003.55
151964	09/01/2011	AT & T	44.17
151965	09/01/2011	AT & T	326.20
151966	09/01/2011	AT & T	54.45
151967	09/01/2011	AT & T	54.45
151968	09/01/2011	AT & T	54.45
151969	09/01/2011	AT&T	11.58
151970	09/02/2011	AARDVARK CLAY AND SUPPLIES	3,286.38
151971	09/02/2011	ACCUVANT INC.	15,360.00
151972	09/02/2011	AIR SOURCE INDUSTRIES, INC.	97.44
151973	09/02/2011	ALLEN TIRE COMPANY	3,077.03
151974	09/02/2011	AMERICAN SOCIETY FOR CLINICAL PATHOLOGY	167.65
151975	09/02/2011	APPLE COMPUTER INC.	5,003.37 *
Cancelled on 09/02/2011. Cancel Register # AP09062011			
151976	09/02/2011	ATLANTA THREAD & SUPPLY CO.	102.94
		Unpaid Sales Tax	7.36
		Expensed Amount	110.30
151977	09/02/2011	BAKER & TAYLOR	122.21
		Unpaid Sales Tax	6.44
		Expensed Amount	128.65
151978	09/02/2011	BANG PRINTING	11,556.98
151979	09/02/2011	BATTERIES PLUS, #440 LAKE FOREST STORE	984.30
151980	09/02/2011	BIOMETRICS4ALL	1,563.11
151981	09/02/2011	BLICK ART MATERIALS	74.75
151982	09/02/2011	BOOK WHOLESALERS, INC. BWI	196.73
151983	09/02/2011	DA CAPO MUSIC	1,486.79
151984	09/02/2011	DANA POINT YACHT MAINTENANCE	31.90
151985	09/02/2011	DELL MARKETING L.P. C/O DELL USA L.P.	968.94
151986	09/02/2011	DRAMATISTS PLAY SERVICE, INC.	151.38
		Unpaid Sales Tax	11.81
		Expensed Amount	163.19
151987	09/02/2011	DUNN-EDWARDS CORPORATION	11,997.53
151988	09/02/2011	EDMONDS COMMUNITY COLLEGE	14,262.54
151989	09/02/2011	EXPERT WINDOW COVERINGS, INC.	166.98
151990	09/02/2011	FISHER SCIENTIFIC	2,102.10
151991	09/02/2011	FORESTRY SUPPLIERS, INC.	284.52
		Unpaid Sales Tax	65.14
		Expensed Amount	349.66
151992	09/02/2011	MC CALL PATTERNS	325.00
		Unpaid Sales Tax	25.19
		Expensed Amount	350.19
151993	09/02/2011	OFFICEMAX CONTRACT INC.	4,004.56
151994	09/02/2011	OFFICEMAX CONTRACT INC.	144.13
Total Number of Checks			689
			6,047,428.82

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	8	21,209.58
Reissue	14	214,032.28
Net Issue		5,812,186.96

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

ESCAPE ONLINE

Page 17 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
--------------	------------	---------------------	--------------

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	601	2,932,205.72
12	Child Development Fund	10	3,609.84
40	Capital Outlay Fund	47	2,542,982.68
68	Self-Insurance Fund	5	10,707.95
71	Retiree Benefit Fund	4	328,067.40
Total Number of Checks		667	5,817,573.59
Less Unpaid Sales Tax Liability			5,386.63
Net (Check Amount)			5,812,186.96

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

ESCAPE ONLINE

Page 18 of 18

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010235	08/12/2011	ACADEMIC CHESS % ERIC HICKS	240.00
010236	08/12/2011	CALIFORNIA MIND INSTITUTE C/O BALAJI NETTIMI	1,522.50
010237	08/12/2011	ALICIA MIGLIARINI dba CALINK INSTITUTE	1,353.82
010238	08/12/2011	ADAM COPLAN	362.50
010239	08/12/2011	PETER COSMAKOS, LLC	11,745.86
010240	08/12/2011	NANCY D'ALEO-RUSSEY	896.00
010241	08/12/2011	KAYLAA FOX	1,980.00
010242	08/12/2011	ESTELLA GARRISON	118.55
010243	08/12/2011	RANDELEIGH HARRIS	473.50
010244	08/12/2011	INCREDIFLIX, INC.	13,483.00
010245	08/12/2011	MAD SCIENCE OF ORANGE COUNTY	7,725.00
010246	08/12/2011	DAN MIKELS MEMORY SCHOOL	703.00
010247	08/12/2011	NOESS LLC	1,028.00
010248	08/12/2011	OFFICEMAX CONTRACT INC.	55.92
010249	08/12/2011	MICHELLE BERGQUIST SMART BUSINESS RESULTS	1,316.00
010250	08/19/2011	VALERIE GELLER	240.00
010251	08/19/2011	MARIA MAYENZET SADDLEBACK COLLEGE	520.00
010252	08/24/2011	ACADEMIC CHESS C/O ADAM BRODY	1,788.00
010253	08/24/2011	INCREDIFLIX, INC.	360.00
010254	08/24/2011	MAD SCIENCE OF ORANGE COUNTY	2,860.00
010255	08/24/2011	MARIA MAYENZET SADDLEBACK COLLEGE	835.00
010256	08/24/2011	XEROX CORP.	732.99
010257	08/26/2011	PETER COSMAKOS, LLC	1,058.80
010258	08/26/2011	NANCY D'ALEO-RUSSEY	300.00
010259	08/26/2011	RITZ-CARLTON, LAGUNA NIGUEL	864.10
010260	08/31/2011	GREGORY J. ATWOOD THE GLASS SPECTRUM	240.00
010261	08/31/2011	PETER COSMAKOS, LLC	3,495.90
010262	08/31/2011	GOOD TIMES TRAVEL, INC.	1,988.00
010263	08/31/2011	OFFICEMAX CONTRACT INC.	153.61
010264	08/31/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	32.13
010265	08/31/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	52.12
010266	08/31/2011	SOUTHWEST OFFSET PRINTING CO.	18,828.15
010267	08/31/2011	GERALDINE STEPHENS	1,317.28
Total Number of Checks			33
			78,669.73

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	33	78,669.73
Total Number of Checks		33	78,669.73
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			78,669.73

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

ESCAPE ONLINE

Page 1 of 1

Checks Dated 08/10/2011 through 09/06/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008907	08/12/2011	ADVANCED TUTORING ATTN: RACQUEL HERNANDEZ	19,720.80
008908	08/12/2011	KAYLAA FOX	378.00
008909	08/12/2011	MAD SCIENCE OF ORANGE COUNTY	1,411.20
008910	08/12/2011	NR COMPUTER LEARNING CENTER	9,730.80
008911	08/12/2011	OFFICEMAX CONTRACT INC.	135.66
008912	08/16/2011	ROSALEE LUBELL	75.00
008913	08/19/2011	ASCOLTA TRAINING COMPANY	3,995.00
008914	08/26/2011	ANNE HWANG	35.00
008915	08/26/2011	JAY MEHTA	20.00
008916	08/26/2011	MAD SCIENCE OF ORANGE COUNTY	1,612.80
008917	08/31/2011	EDUCATION TO GO	1,218.25
008918	08/31/2011	NR COMPUTER LEARNING CENTER	5,793.60
008919	08/31/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	87,671.33
008920	08/31/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	19,104.57
008921	08/31/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	14,744.42
008922	08/31/2011	ALIAKBAR KHAIRKHAH	75.00
008923	08/31/2011	CIARA KUNZE-KIND	35.00
008924	08/31/2011	HIJA PARK	55.00
008925	08/31/2011	MARILYN SEVERINI	40.00
Total Number of Checks			19 165,851.43

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	19	165,851.43
Total Number of Checks		19	165,851.43
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			165,851.43

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

ESCAPE ONLINE

Page 1 of 1

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: 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
September 26, 2011

SADDLEBACK COLLEGE

Gift	Donated By:
Upholstery Fabric	Arielle Hall 34 Three Vines Court Ladera Ranch, California 92694
8 Lighting Fixtures and Expendables for Film/TV Production	Ford Film (TV Production Co.) 24272 Lysanda Drive Mission Viejo, California 92691
Interpretive thematic gift basket containing interpretive materials, such as books, field tools, and appropriate materials to use on a guided hike	Acorn Naturalists 155 El Camino Real Tustin, California 92780
Music	Gloria J. Russine 32302 Alipoz Street, Space 136 San Juan Capistrano, California 92675
3 Should ice machines	Art Bently 2778 Polleusa Mission Viejo, California 92692

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: August/September 2011 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$78,900 for equipment, supplies and maintenance projects. During August/September 2011, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Education 4 Work Consultant Agreement – Provide leadership and management for the SB70 Professional Association Grant, monitor budget with grant analyst, leadership for the development of the new website for faculty and career professionals, manage the implementation of all goals and objectives, meet with grant administrator, grant analyst, and funding agency as needed, complete reports, work plans and written communication, plan and implement activities for year 2 of the grant, manage work of consultants on the project and make presentation on the project to conference and workshops. Irvine Valley College	\$50,000.00
Roth Carney, APC Consultant Agreement – Consultant to act as an investigator for Human Resources. District Services	\$40,250.00
Alliant Insurance Services Agreement Renewal – To provide 3 sessions of training for EAP Standalone/Work Life. District Services	\$40,000.00

Ascolta Training Company Educational Service Agreement – To provide contracted education services for Information Technology courses in partnership with college. Student pays cost of course. Irvine Valley College	\$40,000.00
KE Design Consultant Agreement – To research professional association related to California Industry Sectors and Pathways, post professional associations to related pathways, work with web team to categorize professional association, research new resources for identifying professional associations, review professional associations added to the website for appropriateness and review website on a monthly basis for valid professional associations. Irvine Valley College	\$15,000.00
Rancho Santiago Community College District Grant Sub-Agreement - To provide Faculty Entrepreneurship Project services within the IVC campus, by compensating faculty & the college for the creation of courses & programs, or related activities, that will advance Entrepreneurship and Career Technical Education Programs. Irvine Valley College	\$12,319.00
TrustWave Agreement Addendum - TrustWave assesses our PCI compliance. Maintains the PCI-DSS (Payment Card Industry Digital Security Standards) and acts as a third party security audit provider and assists in our PCI compliance District Services	\$6,600.00
R&H Theatricals License Agreement - Royalty for nine performances of "Joseph and the Amazing Technicolor Dreamcoat". Saddleback College	\$6,075.00
TAMS-WITMARK License Agreement – Royalty and rental for nine performances of "George M". Saddleback College	\$1,285.00
Employment Development Department Trade Act Educational Agreement – To participate in a project to obtain/provide education training services to enhance job skills.	\$1,044.00

Irvine Valley College	
Orange County Community Resources Provider Agreement Modification - Revising the agreement to increase available training programs. Irvine Valley College	0.00
The Bridge Teen Recovery, LLC Affiliation Agreement With School Instructor - To provide clinical/internship experience for students. Saddleback College	\$0.00
Serenity Lodge Affiliation Agreement With School Instructor - To provide clinical/internship experience for students. Saddleback College	\$0.00
Koinonia Family Services Affiliation Agreement With School Instructor - To provide clinical/internship experience for students. Saddleback College	\$0.00
Kaiser Permanente Affiliation Agreement With School Instructor - To provide clinical/internship experience for students. Saddleback College	\$0.00
Michael Villadelgado, MD Affiliation Agreement - To provide clinical/internship experience for students. Saddleback College	\$0.00

RECOMMENDATION

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Development of District-wide Strategic Plan

ACTION: Approval

BACKGROUND

In a letter dated January 31, 2011, the Accrediting Commission for Community and Junior Colleges (ACCJC) recommended that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4).

STATUS

South Orange County Community College District's 2011-2014 Strategic Plan is the culmination of many months of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide.

Throughout the process, opportunities were provided to all employees for review and input through the District-wide Accreditation Committee, Strategic Planning Committee, college councils, Chancellor's Opening Session during flex week, Board of Trustees meetings, the district's SharePoint (intranet) site and district-wide emails. A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

The short term strategic plan (Exhibit A) document will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. This short term plan will tie in with the district's long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

The plan (Exhibit A) was provided to the Board of Trustees for the purpose of information and review at the August meeting. The final plan is now provided to the Board for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the short term strategic plan (Exhibit A).

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

South Orange County Community College District

District-Wide Strategic Plan 2011- 2014

28000 Marguerite Parkway
Mission Viejo, CA 92692
<http://www.socccd.edu>

Table of Contents

Vision, Mission and Core Values

Message from the Chancellor

District-wide Strategic Planning Committee

Introduction

District-wide Goals, District-wide Objectives, and Action Steps

South Orange County Community College District

Vision, Mission and Core Values

Vision

To be an educational leader in a changing world.

Mission

To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community.

Core Values/Guiding Principles

We invest in our students' success, employees, facilities and community, with wise use of our resources.

Message from the Chancellor

South Orange County Community College District's 2011-2014 Strategic Plan is the culmination of many months of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide.

Throughout the process, opportunities were provided to all employees for review and input through the District-wide Accreditation Committee, Strategic Planning Committee, college councils, Chancellor's Opening Session during flex week, Board of Trustees meetings, the district's SharePoint (intranet) site and district-wide emails. A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

Some of the research components for the short term plan included a district services survey that was distributed to all employees and interviews with key faculty, staff, managers and administrators. The results of the survey will provide a foundation for reviewing, planning and improving district services units. Additionally, administrative unit reviews will be conducted annually to ensure that resources are tied to planning. Two strategic planning retreats were also held with representation from all constituencies from the colleges and district services.

This document will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges' planning cycles and links resource allocation to planning. This short term plan will tie in with the district's long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

In a multi-college district, the task of planning is a shared one. Thank you to all of the staff from Saddleback College, Irvine Valley College and District Services for their contributions and collaborative work ethic. My hope is that this short-term strategic plan will provide a strong framework for all future planning cycles so we can continue to support the needs of more than 40,000 students and our diverse community.

Sincerely,



Gary L. Poertner
Chancellor

District-Wide Strategic Planning

Strategic Planning Retreats

Two retreats were held to work on the SOCCCD Strategic Plan:

Monday, June 13, 2011 from 8:45 a.m. to 3 p.m., at the Norman P. Murray Community Center in Mission Viejo, CA; and Wednesday, August 3, 2011 from 8:45 a.m. to 12:00 p.m., at Saddleback College in the Student Services Bldg., room 212.

District-Wide Strategic Planning Committee

Gary Poertner, SOCCCD Chancellor, Chair

District Services

Bob Bramucci, Vice Chancellor, Technology & Learning Services

David Bugay, Vice Chancellor, Human Resources

Brandye D'Lena, District Director, Facilities Planning & Purchasing

Tere Fluegeman, District Director, Public Affairs & Intergovernmental Relations

Debra Fitzsimons, Vice Chancellor, Business Services

Teddi Lorch, District Director, Human Resources

Denice Inciong, District Director, Research & Planning

Delores Irwin, Accounting Specialist/CSEA representative

Beth Mueller, District Director, Fiscal Services

Randy Peebles, Associate Vice Chancellor, Economic Development

Saddleback College

Juan Avalos, Vice President of Student Services

Gretchen Bender, Director of Planning, Research & Grants

Tod Burnett, President

Don Busche, Vice President of Instruction

Claire Cesareo-Silva, Faculty

Bob Cosgrove, Faculty, Past Academic Senate President

Carmen Dominguez, Faculty, Past Academic Senate

President Russ Hamilton, Classified Senate President

Carol Hilton, Director of Fiscal Services

Don Mineo, Classified Senate President Elect

John Ozurovich, Director of Facilities

Dan Walsh, Academic Senate President

James Wright, Dean of Math, Sciences & Engineering

Irvine Valley College

Lisa Davis-Allen, Academic Senate President

John Edwards, Director of Facilities

Dennis Gordon, Senior Accounting Specialist/CSEA

Craig Justice, Vice President of Instruction

Jeff Kauffman, Faculty

Davit Khachatryan, Director Fiscal Services

Angela Mahaney, Classified Senate President

Gwen Plano, Vice President of Student Services

Glenn Roquemore, President

Keith Shackleford, Dean of Kinesiology, Health & Athletics

Chris Tarman, Research & Planning Analyst

Kathy Werle, Dean of Academic Programs

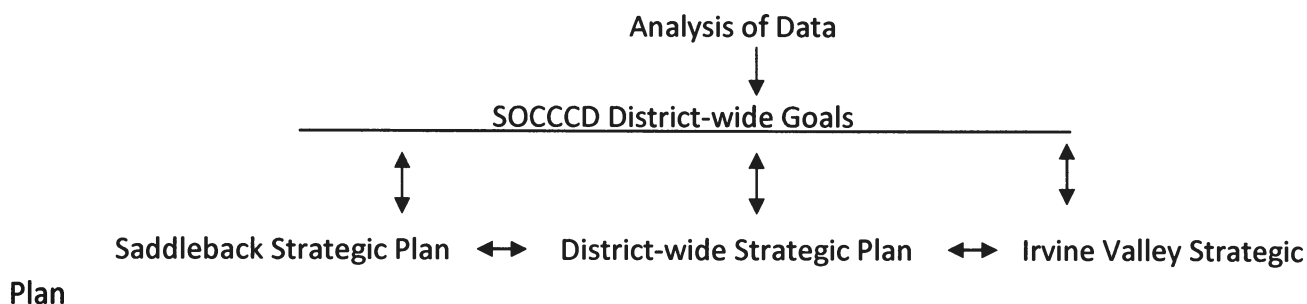
Introduction

This *District-wide Strategic Plan 2011 – 2014* is the District's short-term plan. The plan was developed through the collaboration of District-wide leadership in summer and early fall 2011.

The first step was to identify challenges anticipated in the next decade. The **resources** used for this dialogue were:

- District Mission, Vision and Core Values
- College Planning Documents including the Educational Master Plans and Strategic Plans
- Demographic Projections
- Accreditation Standards and Recommendations
- *Report of the Commission on the Future*

The second step was to develop **District-wide Goals or Institutional Goals** that articulate District-wide intentions and ambitions related to meeting challenges of the coming decade. The District-wide Goals are achieved through objectives identified in this *District-wide Strategic Plan 2011 – 2014* as well as in the Strategic Plans for Saddleback College and Irvine Valley College. In future years, the District-wide Goals will be both a catalyst for and reinforcement of the Colleges' planning work as depicted here:



The third step was to develop **District-wide Objectives** to identify the initiatives that will be undertaken to achieve the District-wide Goals. District-wide Objectives are those that require collaboration and coordination among District Services and College administrators, faculty, and staff. The Colleges' Strategic Plans and the District Services Administrative Unit Reviews also include objectives leading to achievement of the District-wide Strategic Goals.

The fourth step was to develop **Action Steps** to describe the specific actions that will be taken to achieve the District-wide Objectives. The action steps include identification of the individuals or groups who are assigned responsibility to complete or ensure completion of the action steps and the timeline.

The District previously identified these as Strategic Directions:

1. Meet capital and scheduled maintenance needs.
2. Broaden revenue sources to support college priorities.
3. Establish environmental sustainability in all areas.
4. Keep the colleges at the forefront of innovative technology.
5. Assess and respond to the educational needs of the community.
6. Implement data-driven decision making and continuous quality improvements in all district processes.
7. Emphasize district-wide training and staff development.

Through the process of developing and implementing an integrated planning model for the District, each of these previously identified Strategic Directions have subsumed into one of the District-wide Goals, this *District-wide Strategic Plan 2011 – 2014* or the appropriate District Services Administrative Unit Review.

This document includes the District-wide Goals, District-wide Objectives, and Action Steps for the next three years. This *District-wide Strategic Plan 2011- 2014* is designed to be a living, frequently-used document which invites the recording of progress on the action steps in the shaded areas of each page. These reports of progress will be consolidated annually to produce an **Annual Progress Report**.

South Orange County Community College District Strategic Plan 2011- 2014
District-wide Goals

District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.

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

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

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

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

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.

District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.



District-wide Objective 1.1. SOCCCD Chancellor will take the actions necessary to assure that employees district-wide collaborate on the achievement of common educational benchmarks.

<i>Action Steps for District-wide Objective 1.1</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>1.1.1. Analyze the results of the District Services Survey 2011.</i>	<i>Chancellor</i>	<i>December 2011</i>	<i>-0-</i>	<i>District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans Completed August 2011</i>
<i>1.1.2. Presidents to draft a plan to address the top 5 barriers to collaboration and cooperation across the District.</i>	<i>Presidents</i>	<i>December 2011</i>	<i>-0-</i>	
<i>1.1.3. Draft a Board Policy on mutual respect and forward for BPARC review</i>	<i>Chancellor</i>	<i>March 2012</i>	<i>-0-</i>	
<i>1.1.4. Identify a timeline for the implementation of the plan to address the top 5 barriers to collaboration and cooperation (see Action Step 1.1.1.)</i>	<i>Chancellor's Council</i>	<i>December 2011</i>	<i>-0-</i>	
<i>1.1.5. Assign responsibility for implementing the plan to address the top 5 barriers to collaboration</i>	<i>Chancellor and College Presidents</i>	<i>December 2011</i>	<i>-0-</i>	

<i>1.1.6. Draft an evaluation plan to assess each activity that addresses the barriers to collaboration.</i>	<i>Person/group assigned to implement the recommendation.</i>	<i>March 2012</i>	<i>-0-</i>	
<i>1.1.7. Review draft Board Policy on mutual respect and submit its recommendation to Chancellor for approval by Board of Trustees</i>	<i>BPARC</i>	<i>March 2012</i>	<i>-0-</i>	
<i>1.1.8. Develop a District-wide climate survey that assesses perceptions of the District and College climates including the effectiveness of services, collaboration, and planning (see Direction 5)</i>	<i>District-wide Planning Council</i>	<i>May 2012</i>	<i>To be determined</i>	
<i>1.1.9. Establish a timeline for the distribution of a bi-annual District-wide climate survey</i>	<i>District-wide Planning Council</i>	<i>Spring 2012</i>	<i>-0-</i>	
<i>1.1.10. Analyze the results of the District-wide climate survey to identify climate-related projects to be addressed in the coming year</i>	<i>Chancellor and College Presidents</i>	<i>Annual dates contingent on previous step</i>	<i>-0-</i>	

District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.



District-wide Objective 1.2. SOCCCD Chancellor will periodically communicate directly to employees district-wide.

<i>Action Steps for District-wide Objective 1.2.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>1.2.1. Develop a process for and schedule of connecting with employees district-wide, such as monthly newsletters and/or town hall meetings</i>	<i>Chancellor</i>	<i>September 2011 September 2012 September 2013</i>	<i>-0-</i>	
<i>1.2.2. Schedule the newsletters and/or on-campus meetings</i>	<i>Chancellor and Director of Public Affairs & Intergovernmental Relations</i>	<i>September 2011 September 2012 September 2013</i>	<i>-0-</i>	
<i>1.2.3. Send the newsletters and/or conduct the meetings on each campus</i>	<i>Chancellor and Director of Public Affairs & Intergovernmental Relations</i>	<i>October 2011 + March 2012 and each year to follow</i>	<i>To be determined</i>	
<i>1.2.4. Assess and request feedback on the newsletters and/or town hall meetings as part of the annual District-wide climate survey (See <u>Action Step 1.1.8.</u>)</i>	<i>Chancellor</i>	<i>Contingent on dates chosen for the distribution of this District- wide climate survey</i>	<i>-0-</i>	

District-wide Goal 1. SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.



District-wide Objective 1.3. SOCCCD will relocate District Services to provide equitable accessibility for both campuses and facilitate more effective district services-college collaboration.

<i>Action Steps for District-wide Objective 1.3.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>1.3.1. A relocation plan for District Services will be developed.</i>	<i>Chancellor</i>	<i>To be determined</i>	<i>To be determined</i>	
<i>1.3.2. A timeline and parameters for the relocation will be developed.</i>	<i>To be determined</i>	<i>To be determined</i>	<i>To be determined</i>	
<i>1.3.3. Relocate District Services according to the relocation plan.</i>	<i>To be determined</i>	<i>To be determined</i>	<i>To be determined</i>	

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



District-wide Objective 2.1. SOCCCD will increase the rates of completion for degrees, certificates and transfer-readiness by 5% annually.

<i>Action Steps for District-wide Objective 2.1.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>2.1.1. Plan professional development training on factors in student success</i>	<i>Chancellor for Trustees and District Staff College Presidents for College faculty and staff</i>	<i>December 2011</i>	<i>To be determined</i>	
<i>2.1.2. Identify innovations and best practices that have proven to be successful based on quantifiable improvement in student success</i>	<i>Vice Chancellor, Technology & Learning Services SC VPI + VPSS IVC VPI + VPSS</i>	<i>December 2011</i>	<i>-0-</i>	
<i>2.1.3. Develop a venue for sharing and highlighting student preparedness and success across the district</i>	<i>Vice Chancellor, Technology & Learning Services SC VPI + VPSS IVC VPI + VPSS</i>	<i>January 2012</i>	<i>-0-</i>	
<i>2.1.4. Select top 5 innovations/best practices, prepare a cost-benefit analysis and prioritize the identified innovations/best practices</i>	<i>Vice Chancellor, Technology & Learning Services SC VPI + VPSS IVC VPI + VPSS</i>	<i>February 2012</i>	<i>-0-</i>	
<i>2.1.5. Identify funding for innovations/best practices that will be implemented in Fall 2012, 2013 and 2014</i>	<i>Chancellor and College Presidents</i>	<i>Annually contingent on budget cycle</i>	<i>To be determined</i>	

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



District-wide Objective 3.1. SOCCCD will articulate its vision for future innovations in an annually updated *SOCCCD Technology Plan* which will be collaboratively developed, widely distributed and implemented according to defined priorities.

<i>Action Steps for District-wide Objective 3.1.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>3.1.1. Convene a collaborative group for the purpose of developing the <u>SOCCCD Technology Plan 2011- 2015</u></i>	<i>Vice Chancellor, Technology & Learning Services SC and IVC VPI + VPSS</i>	<i>September 2011</i>	<i>-0-</i>	<i>A work group reporting to District-wide Technology Council was established in September 2011.</i>
<i>3.1.2. Determine the format and components of this technology plan and assign responsibility for drafting various components of the plan</i>	<i>District-wide Technology Plan Taskforce</i>	<i>October 2011</i>	<i>-0-</i>	
<i>3.1.3. Distribute the Draft <u>SOCCCD Technology Plan 2011- 2015</u> and request feedback</i>	<i>District-wide Technology Plan Taskforce</i>	<i>April 2012</i>	<i>-0-</i>	
<i>3.1.4. Use the feedback to revise the format and/or content of the technology plan</i>	<i>District-wide Technology Plan Taskforce</i>	<i>May 2012</i>	<i>-0-</i>	
<i>3.1.5. Complete the final draft of the <u>SOCCCD Technology Plan 2011- 2015</u> and present to appropriate groups for final comment</i>	<i>District-wide Technology Plan Taskforce</i>	<i>August 2012</i>	<i>-0-</i>	
<i>3.1.7. Prepare a final <u>SOCCCD Technology Plan 2011- 2015</u>. Present to Board of Trustees as information item</i>	<i>District-wide Technology Plan Taskforce</i>	<i>September 2012</i>	<i>To be determined</i>	

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



District-wide Objective 4.1. SOCCCD will develop and implement a model for a cycle of District-wide long-term and short-term planning including a process for District Services Administrative Unit Review.

<i>Action Steps for District-wide Objective 4.1.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>4.1.1. Assign responsibility for the District-wide Strategic Plan and to lead a district planning group</i>	<i>Chancellor</i>	<i>August 2011</i>	<i>-0-</i>	<i>A District-wide Planning Council was established in August 2011.</i>
<i>4.1.2. Research potential District Services Administrative Review processes and develop a draft process</i>	<i>Associate Vice Chancellor</i>	<i>August 2011</i>	<i>-0-</i>	<i>A draft template and process was completed in August 2011.</i>
<i>4.1.3. Distribute the draft process and implementation timeline for review and comment and incorporate the feedback.</i>	<i>Associate Vice Chancellor</i>	<i>September 2011</i>	<i>-0-</i>	
<i>4.1.4. Implement the new District Services Administrative Unit Review</i>	<i>Chancellor</i>	<i>October 2011</i>	<i>-0-</i>	
<i>4.1.5. Identify the necessary components of an integrated planning model</i>	<i>District-wide Planning Council</i>	<i>November 2011</i>	<i>-0-</i>	
<i>4.1.6. Develop an integrated planning model for SOCCCD that includes (1) annual planning processes, (2) long-term planning processes and (3) District Services Administrative Unit Review</i>	<i>District-wide Planning Council</i>	<i>December 2011</i>	<i>-0-</i>	

<i>4.1.7. Distribute the proposed model for review and comment</i>	<i>District-wide Planning Council</i>	<i>January 2012</i>	<i>-0-</i>	
<i>4.1.8. Incorporate feedback to finalize the integrated planning model and present to the Board of Trustees for information</i>	<i>District-wide Planning Council and Chancellor</i>	<i>May 2012</i>	<i>-0-</i>	
<i>4.1.9. Implement the planning model</i>	<i>Chancellor</i>	<i>August 2012</i>	<i>-0-</i>	
<i>4.1.10 Verify that all District Services Administrative Unit Reviews are completed</i>	<i>Chancellor</i>	<i>March 2012</i>		
<i>4.1.11. Include assessment of the planning model and processes in the annual District-wide climate survey</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>	
<i>4.1.12. Revise the planning model and processes as needed based on feedback</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>	

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



District-wide Objective 4.2. SOCCCD will review and revise the resource allocation processes to ensure that expenditures are linked to planning priorities.

<i>Action Steps for District-wide Objective 4.2.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>4.2.1. Create a user-friendly and accessible document that explains how the District's Resource Allocation process works, guides staff through the process(s) and demonstrates how the new district-wide planning processes and documentation will better connect planning to resource allocation</i>	<i>District-wide Planning Council</i>	<i>December 2011</i>	<i>-0-</i>	
<i>4.2.2. Present the information and guiding document to the District-wide Planning Council and distribute draft copies to the college community for review and input. Present the revised final document to the District-wide Planning Council before implementation</i>	<i>District-wide Planning Council</i>	<i>February 2012</i>	<i>-0-</i>	
<i>4.2.3. Implement the use of the document and then follow-up to insure that it is now demonstrating linkages from planning to resource allocation and budget development</i>	<i>Vice Chancellor of Business Services</i>	<i>March 2012</i>	<i>-0-</i>	
<i>4.2.4. Annually assess the resource allocation processes in the annual District-wide climate survey, District Services survey, District Services Administrative Unit Reviews and forward the results to the responsible district-wide committees and administrative units to facilitate and ensure continuous improvement</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>	

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



District-wide Objective 4.3. SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals.

<i>Action Steps for District-wide Objective 4.3.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>4.3.1. Determine the format and components of an annual report</i>	<i>District-wide Planning Council</i>	<i>December 2011</i>	<i>-0-</i>	
<i>4.3.2. Assign responsibility for completing the various components of the annual report</i>	<i>District-wide Planning Council</i>	<i>January 2012</i>	<i>-0-</i>	
<i>4.3.3. Compile and distribute the <u>2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014</u></i>	<i>District-wide Planning Council</i>	<i>August 2012</i>	<i>-0-</i>	
<i>4.3.4. Request feedback on the <u>2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014</u></i>	<i>District-wide Planning Council</i>	<i>October 2012</i>	<i>-0-</i>	
<i>4.3.5. Use the feedback to revise the format and/or content of the subsequent annual report</i>	<i>District-wide Planning Council</i>	<i>August 2013 August 2014</i>	<i>-0-</i>	

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



District-wide Objective 5.1. SOCCCD will prepare a planning and decision-making manual to describe the steps and timelines in these processes including the composition and calendar of collaborative groups that develop recommendations to the Chancellor.

<i>Action Steps for District-wide Objective 5.1.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>5.1.1. Draft a template for a planning and decision-making manual that identifies the elements to be included for each process</i>	<i>Associate Vice Chancellor</i>	<i>September 2011</i>	<i>-0-</i>	<i>Completed.</i>
<i>5.1.2. Assign responsibility for preparing specific sections of the manual</i>	<i>District-wide Planning Council</i>	<i>October 2011</i>	<i>-0-</i>	
<i>5.1.3. Consolidate a first draft of the planning and decision-making manual and distribute for review and comment</i>	<i>District-wide Planning Council</i>	<i>December 2012</i>	<i>-0-</i>	
<i>5.1.4. Revise as needed based on the feedback and distribute online</i>	<i>District-wide Planning Council</i>	<i>March 2012</i>	<i>-0-</i>	
<i>5.1.5. Present to the Board of Trustees for information</i>	<i>Chancellor</i>	<i>May 2012</i>	<i>-0-</i>	
<i>5.1.6. Assess the decision making manual in the annual District-wide climate survey and revise the manual as needed</i>	<i>District-wide Planning Council</i>	<i>Annually contingent on dates chosen for the distribution of this District-wide climate survey</i>	<i>-0-</i>	

**District-wide Goal 5. SOCCCD will develop, document and implement
District decision-making processes that are streamlined, transparent, and effective.**

District-wide Objective 5.2. SOCCCD will annually assess its decision-making processes with an eye toward continual improvement.

<i>Action Steps for District-wide Objective 5.2.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>5.2.1. Convene a group to collaborate on the content and timeline for a bi-annual District-wide climate survey that includes assessment of the transparency and effectiveness of decision-making processes</i>	<i>Director of Research & Planning</i>	<i>January 2012</i>	<i>-0-</i>	
<i>5.2.2. Distribute and summarize the results of the bi-annual District-wide climate survey</i>	<i>Director of Research & Planning</i>	<i>Annually contingent on dates chosen for the distribution of District-wide climate survey</i>	<i>-0-</i>	
<i>5.2.3. Decision-making groups review the results of the campus climate survey and use the results to revise processes as appropriate</i>	<i>Chancellor College Presidents Chairs of Councils/Committees</i>	<i>Annually contingent on dates chosen for the distribution of District-wide climate survey</i>	<i>-0-</i>	
<i>5.2.4. Update the decision-making manual as needed</i>	<i>District-wide Planning Council</i>	<i>As needed based on feedback</i>	<i>-0-</i>	

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.



District-wide Objective 6.1. SOCCCD Chancellor and College Presidents will collaborate to determine responsibility for the use and maintenance of Advanced Technology & Education Park.

<i>Action Steps for District-wide Objective 6.1.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>6.1.1. Invite College Presidents to prepare a collaborative proposal outlining responsibility for the use and maintenance of ATEP</i>	<i>Chancellor</i>	<i>October 2011</i>	<i>-0-</i>	
<i>6.1.2. Review proposal and either revise as needed or approve</i>	<i>Chancellor</i>	<i>December 2011</i>	<i>-0-</i>	
<i>6.1.3. Present proposal as an information item to the Board of Trustees</i>	<i>Chancellor</i>	<i>January 2012</i>	<i>-0-</i>	
<i>6.1.4. Adjust budgeting and decision-making processes as needed to comply with the agreed-upon division of responsibilities</i>	<i>Vice Chancellor, Business Services</i>	<i>February 2012</i>	<i>-0-</i>	

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.



District-wide Objective 6.2. SOCCCD Chancellor and College Presidents will collaborate to develop a 3- to 5-year site development plan for the maintenance and use of the Advanced Technology & Education Park.

<i>Action Steps for District-wide Objective 6.2.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>6.2.1. Identify the necessary components of a site development plan</i>	<i>Chancellor and Chancellor's Executive Team</i>	<i>March 2012</i>	<i>-0-</i>	
<i>6.2.2. Establish a timeline for the development of a site plan</i>	<i>Chancellor and Chancellor's Executive Team</i>	<i>March 2012</i>	<i>-0-</i>	
<i>6.2.3. Assign responsibility for drafting the plan for each components of the development plan</i>	<i>Chancellor and Chancellor's Executive Team</i>	<i>March 2012</i>	<i>-0-</i>	
<i>6.2.4. Distribute the draft development plan for review and comment</i>	<i>Chancellor and Chancellor's Executive Team</i>	<i>August 2012</i>	<i>-0-</i>	
<i>6.2.5. Complete the development plan and present to the Board</i>	<i>Chancellor and Chancellor's Executive Team</i>	<i>October 2012</i>	<i>-0-</i>	

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.



District-wide Objective 6.3. SOCCCD will include an analysis of external scans data in the *Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014* and will adjust the next year's action steps accordingly.

<i>Action Steps for District-wide Objective 6.3.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>6.3.1. Determine the components to be included in an external scan.</i>	<i>Director of Research & Planning</i>	<i>December 2011</i>	<i>-0-</i>	
<i>6.3.2. Complete the external scans regularly including an analysis of the key indicators that are relevant to planning</i>	<i>External Consultant</i>	<i>Contingent on the cycle of Strategic Planning</i>	<i>To be determined</i>	
<i>6.3.3. Distribute and discuss the key indicators in appropriate decision-making meetings</i>	<i>Chancellor and College Presidents</i>	<i>September 2012 September 2013 September 2014</i>	<i>-0-</i>	
<i>6.3.4. Adjust action steps for the coming year as needed based on the key indicators</i>	<i>District-wide Planning Council</i>	<i>Contingent on dates for the preparation of the Annual Progress Report</i>	<i>-0-</i>	

District-wide Goal 6. SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.



District-wide Objective 6.4. SOCCCD will define College service areas within the larger District service area.

<i>Action Steps for District-wide Objective 6.4.</i>	<i>Responsible Party</i>	<i>Target Date</i>	<i>Estimated Budget</i>	<i>Progress/Outcomes</i>
<i>6.4.1. Meet with College Presidents to identify the pros and cons of College-specific service areas within the larger District service area</i>	<i>Chancellor</i>	<i>September 2011</i>	<i>-0-</i>	
<i>6.4.2. Draft a policy related to this topic and distribute the draft policy for review and comment</i>	<i>Chancellor</i>	<i>November 2011</i>	<i>-0-</i>	
<i>6.4.3. Board of Trustee consideration and approval of draft policy</i>	<i>Chancellor</i>	<i>January 2012</i>	<i>-0-</i>	
<i>6.4.4. Implement the Chancellor's decisions related to College-specific service areas within the larger District service area</i>	<i>College Presidents</i>	<i>March 2012</i>	<i>-0-</i>	
<i>6.4.5. Ask for feedback on this decision as part of the annual District-wide climate survey</i>	<i>Chancellor</i>	<i>Annually contingent on dates chosen for distribution of District-wide climate survey</i>	<i>-0-</i>	

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Interfund Transfer of Cash
ACTION: Approval

BACKGROUND

Full-time faculty are paid their contract salary for the fall and spring terms over ten months. It had been the practice at SOCCCD to pay that contract salary in the months of September through June. Ed Code 87821 and TRL 23005 requires salary be paid and reported only for months faculty have scheduled contract duty days. In 2007-2008 CalSTRS required the District change its contract salary payment schedule to an August through May schedule.

STATUS

The change in the payroll schedule places a significant demand on the general fund cash flow before property tax apportionment is received. The property tax apportionments are based on actual tax collections. The first secured property tax revenue payments are not received until December. In order to have sufficient cash to meet the District's operating expenses, it has been an annual practice to borrow funds from the Capital Outlay Fund until the District begins receiving its property tax apportionment payments. There are sufficient funds available in the Capital Outlay Fund to accommodate this cash transfer. This cash will be returned to the Capital Outlay Fund in January.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the transfer \$20,000,000 cash from the Capital Outlay Fund to the General Fund with the understanding the funds will be repaid in January after the initial property tax payments have been received.

TO: Board of Trustees

FROM: Gary L. Poertner

RE: Saddleback College: Grant Acceptance, National Science Foundation, National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech)

ACTION: Approval

BACKGROUND

In August, 2011, Saddleback College submitted a proposal requesting continued funding for the National Center for Rapid Prototyping and Additive Manufacturing (RapidTech) supported by the National Science Foundation (NSF) Division of Undergraduate Education (DUE) Advanced Technological Education Program (ATE) Grant No. 1104305. The proposal request supports continued implementation of the RapidTech program.

STATUS

On September 9, 2011 the NSF notified Saddleback College of its intent to award \$1,966,543 for the period September 15, 2011 through August 31, 2013 to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, Saddleback will utilize the awarded funds to continue the activities of the RapidTech program. The program is a collaborative effort involving several community colleges, universities, and industry throughout the United States to provide faculty development workshops in rapid prototype technologies and introduce faculty to project-based curriculum materials that demonstrate proper deployment of rapid prototyping through the product evolution process. Additional information regarding this project is available in Exhibit A. The activities of this program will have no impact on the General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$1,966,543 from the National Science Foundation for the National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech), Grant No. 1104305.

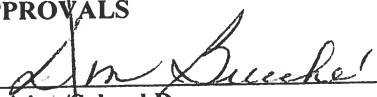
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE**

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

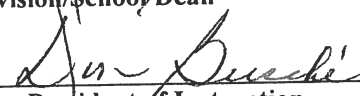
1. **PROJECT TITLE:** National Center for Rapid Prototyping and Additive Manufacturing Technologies (RAPIDTECH)
2. **PROJECT DIRECTOR:** Ed Tackett
3. **PROJECT ADMINISTRATOR:** Donald Busche
4. **GRANTOR AGENCY:** National Science Foundation
5. **FUNDING SOURCE:** National Science Foundation
6. **STARTING AND ENDING DATES OF THE PROJECT:** September 15, 2011—August 31, 2013.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**
8. Saddleback College will address the goals of the National Science Foundation (NSF) through the continued implementation of the National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech). The NSF award will be utilized continue the activities of the RapidTech program. The program is a collaborative effort involving several community colleges, universities, and industry throughout the United States to provide faculty development workshops in rapid prototype technologies and introduce faculty to project-based curriculum materials that demonstrate proper deployment of rapid prototyping through the product evolution process.
9. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$1,966,543		\$376,944	\$1,966,944

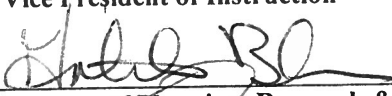
10. **APPROVALS**



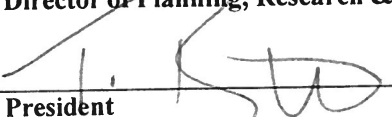
Division/School Dean



Vice President of Instruction



Director of Planning, Research & Grants



President

Chancellor

Vice Chancellor of Learning Services



Director of Fiscal Services

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	<u>\$16,286</u>		
2000 Classified Salaries	<u>\$978,518</u>		
3000 Benefits	<u>\$238,795</u>		
4000 Supplies	<u>\$22,000</u>		
5000 Contracted Services and Other Expenses	<u>\$334,000</u>		
6000 Capital Outlay			
Other Charges (indirect)	<u>\$376,944</u>		
TOTALS	<u>\$1,966,543</u>		

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
Center Technical Director	X			X
Director of Operations	X		X	
Director of Engineering Design	X			X
Project Specialist	X			X
Technician		X		X
Student Interns		X		X
Project Assistant		X		X

PARTNERSHIPS (if applicable)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Science Building: Change Order No. 1

ACTION: Approval

BACKGROUND

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

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 3, 4, 5, & 6 and back charge (BC) No. 1. Approval of this COR will result in a decrease of \$23,198 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 decrease the revised total contract amount to \$11,364,089.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers (COR) numbers 3, 4, 5, & 6 and back charge (BC) No.1 for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in a decrease of \$23,198 in the total project cost. The revised contract total amount is \$11,364,089.

Bid No. 303

Board Change Order No. 1

September 26, 2011

Bid #	BID PACKAGE DESCRIPTIO N	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT
303	General Contractor	Edge Development Inc		\$11,387,287.00	\$0.00	-\$23,198.00	\$11,364,089.00
		27368 Via Industria, Suite 101 Temecula, CA 92590	TOTAL	11,387,287.00			11,364,089.00

COR No.	Date	Description	Requested	Status	Amount
3	8/17/2011	Electrical routing and PVC material change	by contractor	reviewed	(\$10,606.00)
4	9/6/2011	Structural pedestal modification	by architect	reviewed	\$808.00
5	8/26/2011	Acid waste material change	by contractor	reviewed	(\$6,500.00)
6	8/26/2011	Added rebar to grade beam	by architect	reviewed	\$175.00
BC1	9/6/2011	Backcharge for soil testing and extended work hours	by district	reviewed	(\$7,075.00)

TOTAL THESE CHANGE ORDER REQUESTS**-\$23,198.00**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: SOCCCD: Board Policy Revision: BP-4054: Political Activities, BP-6150: Study Abroad Programs, BP-5408: Classroom Supervision, BP-4101: Salary Schedules and Annual Step Increments for Administrators and Classified Management Personnel, BP-4102: Salary Schedule Placement for Administrators, Classified Management and Classified Bargaining Unit Employees, BP-4111: Leave for Administrators and Classified Management Personnel, BP-5640: Service Animals, BP-1400 (110)-Code of Ethics-Standards of Practice

ACTION: Discussion/Approval

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

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on August 19, 2011 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the August 29, 2011 board meeting.

RECOMMENDATION

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

BOARD POLICY

4054

SADDLEBACK COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

POLITICAL ACTIVITIES

The Board of Trustees establishes the following rules and regulations relating to the political activities of officers and employees during working hours:

1. Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.
2. This policy prohibits political activity only during an employee's working hours, and shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Non-working time" means time outside an employee's working hours, whether before or after school or during the employee's luncheon period or other scheduled work intermittency during the school day.

References:

California Education Code, Sections 7054 (b), 7055, and 7056
Government Code, Section 8314

Adopted: 6-04-69
Revised: 4-24-89
Revised: 4-26-99
Revised: 1-31-05
Reviewed:

(7370)

BOARD POLICY

6150

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

STUDY ABROAD PROGRAMS

Because study abroad opportunities for students are important to the growing international society of cultures, languages, politics, business, and economics. The South Orange County Community College District recognizes and supports the movement of students across community, cultural, geographic, and national boundaries . The Chancellor shall establish administrative regulations for this policy.

~~The South Orange County Community College District recognizes that the movement of students across community, cultural, geographic, and national boundaries is an essential element of higher education and support. Study Abroad opportunities for students have become important in the growing international society of cultures, languages, politics, business, and economics. The inter dependence of nations, people, and world systems has brought international education into the mainstream of higher education.~~

~~Study abroad programs will be encouraged within the following parameters contained in AR-6150, Study Abroad Programs. (Title 5, Calif. Code of Regulations, Sections 55450, 55451, and 58166):~~

- ~~1. All Study abroad proposals shall be evaluated and recommended for consideration through the college curriculum process.~~
- ~~2. All study abroad programs shall be approved by the Board of Trustees. Proposals are to include educational benefits and a complete budget.~~
- ~~3. Credit courses offered as an integral part of study abroad programs shall be taught as all credit courses approved by the Board of Trustees, and they shall be taught under approved course outlines and syllabi. No prerequisites for study abroad programs shall be established other than those academic prerequisites allowed by existing state regulations.~~
- ~~4. Study abroad programs and credit courses shall be scheduled, assigned to faculty, and maintained under the requirements of the Academic Employee Master Agreement as with all other programs and courses offered by the South Orange County Community College District.~~
- ~~5. The curriculum comprising study abroad programs shall specifically relate to the culture and location of the proposed programs.~~
- ~~6. Every reasonable effort will be made to ensure that students seeking admission to study abroad programs are provided with a thorough understanding of the restrictions and~~

~~difficulties encountered abroad. Information Sessions will be provided in advance of departure.~~

- ~~7. The district may enter into contracts with independent contractors for the provision of services including expenses for travel, insurance, food, and housing in connection with study abroad programs and courses. Any such contract shall be executed by an authorized officer of the district, subject to approval or ratification by the Board of Trustees. The district shall evaluate contractor performance under such contracts.~~
- ~~8. Study abroad programs and courses which draw from the district population as a whole shall be coordinated between the colleges as to the time of offerings and scope of study.~~

~~This policy shall not apply to faculty exchange programs, student exchange programs, or other international education programs.~~

Reference:

Title 5, California Code of Regulations Sections 55450, 55451, 58166.

BOARD POLICY

5408

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

CLASSROOM SUPERVISION

During scheduled class times, students are allowed to remain in classrooms or laboratories only when supervised by an academic employee or by an authorized instructional assistant or aide under the direction of an academic employee as specified in the California Code of Regulations, ~~Title 5, Section 58051(a) and 58056(c).~~

Reference:

Title 5, Section 58051(a) 58056 (c)

Adopted: 2-11-80
Revised: 5-15-89
Revised: 4-26-99
Revised: 6-26-06
Reviewed:

BOARD POLICY

4101

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

SALARY SCHEDULES AND ANNUAL STEP INCREMENTS FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Salary schedules shall be adopted by the Board of Trustees for administrators and classified management personnel and shall contain an annual pay increment for each step indicated for a particular position. Copies of these schedules shall be on file in the Office of Human Resources; and available on line.

Adopted: 6-09-69
Revised: 4-10-89
Revised: 4-26-99
Revised: 1-31-05
Reviewed:

BOARD POLICY

4102

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL
HUMAN RESOURCES

SALARY SCHEDULE PLACEMENT FOR ADMINISTRATORS, CLASSIFIED MANAGEMENT, ~~CONFIDENTIAL~~, AND CLASSIFIED BARGAINING UNIT EMPLOYEES

A. Initial Salary Placement

New ~~District~~ hires will normally be placed on Step 1 of the appropriate salary schedule. The Chancellor may approve a higher placement to be competitive with the employment market and/or the work experience and skill level of the new employee.

B. Promotion

If an employee is promoted from one District position to a higher level, the Chancellor may place the employee on a step that results in a pay increase that appropriately compensates for the increase in responsibilities.

C. Demotion

If an employee is demoted from one District position to a lower level, the Chancellor may place the employee on a step that reflects the reduction in responsibility.

Adopted: 12-08-80
Revised: 4-13-81
Revised: 4-10-89
Revised: 4-26-99
Revised: 5-24-04
Revised: 1-31-05

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

4111

PERSONNEL
HUMAN RESOURCES

LEAVE FOR ADMINISTRATORS, AND CLASSIFIED MANAGEMENT PERSONNEL, AND CONFIDENTIAL EMPLOYEES

The Board of Trustees may grant administrative leaves to administrators, and classified ~~managers~~ment, ~~and confidential employees~~.

The Chancellor shall develop administrative regulations establishing the application process for leaves under this policy.

Adopted: 2-25-74
Revised: 2-24-75
Revised: 7-11-77
Revised: 6-10-85
Revised: 4-10-89
Revised: 4-26-99
Revised: 5-24-04
Revised: 1-31-05
Revised: 6-21-05

BOARD POLICY

5640

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

SERVICE ANIMALS

It is the policy of the South Orange County Community College District to permit qualified individuals with disabilities to use service animals in campus facilities and on campuses. The purpose of this policy is to ensure that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability. This policy is established pursuant to the Americans with Disabilities Act of 1990 (ADA), ~~Section 504 of the Rehabilitation Act of 1973, and the Unruh Civil Rights Act of the California Civil Code.~~ The definition of service animal is to include only dogs and miniature horses.

Reference:

Americans Disabilities Act, Title II & III

Rehabilitation Act, Section 504

California Civil Code, Section 54 et seq.

BOARD POLICY

1400110

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
COMMUNITY
RELATIONS

CODE OF ETHICS - STANDARDS OF PRACTICE

PREFACE

~~As a board member, I am a member of a select group of people, chosen by the citizens of the South Orange County Community College District to perform a vital service. I, as a member of the board, have been granted a position of "trusteeship" over the colleges and the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful board member, I must be willing to devote many hours to serving as trustee, attend board meetings, college functions, conferences and workshops, and study issues and problems demanding thoughtful consideration and decision making.~~

To This End, I Pledge My Best Efforts To:

- ~~1. Exhibit good citizenship in community, state, and national affairs;~~
- ~~2. Accept the legal and ethical commitments and responsibilities of the colleges to residents of the district, to the staff, to the taxpayers and, most importantly, to the students I serve;~~
- ~~3. Dedicate myself to the highest ideals of honor, honesty, and integrity in all public and personal relationships;~~
- ~~4. Recognize that board members work with fellow board members and that decisions can be made only by a majority vote of the board at a duly convened meeting;~~
- ~~5. Render all decisions regarding the issues at hand based on the available facts and my independent judgments and to refuse to surrender that judgment to individuals or special interest groups;~~
- ~~6. Make responsive decisions to meet the needs of citizens considering their geographic distribution and the cultural and economic makeup of the community;~~
- ~~7. Encourage the free expression of opinion by all board members and to seek systematic communications between the board and students, staff and all elements of the community;~~
- ~~8. Abide by majority decisions of the board, while retaining the right to seek changes in decisions through ethical and constructive channels;~~

CODE OF ETHICS –STANDARDS OF PRACTICE

- ~~9. Keep confidential all information and discussions whenever conducted during closed sessions of the board;~~
- ~~10. Bring direct and indirect credit to the colleges through personal effort in business, social, professional and personal relationships;~~
- ~~11. Avoid any conflict of interest or the appearance of impropriety that could result because of my position, and avoid intentionally using my board membership for personal gain or personal prestige;~~
- ~~12. Bring to the attention of the Chancellor and fellow board members any existing conflict of interest or impediment to service;~~
- ~~13. Fulfill the responsibilities of my office without regard to prejudice, provinciality, partisanship or animosity;~~
- ~~14. Recognize that I share responsibilities as a major employer and my actions will affect the capacity of many people to practice the profession or trade in which they have so much personal investment;~~
- ~~15. Work with other board members to establish and implement effective board policies and to delegate authority for the administration of the District to the Chancellor;~~
- ~~16. Demonstrate respect for the Chancellor, Board President, and all fellow board members at board meetings and at District as well as community events;~~
- ~~17. Dedicate myself and my efforts to the principle that my country can advance only by maintaining the constitutional rights that provide for the education of its people and the preservation of their ability to solve the problems of society.~~

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

1. Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which he or she has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relative, friends, and business associates as college employees.
2. Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.

3. Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 122.
4. As an agent of the public entrusted with public funds protect, advance and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
5. Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
6. In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in the respect for student accomplishments by attending student ceremonies and events.
7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
8. Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
9. Enhance his or her ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conference on the duties and responsibility of trustees.
10. Promote and maintain good relations with fellow Board members by:
 - A. Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of his or her opinion.
 - B. Respecting the opinion of others and abiding by the principle of majority rule.
 - C. Work with Board members in a spirit of respect and civility in spite of differences of opinion that may arise during vigorous debates of points of view.
11. Promote an effective working relationship with the Chancellor and district staff by:
 - A. Providing the responsibility, necessary authority, and support to effectively perform their duties.
 - B. Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

- C. Be an advocate of the District in the community by encouraging support for and interest in the South Orange County Community College District.
- D. Remember at all times that as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with District staff, students, the local citizenry, and the media on that basis.

ENFORCEMENT

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board reserves the right to censure any Board member who does not adhere to this policy or engages in other unethical conduct.

- A. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined the Trustee misconduct has occurred.
- B. A complaint of Trustee misconduct will be referred to the Board President.

With the assistance of legal counsel, the Board President will appoint an ad hoc committee of three Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board President, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

- C. The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.
- D. The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.
- E. Board members who are found by a majority of the Board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the District Attorney for criminal prosecution, or other action as determined by the Board.

Reference:

Accreditation Standard IV B.1. a, e, & h

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4201.2-Change in Position of Classified Management Personnel, BP-6200-Honorary Degrees, BP-2100-Delegation of Authority to the Chancellor

ACTION: Review and Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on September 15, 2011 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

4201.2

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CHANGE IN POSITION OF CLASSIFIED MANAGEMENT ~~CONFIDENTIAL LEADERSHIP~~ PERSONNEL

Whenever a change in position is granted to a classified management ~~confidential leadership~~ employee and the grade remains the same, the new salary placement will be at the same step on the salary schedule as the employee was on in the former position.

Any regular employee who is promoted to a position in a grade that has a higher salary range shall be moved to the step in the new grade which enables the employee to receive a salary increase of at least five and a half (5.5) percent.

Adopted: 9-29-69
Revised: 6-05-72
Revised: 4-10-89
Technical Update: 4-26-99

BOARD POLICY

6200

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

HONORARY DEGREES

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Chancellor shall establish procedures and criteria for the award of honorary degrees.

Reference:

Education Code Section 72122

BOARD POLICY

2100

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE CHANCELLOR

~~The Board of Trustees shall employ a qualified person as Chancellor and chief administrative officer of the district (Calif. Ed. Code, Section 70902). The Chancellor has full authority and responsibility for the proper conduct of the business and educational programs of the district.~~

The Chancellor is the Chief Executive Officer of the District and supervises the college presidents, vice chancellors, associate vice chancellor, and the staff and operation of District Services. The Chancellor is responsible for the implementation of the District Strategic Plan, Master Plans, Board Policies and Regulations, and provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the District and assures support for the effective operation of the colleges. The Chancellor acts as the liaison between the colleges and the governing board, and provides for the fair distribution of resources, control of expenditures, strategic institutional development, District-wide strategic planning, accreditation, and the long term financial stability of the District and the colleges.

The Board of Trustees has the ultimate responsibility for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The Board of Trustees is responsible for selecting and evaluating the Chancellor. In compliance with the provisions of the Education Code, the Board delegates full responsibility and authority to the Chancellor to implement and administer board policies and conduct the business of the district and educational programs without interference, and holds the Chancellor accountable for the operation of the District. The Chancellor is responsible for hiring and evaluating the college presidents. The Chancellor delegates full responsibility and authority to the presidents to administer the colleges without interference and holds the presidents accountable for the operation of the colleges.

In accordance with the provisions of the California Education Code, the Board of Trustees specifically authorizes the Chancellor to perform, but is not limited to, the following functions:

1. To hire academic and classified employees for the district, subject ~~to~~ ratification by the Board.

Adopted: 8-24-82
Revised: 3-07-88
Revised: 4-26-99
Revised: 11-19-02

DELEGATION OF AUTHORITY TO THE CHANCELLOR

2. To authorize and direct employees of the district to incur travel expenses, including but not limited to mileage to conduct district business, including conference travel, within the limits and budget requirements.
3. To sign applications for funds and contracts for the district, subject to ratification by the Board.
4. The Board hereby delegates to the Chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the Chancellor or his or her designee. If the resignation does not specify an effective date, the Chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the Chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting.
5. To establish and maintain the district's purchasing procedure.

Reference:

Accreditation Standards IV. B; B.1.a; B.1.c B.1.b; B.1.c; B.1.j; B.2; B.3; B.3.a; B.3.b; B.3.c; B.3.d; B.3.e; B.3.f

Board Policy 2101, Delegation of Authority to the College President

Administrative Regulation 4216, Resignations

California Education Code, Section 70902, 87032, 81655, 87730, 88201, 81641

California Public Contract Code, Sections 20650

Board Policy 3200

Adopted: 8-24-82
Revised: 3-07-88
Revised: 4-26-99
Revised: 11-19-02

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Adopt Resolution No. 11-30: Rescind Classified Employee Layoff

ACTION: Approval

BACKGROUND

A Resolution No. 11-27 was approved by the Board of Trustees on August 29, 2011 to eliminate five classified positions through layoff.

STATUS

The NSF Grant Funds have been received by Saddleback College and Resolution No. 11-27 needs to be rescinded and these positions will continue to exist uninterrupted.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt and approve Resolution No. 11-30 as shown in Exhibit A.

South Orange County Community College District

**GOVERNING BOARD
RESOLUTION 11-30**

RESOLUTION TO RESCIND CLASSIFIED LAYOFFS

WHEREAS, on August 29, 2011, this Board approved Resolution No. 11-27 to eliminate the following classified positions, effective October 13, 2011, due to lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>
1	Program Coordinator (134) Categorically Funded NSF Advanced Technological Education Grant	40 hours/week 11 months/year
1	Senior Laboratory Technician (ATAS)(130) Categorically Funded NSF Advanced Technological Education Grant Pos #3858 Saddleback College	20 hours/week 12 months/year
1	Clerical Assistant (113) Categorically Funded NSF Advanced Technological Education Grant Pos # 3985 Saddleback College	24 hours/week 12 months/year
1	Advanced Technology Center Director (CM07) Classified Manager Categorically Funded NSF Advanced Technological Education Grant Pos #3121 Saddleback College	40 hours/week 12 months/year
1	Manager of Manufacturing Tech (CM07) Classified Manager Categorically Funded NSF Advanced Technological Education Grant Pos #4027 Saddleback College	40 hours/week 12 months/year

WHEREAS, this Board has determined to rescind its prior action as taken in Resolution No. 11-27;

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 11-27 be and hereby is rescinded effective immediately, and the above-referenced positions shall not be eliminated at this time;

BE IT FURTHER RESOLVED that the Chancellor or designee is delegated authority to do all things necessary and proper to the accomplishment of this resolution, including sending written notice to each employee affected by Resolution No. 11-27 that any layoff, displacement, or other action taken pursuant to such resolution is rescinded;

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the __ day of _____, 2011 by the following vote.

Nancy M. Padberg, President

T.J. Prendergast, III, Vice President

Marcia Milchiker, Clerk

Thomas Fuentes, Member

William O. Jay, Member

David B. Lang, Member

Frank M. Meldau, Member

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.8
DATE: 9/26/11

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

Those academic personnel actions shown in Exhibit A 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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Brown, Christopher	MA/English	English/SC	II/6	10/17/11
Gross, Deanna	MA/English	English/SC	II/6	01/09/12

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>
Goodman, Gaylin	MA/Clinical Psych	LD Specialist/SC	II/6	08/22/11
Griffin, April	MA/English	Learning Center/IVC	II/6	08/22/11
Hoff, Rachael	PhD/English	Writing/IVC	V/6	08/22/11
Joshua, Judith	MA/English	Writing/IVC	II/6	08/22/11
Khakbazan, Maryam	MA/Mathematics	Math/IVC	II/6	08/22/11
Lui, Jonathan	MA/Social Sci.	Sociology/IVC	II/6	08/22/11
Ozima, Megan	MA/English	Learning Center/IVC	II/6	08/22/11
Swenson, Sarah	MFA/Dance	Dance/IVC	II/6	08/22/11
Troesh, Joshua	MBA/Business Adm.	Business/Mgmt/SC	II/6	08/22/11
¹ Whitt, Theresa	EdD/Nursing	Nursing/SC	V/30	08/22/11
¹ Zakrzewski, Danuta	MS/Nursing	Nursing/SC	V/30	08/22/11

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.

¹ FT Faculty SOCCCD Retiree, Returning as PT Faculty

A. NEW PERSONNEL APPOINTMENTS

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>
Estill II, Johnnie	BS/Media Arts	DMA/IVC	I/6	08/22/11

Equivalency is based on a Bachelor of Science degree in Media Arts and Animation from the Art Institute of California (Santa Ana), and an in-progress Master of Science degree in Game Production and Management from the University of Advancing Technology. Mr. Estill has previously taught various 3D animation courses at Laguna College of Art and Design and the Art Institute of Orange County. Additionally, he has over twelve years of professional work experience in the field of 3D animation as a Lead Designer and Technical Artist. This work experience and 3D animation skills have been previously applied to his classroom instruction within a higher education environment.

Evanow, Peter	MS/Radio/TV/Film	Business/SC	II/6	08/22/11
---------------	------------------	-------------	------	----------

Equivalency is based on a Master of Science degree in Radio, TV, and Film from the University of Kansas, Lawrence, a Bachelor's degree in Business Management from the College of William and Mary in Williamsburg, Virginia, and extensive professional experience in the field. Mr. Evanow has over twenty years of experience in advertising and professional relations. Since 1996, he has been managing director of Expose Public Relations in Orange, California. Mr. Evanow has instructed Business courses at California State University, Fullerton since 2002, including Advertising Communications, Writing for Advertising, Business Writing, and Advanced Business Communications.

Lopez, Alicia	BA/Political Science	Journalism/IVC	I/6	08/22/11
---------------	----------------------	----------------	-----	----------

Equivalency is based upon a Bachelor of Arts degree in Political Science from University of California, Berkeley, and experience teaching the news writing course at Orange Coast College since 2005. Additionally, Mrs. Lopez has extensive occupational experience as a local working journalist, including Columnist for The Daily Pilot, 2007; City Editor for the Times Community News, 2002-2005 where she was in charge of starting and managing the Laguna Beach Coastline Pilot; Features Editor for Huntington Beach Independent, 2001-2002; Page Designer for Our Times, 1999-2002; Copy Editor and Designer for the Inland Valley Daily Bulletin, 1997-1999; Reporter and Designer for Tustin Weekly, 1995-1997; Reporter for Hemet News, 1994-1995; and News Assistant for Orange Independent, 1994-1995.

A. NEW PERSONNEL APPOINTMENTS

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>
Nielsen, Marilee	MA/Digital Teaching/Learning	Art/SC	II/6	08/22/11

Equivalency is based upon a Master of Arts degree in Digital Teaching and Learning from Azusa Pacific University, a Bachelor of Art degree in Art from California State University, Fullerton, and a Bachelor of Science degree in Landscape Architecture from California Polytechnic State University, Santa Barbara. Ms. Nielsen was a full-time Visual Arts Instructor from Fall 2008 through June 2011 for the Capistrano Unified School District in Mission Viejo. She also taught as a part-time, Lecturer in Horticulture for Saddleback College from Spring 1989 through Fall 1992. Ms. Nielsen has been the owner of Nielsen Design, her own jewelry production business, since 2000.

B. ADMINISTRATIVE APPOINTMENT

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
 - a. ²KELLY, WILLIAM, ID #1233, Acting Educational Program Director, Pos #4420, District, Academic Administrator Salary Range I, Step 6, 16 hours per week, effective August 8, 2011 through June 30, 2012. This temporary Academic Administrator position was approved by the Board of Trustees on July 28, 2008.

C. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Adams, Catherine	Facilitator, ECP Classroom/IVC	\$ 100.00	08/15/11-12/09/11
Berry, Diane	Winter Concert Choreography/SC	800.00	08/22/11-11/30/11
Carnie, Henry	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Castroconde, Miriam	³ Chair, Math/Comp. Sci/Eng/IVC	5,163.00	08/22/11-12/18/11
Cavazzi, Diedre	Winter Concert Choreography/SC	800.00	08/22/11-11/30/11
Christensen, Walter	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Copeland, Mindy	Winter Concert Choreography/SC	800.00	08/22/11-11/30/11
⁴ Cosgrove, Robert	⁵ Accreditation Writing Team/SC	2,286.00	08/22/11-12/18/11

² SOCCCD STRS Retiree

³ This item is to correct the activity presented in error as Facilitator, Math Tutor Ctr./IVC and approved by the Board of Trustees on the May 23, 2011 Academic Personnel Agenda.

⁴ Spouses: Robert Cosgrove, English Composition Instructor, Division of Liberal Arts & Learning Resources, Saddleback College, and Brenda Borron, English Instructor, School of Humanities & Languages, Irvine Valley College.

⁵ This item is to replace stipend in the amount of \$4,572.00 presented and approved by the Board of Trustees on the May 23, 2011 Academic Personnel Agenda. Saddleback College revised request with reimbursement in part as a stipend and the remainder in reassigned time of 3 LHE.

C. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Griffin, April	Facilitator, ECP Classroom/IVC	\$ 100.00	08/15/11-12/09/11
Hardick, Randy	Chair, EMT Program/SC	1,721.00	08/22/11-12/19/11
Harper, Melody	Facilitator, ECP Classroom/IVC	200.00	08/15/11-12/09/11
Hernandez, Jerry	Facilitator, Athletics/IVC	1,721.00	08/22/11-12/19/11
Himes, Marjorie	Winter Concert Choreography/SC	1,000.00	08/22/11-11/30/11
Iredale, Susan	Facilitator, ECP Classroom/IVC	200.00	08/15/11-12/09/11
Khosrowpour, Iman	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Mounsey, Kimberly	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Ramirez, Joshua	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Stone, Lee Ann	Facilitator, Library Services/IVC	1,721.00	08/22/11-12/19/11
Tierney, James	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Wong, Suzanne	Facilitator, ECP Classroom/IVC	100.00	08/15/11-12/09/11
Yell, Lacey	Winter Concert Choreography/SC	1,000.00	08/22/11-11/30/11

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2011/2012 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Anderson, Michael	ESL Reading/Writing Samples/IVC	08/22/11-12/19/11

D. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Anthony, Richard	ENV Projects/IVC	\$ 1,250.00	10/01/11-12/18/11
Belyea, Barbara	Mentor Faculty/Handbook/SC	688.40	08/22/11-09/30/11
Boyle, Miki	Skills Lab Notebook/SC	597.82	07/01/11-07/31/11
Brewington, Elizabeth	Skills Lab Notebook/SC	597.82	07/01/11-07/31/11
Call, Linda	Mentor Faculty/Handbook/SC	1,893.10	08/22/11-09/30/11
Geller, Valerie	Musical Perform./Foundation/SC	225.00	03/12/11-03/12/11
Hagen, Gerard	Musical Perform./Foundation/SC	125.00	08/29/11-08/29/11
Huggins, Barbara	Skills Lab Notebook/SC	2,333.56	07/01/11-07/31/11
Johnson, Paul	Musical Perform./Foundation/SC	125.00	08/29/11-08/29/11
Keyton, Kimberly	ENV Projects/IVC	2,500.00	10/01/11-12/18/11
Kucharski, Phillis	Mentor Faculty/Handbook/SC	1,514.48	08/22/11-09/30/11
O'Buchon, Janine	Mentor Faculty/Handbook/SC	1,514.48	08/22/11-09/30/11
Orrill, Deborah	ENV Projects/IVC	1,250.00	10/01/11-12/18/11
Pestolesi, Diane	Mentor Faculty/Handbook/SC	1,514.48	08/22/11-09/30/11
Pinter, Gerald	Musical Perform./Foundation/SC	125.00	08/29/11-08/29/11
Roley, William	ENV Projects/IVC	1,250.00	10/01/11-12/18/11
Stout, Ronald	Musical Perform./Foundation/SC	125.00	08/29/11-08/29/11
Tamialis, Barbara	Project Director/Gov. CTE/SC	2,000.00	08/15/11-12/19/11

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HUGHES, BRADLEY, ID #16996, Astronomy/Physics Instructor, Pos #3822, Academic Faculty Salary Class V, Step 8, Division of Mathematics, Sciences and Engineering, Saddleback College, resignation effective September 23, 2011. Payment is authorized for any compensated time off. (Probationary Start date: August 17, 2009)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.9
DATE: 9/26/11

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. ALDER, KATE is to be employed as Acting Career Technical Education Grant Project Director, Categorical, pos #4422, a grant funded position, School of Career Technical Education and Workforce Development, Irvine Valley College, Classified Management Salary Range 7, Step 1, 40 hours per week, effective September 1, 2011 through November 30, 2011. This position was approved by the Board of Trustees on August 29, 2011. Employment in this grant funded position is contingent upon the availability of the Career Technical Education Project Grants funded through the State of California.
- b. CALDERIN, JENNIFER is to be employed as Applications Specialist I, Pos #4394, Technology Services, Office of Instruction, Irvine Valley College, Classified Bargaining Unit Salary Range 134, Step 1, 40 hours per week, 12 months per year, effective September 26, 2011. This position was approved by the Board of Trustee on May 23, 2011.
- c. EVANS, MICHELLE is to be employed as Program Assistant, Categorical, Pos #3607, a grant funded position, Division of Heath Sciences and Human Services, Saddleback College, Classified Bargaining Unit Salary Range 118, Step 1, 40 hours per week, 12 months per year, effective August 25, 2011. This is a replacement position for Lucy Santana. Employment in this grant funded position is contingent upon the availability of funding by the HIT Program/Economic and Workforce Development Grant.
- d. LE MASTER, SHARON is to be employed as Administrative Assistant, Pos #3124, Payroll, Office of Business Services, District, Classified Bargaining Unit Salary Range 121, Step 1, 25 hours per week, 12 months per year, effective September 7, 2011. This is a replacement position for Helen Osz, who resigned.
- e. MCCARTY, JENNIFER is to be employed as Acting Community-Based Job Training Grant Project Director, Categorical, Pos #4423, a grant funded position, School of Career Technical Education and Workforce Development, Irvine Valley College, Classified Management Salary Range 7, Step 1, 40 hours per week, effective September 1, 2011 through November 30, 2011. This position was approved by the Board of Trustees on August 29, 2011. Employment in this grant funded position is contingent upon the availability of the Community-Based Job Training Grant “Recycling and Resource Management”.
- f. MORLEY, RICHARD H. is to be employed as Director of College Foundation, Pos #3040, Office of the President, Irvine Valley College, Classified Management Salary Range 8, Step 10, 40 hours per week, 12 months per year, effective September 23, 2011. This is a replacement position for Al Tello, who resigned.

A. NEW PERSONNEL APPOINTMENTS

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>
Branstetter, Penny	Custodian/SC	113/1	09/08/11
Cook, Susan	Administrative Assistant/SC	121/1	08/29/11
¹ DiAlto, Stephanie	Curriculum Assistant/SC	121/1	08/16/11
Dixon, Kathleen	Laboratory Technician, Language/IVC	122/1	08/12/11
Han, Jackie	Senior Accounting Specialist/SC	131/1	09/08/11
Lawrence, Anthony	Custodian/SC	113/1	09/08/11
Mayer, Robert	Custodian/SC	113/1	09/08/11
² McGinley, Kelsey	Executive Assistant/SC	133/1	09/02/11
Oliveras, Robert	Groundskeeper/SC	118/1	08/30/11
Rezvani, Kimia	Transfer Center Specialist/IVC	123/1	08/23/11
Roset, Mason	Laboratory Technician, Photo/SC	122/1	08/24/11
Weary, Jaquain	Custodian/SC	113/1	09/08/11

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Barrientos, Belem	Project Specialist/SC	\$ 9.50	09/08/11-06/30/12
Belardes, Yvonne	Clerk, Short-Term/SC	12.50	08/08/11-06/30/12
Belardes, Yvonne	Project Specialist/SC	16.00	08/30/11-06/30/12
Ciago, Ronald	Project Specialist/IVC	20.00	09/03/11-06/30/12
Dhillon, Raj	Project Specialist/SC	16.00	07/01/11-06/30/12
Fellner, John	Project Specialist/SC	9.00	07/01/11-06/30/12
Hartwell, Keith	Outreach Aide/SC	9.50	09/01/11-06/30/12
Hogan, Michael	Coaching Aide/SC	15.00	08/31/11-06/30/12
Jarema, Veronica	TMD Aide/SC	12.00	08/26/11-06/30/12
Khabovets, Kristina	Project Specialist/SC	16.00	08/16/11-06/30/12
LaLonde, Mia	CDC Aide/SC	10.00	09/08/11-06/30/12
Levine, Samantha	CDC Aide/SC	10.00	08/25/11-06/30/12
McCann, Samantha	TMD Aide/IVC	12.00	08/29/11-06/30/12
Mitchell, Kevin	Coaching Aide/SC	15.00	08/18/11-06/30/12
Mohyi, Jasmine	CDC Aide/SC	11.00	09/09/11-06/30/12
Nguyen, Christian	Project Specialist/SC	12.00	08/19/11-06/30/12
Paschetta, Chantal	Coaching Aide/IVC	15.00	08/19/11-06/30/12
Rawlins, Toni	Project Specialist/SC	9.00	07/01/11-06/30/12
Vigil-Romero, Andrae	Project Specialist/SC	12.00	08/16/11-06/30/12
Weiss, Elizabeth	Spec. Project Coord./SC	40.00	08/11/11-06/30/12
Ziencina, Taylor	Coaching Aide/IVC	15.00	08/19/11-06/30/12

¹ Daughter of Lois DiAlto, Curriculum and Scheduling Specialist, School of Academic Programs, Irvine Valley College.

² Daughter of Andrea McGinley, Financial Aid Specialist, Office of Financial Aid, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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 **2011/2012** academic year.

<u>Name</u>	<u>Start/End Date</u>
Ames, Sydne	08/09/11-06/30/12
Balba, Melaney	08/25/11-06/30/12
Dryer, Janet	07/01/11-06/30/12
Dukes, Mardi	09/01/11-06/30/12
Green, Mariko	08/30/11-06/30/12
Hoang, Don	07/01/11-06/30/12
Kadibjala, Sai	08/19/11-06/30/12
Korsund, Jenniffer	09/09/11-06/30/12
Larios, Robin	08/22/11-12/18/11
³ Lipold, Christopher	08/09/11-06/30/12
Masoumi, Tahereh	08/31/11-06/30/12
Nguyen, Tuan	08/18/11-06/30/12
Pask, Drake	07/01/11-06/30/12
Rivers, Denise	08/29/11-06/30/12
Shiple, John	08/30/11-06/30/12
Thomas, Scarlett	08/15/11-06/30/12
Tolliver, Harry	08/23/11-06/30/12
Ward, Kerisa	08/09/11-06/30/12

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 **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Akhondzadeh, Sasan	Tutor/SC	\$ 12.00/hr	08/25/11-06/30/12
Alderson, Keanon	Comm. Ed./SC	2500.00/cs	09/09/11-06/30/12
Bauer, Lucas	Clinical Skills Spec./SC	30.00/hr	08/01/11-06/30/12
Belyea, Barbara	Clinical Skills Spec./SC	30.00/hr	08/24/11-06/30/12
Blundell-Siska, Mary	Tutor/IVC	12.00/hr	09/15/11-06/30/12
Clements, Matthew	Comm. Ed./SC	2500.00/cs	09/01/11-06/30/12
Cohen, Jonathan	Tutor/IVC	12.00/hr	09/15/11-06/30/12
Dormaier, Ruth	Model/SC	22.00/hr	08/30/11-06/30/12
Foults, Coralyn	Tutor/IVC	12.00/hr	09/06/11-06/30/12
Hamrin, Jessica	Model/SC	22.00/hr	08/18/11-06/30/12
Hasnain, Amir	Tutor/IVC	12.00/hr	09/08/11-06/30/12
Johnson, Matthew	Comm. Ed./SC	2500.00/cs	08/26/11-06/30/12
Kim, Sung Mo	Tutor/IVC	12.00/hr	09/15/11-06/30/12
Lopez, Eduardo	Comm. Ed./IVC	2500.00/cs	08/29/11-06/30/12
Paden, Thomas	Clinical Skills Spec./SC	30.00/hr	08/01/11-06/30/12

³ Son of Anthony Lipold, Dean of Kinesiology and Athletics, Saddleback College.

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 **2011/2012** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
⁴ Pearlstein, Barry	Comm. Ed./IVC	2500.00/cs	08/15/11-06/30/12
Robbins, Sacha	Tutor/IVC	12.00/hr	09/02/11-06/30/12
Sonoyama, Yoshie	Tutor/IVC	12.00/hr	09/15/11-06/30/12
Thede, Tatiana	Cert. Test Proctor/IVC	12.50/hr	09/08/11-06/30/12
Watson, Jacob	Clinical Skills Spec./SC	30.00/hr	08/01/11-06/30/12
Williams, Christopher	Tutor/IVC	12.00/hr	09/15/11-06/30/12
Young, Brian	Cert. Test Proctor/IVC	12.50/hr	09/02/11-06/30/12
Zurilgen, Aubriana	Model/SC	22.00/hr	08/30/11-06/30/12

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. LABORATORY TECHNICIAN, PHOTOGRAPHY, Pos #3505, Classified Bargaining Unit Salary Range 122, Division of Fine Arts and Media Technology, Saddleback College seeks authorization to eliminate this part-time, 20 hours per week, 10 months per year position from its staff complement, effective September 27, 2011. (Position approved: February 27, 2006)
2. RECEPTIONIST, Pos #3982, Classified Bargaining Unit Salary Range 113, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to eliminate this part-time, 29 hours per week, 12 months per year position from its staff complement, effective September 27, 2011. (Position approved: December 5, 2008)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. LABORATORY TECHNICIAN, PHOTOGRAPHY AND ART, Classified Bargaining Unit Salary Range 122, Division of Fine Arts and Media Technology, Saddleback College seeks authorization to establish and announce a part-time, 19.5 hours per week, 10 months per year position to its staff complement, effective September 27, 2011. (Exhibit B, Attachment 1)
2. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to establish and announce this part-time, 29 hours per weeks, 12 months per year position to its staff complement, effective September 27, 2011.

⁴ Also, a Part-time Lecturer in the School of Mathematics, Computer Sciences and Engineering, Irvine Valley College.

D. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- A. DAWOOD, MATTHEW, ID #15168, Office Assistant, Pos #3728, Classified Bargaining Unit Salary Range 113, Step 4, 25 hours per week, 12 months per year, School Guidance and Counseling, Irvine Valley College, is to be employed as Instructional Assistant, Pos #4322, Classified Bargaining Unit Salary Range 122, Step 1, 40 hours per weeks, 12 months per year, School of Library Services, Irvine Valley College, effective August 29, 2011. This is a replacement for James Barcenas, who resigned.

E. OUT OF CLASS ASSIGNMENTS

1. HAZZARD, RUBY, ID #16706, Senior Administrative Assistant, Pos #4384, a temporary assignment, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Office of Business Services, District, temporary assignment ended effective September 5, 2011, and returned to permanent assignment as Receptionist, Pos #3409, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Office of Human Resources, District, effective September 6, 2011.
2. POLING, ELLEN, ID #15717, Veterans Office Assistant, Pos #4015, Classified Bargaining Unit Salary Range 115, Step 3, 28 hours per week, 12 months per year, Office of Fiscal Services, Saddleback College, has been given a temporary change in assignment to Veterans Specialist, Pos #4419, Classified Bargaining Unit Salary Range 126, Step 1, 29 hours per week, Office of Fiscal Services, Saddleback College, effective September 1, 2011. This is temporary assignment is for a position which was approved by the Board of Trustees on August 29, 2011.
3. REYMOND, CORINE, ID #12808, Senior Administrative Assistant, Pos #3242, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Kinesiology, Health and Athletics, Irvine Valley College, has been given a temporary change in assignment to Executive Assistant, Pos #3253, Classified Bargaining Unit Salary Range 133, Step 4, 40 hours per weeks, Office of Instruction, Irvine Valley College, effective August 24, 2011. This is a temporary reassignment for Daune Main, who received a change in status.
4. TY, DJIAN-LUKE, ID #16067, Senior Laboratory Technician, Life and Physical Sciences, Pos #1245, a temporary assignment, Classified Bargaining Unit Salary Range 130, Step 1, plus 5% shift differential, 40 hours per week, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College, temporary assignment ended effective August 21, 2011, and returned to permanent assignment as Laboratory Technician, Life and Physical Sciences, Pos #4032, Classified Bargaining Unit Salary Range 122, Step 3, plus 5% shift differential, 40 hours per week, 12 months per year, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College, effective August 22, 2011.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BARCENAS, JAMES, ID #18059, Instructional Assistant, Pos #4322, Classified Bargaining Unit Salary Range 122, Step 1, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, resignation effective August 26, 2011. Payment is authorized for any compensated time off. (Probationary Start date: April 12, 2011)
2. HARADA, CONSTANCE, ID #17036, Accounting Assistant, Pos #4309, Classified Bargaining Unit Salary Range 118, Step 2, 25 hours per week, 12 months per year, College Fiscal Services, Office of the President, Irvine Valley College, resignation effective September 5, 2011. Payment is authorized for any compensated time off. (Probationary Start date: December 6, 2010)
3. HILLIUS, ANN, ID #13725, Receptionist, Pos #3982, Classified Bargaining Unit Salary Range 113, Step 4, 29 hours per week, 12 months per year, Division of Social and Behavioral Sciences, Saddleback College, resignation effective September 7, 2011. Payment is authorized for any compensated time off. (Permanent Start date: February 12, 2009)
4. MC BRIDE, MARLA, ID #16726, Health Center Nurse, Pos #4056, Student Health Center, Classified Bargaining Unit Salary Range 136, Step 4, 18 hours per week, 12 months per year, Office of Student Services, Saddleback College, resignation effective August 26, 2011. Payment is authorized for any compensated time off. (Permanent Start date: January 15, 2009)
5. MICALLEF, ANTHONY, ID #17994, Senior Accounting Specialist, Pos #4017, Classified Bargaining Unit Salary Range 131, Step 2, 40 hours per week, 12 months per year, College Foundation, Office of Fiscal Services, Saddleback College conclusion of employment effective September 6, 2011. Payment is authorized for any compensated time off. (Probationary Start date: February 7, 2011)
6. MORA, DAVID, ID #18032, Custodian, Pos #1113, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, resignation effective August 12, 2011. Payment is authorized for any compensated time off. (Probationary Start date: March 14, 2011)
7. PAYAN, BERNADETTE, ID #14862, Library Assistant I, Pos #3922, Classified Bargaining Unit Salary Range 115, Step 6, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, resignation effective August 26, 2011. Payment is authorized for any compensated time off. (Permanent Start date: May 8, 2006)
8. PEEBLES, GREGORY, ID #18161, Maintenance Coordinator, Pos #4366, Classified Bargaining Unit Salary Range 135, Step 1, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, resignation effective August 19, 2011. Payment is authorized for any compensated time off. (Probationary Start date: July 5, 2011)

G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

Advanced Technology and Applied Science, Saddleback College

Acerro, Kelly	Baghery, Atusa	Bertsch, Sarah
Blair, Jaclyn	Boggio, Joseph	Brown, Ryan
Camp, Kristen	Flaherty, David	Garcia, Vanessa
Gleason, Bianca	Gracia, Kristina	Harris, Remy
Kochneva, Kristina	Mitchell, Jarren	Moran, Kossie
Navarro, Tiffany	Navayan, Shayan	Munoz, Ashley
Null, Erica	Oehlers, Tyler	Ortiz, Shasta
Potts, Allison	Prado, Ivan	Sachs, Myles
Sigler, Michael		

Counseling Services and Specials Programs, Saddleback College

Belbao, Sylvia	Ellis, Nathan	Ecker, Marie-Therese
Fasel, Sarah	Mannix, Elin	Naccarato, Kristy
Regola, Quynh	Toscano, Laura	

Fine Arts and Media Technology, Saddleback College

Isen, Thalia	Kokesch, Joshua
--------------	-----------------

Health Sciences and Human Services, Saddleback College

Castanos, Lisa	Elespuru, Kathryn
----------------	-------------------

Learning Assistance Prog., Online Education and Learning Resources, Saddleback College

Akhondzadeh, Sasan	Gruen, David	Harvey, Michael
Haji, Mostafa	Laugenour, Kelly	Miller, Donna
Rosen, Annie	Yarber, Mariam	

Business Sciences, Irvine Valley College

Weckerly, Michelle

Kinesiology, Health and Athletics, Irvine Valley College

Brown, Richard	Hernandez, Daniel	Hogan, Mike
McMullen, Cameron	Rhoads, Connor	Trent, Allison

Humanities and Languages, Irvine Valley College

Ara, Kazumi	Fujiki, Yukiko	Kim, Ju Chong
Mizuno, Atsushi	Saito, Aya	Sakurai, Ayami
Suzuki, Mayuko	Torre, Motoko	

Learning Center, Library Services, Irvine Valley College

Shirazi, Roksana

ATTACHMENT 1

South Orange County Community College District

LAB TECHNICIAN, PHOTOGRAPHY & ART, Job ID # – Classified Bargaining Unit Salary Range

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 the Dean of Fine Arts and Media Technology or designee such as the Department Chair, assists in the preparation of materials and demonstrations for an assigned instructional area; operates and demonstrates use of specialized equipment, supplies and materials; provides assistance to students within the assigned subject area including both photography and art; and maintains the general cleanliness of the assigned laboratory. May oversee and provide work direction to work study students.

DISTINGUISHING CHARACTERISTICS

Positions in the Lab Technician class are distinguished from the Senior Lab Technician by the level of responsibility assumed. In comparison to the Senior Lab Technician, positions at this level are assigned to less complex labs, have less exposure to hazardous or otherwise dangerous materials, and limited involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

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.

Assist instructors in developing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records.

1. Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
2. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
3. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on laboratory equipment; maintain, clean and test assigned equipment.
4. Provide assistance to instructors regarding safe and proper procedures for developing, processing and printing film utilizing assigned laboratory equipment.
5. Maintain appropriate ink levels for printing of images; monitor volume and exhaustion level of existing inks and materials; replace and dispose of old ink and waste cartridges as needed according to established safety and environmental regulations.
6. Maintain records of equipment loaned and material used by students; return all equipment to proper location.
7. Dismantle equipment and check for needed repairs; assist in performing routine maintenance and minor repairs on equipment and furniture including plumbing fixtures, enlargers, cameras, lenses and related items.
8. Maintain and post notices and records of current techniques and procedures.
9. Photograph students for identification cards.

South Orange County Community College District
Page 2 - Lab Technician, Photography & Art

REPRESENTATIVE DUTIES

10. Participate in the ordering and maintenance of supplies, materials and equipment; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
11. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
12. 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:

Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.
Theories and applications of the assigned subject matter.
Principles and practices of laboratory operations.
Proper methods of storing equipment, materials and supplies used within the assigned laboratory.
Methods and techniques of digital photography.
Operational characteristics of various printing and scanning equipment and apparatus.
Proper handling and disposal of materials related to digital photography.
Principles of digital image capture, scanning and output device functionality.
Operational characteristics of digital image scanning and manipulation software.
Principles and procedures of record keeping and filing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices.

Ability to:

Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.
Operate and demonstrate the proper use of specialized equipment, supplies and materials.
Provide assistance to students on matters related to assigned laboratories.
Properly dispose of old ink and waste according to environmental regulations.
Identify and troubleshoot problems with photography equipment.
Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.
Maintain the cleanliness of assigned laboratory.
Interpret and apply department policies, procedures, rules and regulations.
Ensure adherence to safe work practices and procedures.
Maintain an adequate inventory of materials for instructional programs.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 3 - Lab Technician, Photography & Art

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 two years of college level course work in photography or a related field.

Experience:

Two years of increasingly responsible photography experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; may be exposed to potentially hazardous chemicals, noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may occasionally work with water. Occasional exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles and rubber or plastic gloves.

Vision: See in the normal visual range with or without correction; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

July, 1988 *Ralph Andersen & Associates*
Revised: June, 2005 *Johnson & Associates*
Revised: September, 2011 *Forsberg Consulting Services*

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2012 Teachers of the Year Recognition Ceremony

ACTION: Information

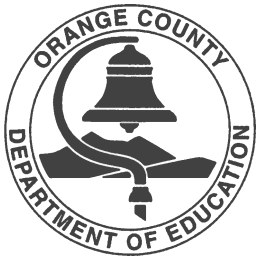
BACKGROUND

The Orange County Teachers of the Year (TOTY) program provides recognition for outstanding teachers in Orange County. Each school district may nominate one to three teachers (depending on district size). Community colleges and private schools may each nominate one teacher. Candidates are honored at an annual recognition ceremony hosted by the program sponsors. The finalists are invited to represent the county in the California Teachers of the Year program.

STATUS

The 2012 Teachers of the Year Recognition Ceremony will be held on November 1, 2011 at the Disneyland Hotel. The South Orange County Community College District will receive complimentary invitations for District and school site representatives to honor the finalists for their outstanding efforts in promoting student success. The nominees being honored from the SOCCCD are Kay Ferguson Ryals from Irvine Valley College and Kris Leppien-Christensen, Ph.D, from Saddleback College.

Item Submitted by: Gary L. Poertner, Chancellor



**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**

200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050
(714) 966-4000
FAX (714) 662-3570
www.ocde.us

WILLIAM M. HABERMEHL
County Superintendent
of Schools

LYNN APRIL HARTLINE
Deputy Superintendent

JOHN L. NELSON
Associate Superintendent

**ORANGE COUNTY
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

DAVID L. BOYD

ELIZABETH PARKER

LONG PHAM, PH.D.

KEN L. WILLIAMS, D.O.

August 31, 2011

Gary L. Poertner
Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear Mr. Poertner:

Thank you for your district's participation in the Orange County Teachers of the Year Program which provides an opportunity to honor educators for their outstanding efforts to promote student success. The 2012 Teachers of the Year Recognition Ceremony will be held on November 1, 2011 at the Disneyland® Hotel. In September, your district contacts, Sandy Jeffries for Irvine Valley College and Sophie Miller for Saddleback College, will receive packets that include complimentary invitations for district and school site representatives. The nominees being honored from your district are:

- Kay Ferguson Ryals, Irvine Valley College
- Kris Leppien-Christensen, Ph.D., Saddleback College

We look forward to celebrating the accomplishments of your district's nominees on November 1. If you have any questions, please feel free to contact me at (714) 966-4385.

Sincerely,

Nicole Savio, Manager
School and Community Services

NS:ts

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: 2010-11 Reassigned Time and Stipends

ACTION: Information

BACKGROUND

In accordance with SOCCCD Administrative Regulation 4073, "the colleges and ATEP shall limit their annual expenditures for reassigned time and stipends to 2.7 percent of the college or ATEP general fund budget for object account categories, 1100, 1200, 1300, and 1400."

STATUS

Exhibit A, Saddleback College, and Exhibit B, Irvine Valley College, represent the 2010-2011 unrestricted budgets for object account categories 1100, 1200, 1300, and 1400, as well as the total expenditures for stipends and reassigned time. As shown in Exhibit A, the Saddleback College calculation of annual expenditures for reassigned time and/or stipends is 2.16 percent of the unrestricted general fund budget. As shown in Exhibit B, the Irvine Valley College calculation of annual expenditures for reassigned time and/or stipends is 2.03 percent of the unrestricted general fund budget.

Saddleback College
Analysis of Reassigned Time and Stipends
2010-2011

Unrestricted Budget

Budget For Academic Object Codes:

1100	19,343,828
1200	4,563,780
1300	12,052,882
1400	1,267,717
Total	<u>\$37,228,207</u>

2.7% of Total \$1,005,162

Expenditures:

	<u>Summer 2010</u>	<u>Fall 2010</u>	<u>Spring 2011</u>	<u>Total</u>	
Stipends	\$37,323	\$163,466	\$188,955	\$389,744	
Reassigned Time	\$0	\$218,125	\$197,102	\$415,227	
Total Expenditures	<u>\$37,323</u>	<u>\$381,591</u>	<u>\$386,057</u>	<u>\$804,971</u>	2.16%

The above calculation is in compliance with Administrative Regulation 4073

**Irvine Valley College
Analysis of Reassigned Time and Stipends
Fiscal Year 2010-11**

Exhibit B

Unrestricted Budget

Budget For Academic Object Codes:

1100	10,378,241
1200	3,276,061
1300	7,553,254
1400	<u>886,355</u>
Total	\$22,093,911

Expenditures:

	Summer 2010	Fall 2010	Spring 2011	Total	
Stipends	\$23,947	\$84,930	\$108,269	\$217,146	
Reassigned Time	<u>\$0</u>	<u>\$115,228</u>	<u>\$116,142</u>	<u>\$231,369</u>	
<i>Total Expenditures</i>	\$23,947	\$200,158	\$224,411	\$448,515	2.03%

The above calculation is in compliance with Board Policy 4073 and Administrative Regulation 4073.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.3
DATE: 9/26/11

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
8/31/11 5:00pm	HS 105	Martine Wehr	HS 187 Juvenile Violence, Gangs	Larry Baril	Gang Members in Custody
9/6/11 6:00pm	BGS 119	Diane McGroarty	FASH 101 Intro. to Fashion & Fashion Image	Leslie Christen	Fashion Stylist
9/7/11 9:00am	FA 209	Richard White	ART 189 Ceramic Narrative	David Furman	Ceramics and Personal Narrative
9/7/11 7:00pm	BGS 339	Justin McCusker	PS 14 International Relations	Gary Bagley	Careers in State Department
9/12/11 6:00pm	BGS 119	Diane McGroarty	FASH 140 Fashion Image	Nazy Neknat	Fashion Stylist
9/13/11 8:00pm	TAS 225	Kelly Reetz	ENV 289 Certified Interpretive Guide Course	Joe Noval	Interpretive Program Example
9/20/11 2:00pm	TAS 225	Morgan Barrows	ENV 25 Environmental Hazards to Health	Tawnia Pett	Vector Borne Diseases, Vector Control, and Environmental Impacts
9/21/11 7:00pm	BGS 339	Justin McCusker	PS 14 International Relations	Paul Freeman	US Role in International Election Oversight
9/21/11 5:00pm	HS 105	Martine Wehr	HS 187 Juvenile Violence, Gangs	Devon Robertson	Therapy with Troubled Teens

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 8/29/11 Total Basic Aid Estimated Receipts of \$433.2M less Total Approved Projects in the amount of \$392.8M leaves a \$40.4M 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:

<u>Year</u>	<u>Basic Aid Receipts</u>
2011 – 2012	\$39,203,922
2012 – 2013	\$36,317,404
2013 – 2014	\$35,279,068
2014 – 2015	\$34,204,878

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of August 29, 2011 Board Meeting**

	1999-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	Total
Actual Basic Aid Receipts	\$114,528,126	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$38,737,963	\$393,955,568
Estimated Basic Aid Receipts 2011/12								\$39,203,922
							Total Receipts	\$433,159,490
							Total Approved Projects	\$392,765,371
							Uncommitted Basic Aid Funds	\$40,394,119

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
Retiree Benefit Liability Contribution	\$38,017,938					\$38,017,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC, ATEP & District		\$136,477	\$5,297,000	\$5,203,275	\$8,667,343	\$19,304,095
ATEP First Building Phase 3A		\$12,500,000				\$12,500,000
ATEP Operating Budget		\$10,963,521				\$10,963,521
ATEP Staffing, Equipment, Program Development		\$891,611				\$891,611
ATEP Renovation/Temp Bldgs		\$7,964,191				\$7,964,191
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$0				\$0
ATEP Site Development		\$340,436				\$340,436
ATEP Site Development Negotiations		\$4,265,883				\$4,265,883
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$176,414				\$176,414
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				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$7,352,000		\$7,352,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$1,902,389		\$1,902,389
IVC A-400 Building Remodel				\$1,000,000		\$1,000,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Early College Program				\$60,000		\$60,000
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$128,710	\$128,710
SC M/S/E Plaza Repair					\$69,288	\$69,288
SC M/S/E Renovation					\$39,000	\$39,000
SC M/S/E Bldg Ventilation System					\$0	\$0
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$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					\$24,250	\$24,250
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC Sciences Building					\$47,656,346	\$47,656,346
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$285,000					\$285,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Document Management Solution	\$659,202					\$659,202
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$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	\$1,398,988					\$1,398,988
Total Approved Projects	\$83,603,567	\$47,988,533	\$35,855,357	\$88,025,412	\$137,292,502	\$392,765,371

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	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	19,304,095	2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	923,579	431,902	19,304,095
Campus Appearance Improvement IVC & SC	1,000,000					378,837	215,312	144,365	261,486	1,000,000
ATEP Operating Budget*	10,963,521	266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548		2,353,039	10,963,521
ATEP Staffing, Equipment, Program Development	891,611				-	20,689	171,285		699,637	891,611
ATEP Renovation	7,964,191	1,000,339	1,035,239	3,838,068	1,318,978	103,660	450,213	153,872	63,821	7,964,191
ATEP Building Demolition	7,000,000				-	61,693	12,192	1,439,404	5,486,711	7,000,000
ATEP Hangar & Chapel Utilities	-				-	-	-	-	-	-
ATEP Site Development	340,436								340,436	340,436
ATEP Site Development Negotiations	4,265,883			12,066	887,067	1,080,568	592,509	618,846	1,074,828	4,265,883
ATEP Development	3,750,000				565,425	1,041,250	750,807	735,035	657,483	3,750,000
ATEP Parking Lot Renovation	176,413					-	176,205		208,340	176,413
ATEP First Building Phase 3A	12,500,000								12,500,000	12,500,000
College/District Contributions for Debt Retirement - COPS	4,380,701	2,894,983	1,485,718	-	-	-	-		-	4,380,701
Debt Retirement Contribution	34,400,000	26,000,000	4,200,000	4,200,000	-	-	-		-	34,400,000
IVC Business & Technology Innovation Center	10,182,000		25,860	981,852	5,563,594	2,292,938	23,716	-	1,294,039	10,182,000
IVC Design and Install Entrance from Barranca	2,850,000		9,950	-	-	-	41,576	45,644	2,752,829	2,850,000
IVC Fine Arts Building	7,352,000				61,163	115	-	-	7,290,722	7,352,000
IVC Floor Repairs	58,340	57,458	882	-	-	-	-	-	-	58,340
IVC Life Sciences Project	17,410,000				-	81,776	793,360	448,231	16,086,633	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	370,000			-	-	-	-	-	370,000
IVC Landscaping (PAC & BSTIC)	1,796,000					-	105,493	146,485	1,544,022	1,796,000
IVC Performing Arts Center	17,006,209	681,476	4,235,617	10,727,931	1,137,271	38,469	185,445		-	17,006,209
IVC Science Equip & TV Studio	500,000	500,000			-	-	-	-	-	500,000
IVC Sports Facilities	896,000	896,000			-	-	-	-	-	896,000
IVC Replace Main Water Valves	275,000						6,035	76,957	192,008	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000						3,088	41,368	185,544	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000						-	215,836	184,164	400,000
IVC SSC HVAC System	800,000						1,346	19,668	778,986	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	412,531	1,807,009	6,980,000
IVC A-300 Bldg Remodel	1,902,389			49,177	94,785	1,529,452	228,508	467	-	1,902,389
IVC A-400 Bldg Remodel	1,000,000								1,000,000	1,000,000
IVC Early College Program	60,000				19,626	40,374	-	-	0	60,000
Retiree Benefits	38,017,938	5,874,987	3,361,039	4,681,912	10,500,000	500,000	2,500,000	-	10,600,000	38,017,938
SC M/S/E Bldg, Soil, & Slab Repairs	128,710	57,748		9,684	61,163	115	-	-	-	128,710
SC M/S/E Plaza Repairs	69,288				-	69,288	-	-	-	69,288
SC M/S/E Renovation	39,000				-	39,000	-	-	-	39,000
SC Building Repairs - TAS Building	1,956,000	26,775	97,135	28,465	-	1,048	-	13,800	1,788,776	1,956,000
SC Building Repairs - Library Remodel	20,141,000	77,892	-	-	-	-	511,511	9,685,166	9,866,431	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	981,290	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	124,943	433,909	4,130,000
SC Village Expansion	3,942,000					463,110	2,942,595	474,450	61,844	3,942,000
SC Golf Driving Range Net Replacement	300,000		1,800	43,400	46,600	5,000	5,000	4,950	193,250	300,000
SC Health Science/District Office Building	15,251,655	15,043,551	189,994	5,096	13,014	-	-	-	0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	24,250	24,250	-	-	-	-	-	-	-	24,250
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	1,335,000			-	-	-	-	-	1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200		682,740	3,735,624	4,277,090	28,746	-	-	-	8,724,200
SC Sciences Building (M/S/E annex)	47,656,346			29,595	-	-	-	258,563	47,368,187	47,656,346

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
SC Science Equip & TV Studio	500,000	500,000			-	-	-		-	500,000
SC Science/Applied Science Bldg	14,850	14,850	-	-	-	-	-		-	14,850
SC Sports Facilities	817,310	805,320	11,990		-	-	-		-	817,310
SC Bridge Replacement	1,700,000						2,693	97,266	1,600,041	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	-						-		-	-
SC Pool Deck Replacement	1,500,000						23	1,276,844	223,133	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000						166,833	851,935	481,232	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	121	177,448	2,542,000
SC Loop Road	3,442,000				-	-	5,740	212,701	3,223,559	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	4,250	66,725	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	3,764,183	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		-	-	-	321,010	43,990	735,010
SOCCCD: HR Recruitment Work Plan	85,911	85,911			0	-	-		-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	285,000	39,702	24,298	24,000	14,000	34,354	13,140		135,506	285,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830		184,690	85,327	59,813	-	-		-	329,830
SOCCCD: Document Management Solution	659,202								659,202	659,202
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	7,976,770						2,906,089	2,665,868	2,404,813	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	1,398,988	453,867			-	527,830	-		417,291	1,398,988
Totals	392,765,370	64,620,943	33,077,552	44,726,959	38,085,375	26,963,776	22,188,298	21,664,298	141,438,170	392,765,371

	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward
Commitments	141,294,076	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	41,176,493	2,072,138
Cumulative Commitments	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	390,693,233	392,765,371
Receipts	114,528,126	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,737,963	39,203,922
Cumulative Receipts	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	393,955,568	433,159,490
Cumulative Expenses	64,620,943	97,698,495	142,425,454	180,510,829	207,474,606	229,662,904	251,327,202	392,765,371
Cash Balances	49,907,183	63,728,834	71,897,892	84,505,390	108,720,978	125,554,701	142,628,366	40,394,119

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT September 26, 2011

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Board awarded construction in May 2010. Curtain wall system installation continues. Installation of sprayed on fireproofing is completed on all three floors. Second and third floor wall insulation and drywall is *complete*. First and second floor drywall taping is ongoing. Roofing installation is 100% complete. Installation of MEP seismic bracing is complete. Installation of aluminum storefronts and glazing on the first, second and third floors is ongoing. Second coat painting at the *second and third floor* is ongoing. Installation of ceramic tile in third floor restrooms is *complete*. *Installation of ceramic tile in the first and second floor restrooms is ongoing*. Installation of lights on the third floor is ongoing. ADA Compliance work at parking lots 9, 10, and 11 is *complete*. *Installation of toilet fixtures at the third floor is ongoing*. *Site work at the South elevation is ongoing*. *The latest schedule received from the contractor indicates substantial completion date of mid December*. The District and furniture consultant coordinated vendor contracts for purchase of the FF&E. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. 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 Final Project Proposal (FPP) was re-submitted to the State Chancellor's Office on September 30, 2010 with a shift for funding to the 2012-2013 fiscal year. On February 28, 2011, the Board approved moving forward with the Sciences building with awareness that State funding is compromised and reassigned \$14,789,346 basic aid dollars from other Saddleback College projects to the Sciences building. The Board of Trustees approved Dougherty and Dougherty as the Architect. Parking lot #5 was selected as the building location site. Meetings of the Design Team are being held on a bi-weekly basis and building programming and schematic design is continuing. Individual departmental meetings with user groups were conducted *last* month to define storage and support space requirements. The overall project budget is \$58,835,000 with \$47,656,346 currently assigned from basic aid and \$11,178,654 anticipated from future basic aid distribution.

3. LOOP ROAD

The Board approved the Loop Road project in March, 2009. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$11,697,000 (Previously the estimate was reported as inadequate at \$5,650,000. Project phasing is under consideration.) Architectural selection was Board approved in February, 2010. In September and October, the project team including the engineering group met with the City of Mission Viejo and the Army Corp of Engineers. Mission Viejo accepted the design and the project related reports. On February 28, 2011, the Board approved moving forward with phase II of the design and secondary effects. This project will be

included in the Environmental Report that is underway and will continue upon completion of that effort. \$3,442,000 of the overall project budget is approved for funding through basic aid. Recent estimates identify the project cost at \$7,914,000.00.

4. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. The Notice of Completion for the building portion was filed in June 2010. The final for the site work was filed in August 2010. DSA Close Out and close out of the outstanding stop notices filed with the surety are underway. The overall project budget is \$3,942,000 funded through basic aid.

5. 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. DSA approval of plans for construction was obtained in April and bid June 7, 2011. Bids were received and the Board approved the award of the construction contract in June. The kick off meeting for construction was held *mid July* and the Notice to Proceed was issued. Mobilization for construction is *complete. The existing bridge was demolished and removed. Tree trimming and sidewalk demolition is complete.* The overall project budget is \$1,700,000 funded through basic aid.

6. TAS RENOVATION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the TAS building. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$15,616,000 finalized early in the design phase anticipated for Spring/Summer 2011 (Previously this project was estimated at \$8,755,055.) The current basic aid assignment of \$1,956,000 is sufficient to meet anticipated design costs. An Agenda item was approved by the Board in June to hire gkkworks to provide construction documents for the seismic and minor interior renovation of the building and *was resubmitted and Board approved last month to address the full renovation. Contract execution with the architect is underway.* An RFP has been provided to the district's pool of architects for the design of the ATAS Swing space *and proposals were received and are being evaluated at this time.*

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. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding and are necessary to arrive at DSA close out. Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.

2. 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 ongoing. The overall project budget is \$6,980,000 funded through basic aid. Follow up continues with a shifting of assigned personnel at the San Diego office relative to scheduling and furloughs causing a bit of a delay.

3 LIFE SCIENCES PROJECT

The Board of Trustees awarded construction on April 25, 2011. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The project has had a rough start. The general contractor has proposed recovery of lost time in their schedule. Progress continues to be slow. The overall project budget is \$21,036,000 with \$13,568,000 from the state and \$7,468,000 funded through basic aid. The Board has assigned basic aid funding to this project in the amount of \$17,410,000 to address the potential lack of bond funding from the state.

4. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift to funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$34,552,000 with \$24,330,000 anticipated from the state and \$10,222,000 proposed as funded through basic aid.

5. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. On February 28, 2011, the Board approved moving forward phase II of the design.

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 overall project budget is \$2,850,000 funded through basic aid.

6. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor was approved August, 2010. The original Contractor declared bankruptcy on December 6, 2010. Staff has finalized a take-over agreement with the Surety and will re-engage the project using the recommended contractor, Diversified Landscape

Management, Inc. for project completion. The kick off meeting was held August 19, 2011. *Project progress is positive.* The overall project budget is \$1,796,000 funded through basic aid.

7. A400 RENOVATION AND EXPANSION PROJECT

On February 28, 2011, the Board approved moving forward with the renovation of the A400 building. During the Education and Facilities Master Planning process, this building was identified for a renovation and expansion. The preliminary budget estimate for this project is \$11,568,000. (Previously this project was estimated at \$3,004,051.) Budget will be finalized early in the design phase anticipated for winter, 2011. The current basic aid assignment of \$1,000,000 is sufficient to meet anticipated design costs.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. Repair procedures for window remediation are 100% complete. The contractor has requested a review of previously submitted change orders. On June 27, 2011, the Board approved the final change order and final payment. To date, total change orders represent 3.01% of the original contract amount. This project is now closed and will be removed from future reports

2. ATEP BUILDING DEMOLITION

The Board approved both Phase I and II contractors on October 25, 2010. Phase I contractor is complete. Mobilization of Phase II began on July 11, 2011. Demolition work is underway. The Phase II contractor *was asked for a cost on the demolition of the chapel which came in higher than anticipated. It is determined to be in the best interest of the district to go out to bid for this scope of work.* Another demolition phase is under design to include the hanger at the southwest edge of the property. Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. 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 FIRST BUILDING PHASE 3A

On February 28, 2011, the Board approved moving forward with the First Building of Phase 3A. The budget estimate for this project is \$23,500,000. The current basic aid assignment of \$12,500,000 is sufficient to meet anticipated design costs. Program level planning is underway.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.6
DATE: 9/26/11

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through August 31, 2011. A review of current revenues and expenditures for the 2011/12 fiscal year show that they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of August 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		28,463,180	28,463,180	0	28,463,180
REVENUES:					
Federal Sources	8100-8199	\$ 1,909,500	1,909,500	0	117,482
Other State Sources	8600-8699	14,707,813	14,707,813	0	2,565,501
Other Local Sources	8800-8899	174,973,921	174,973,921	0	15,149,472
Total Revenue		191,591,234	191,591,234	0	17,832,455
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
TOTAL SOURCES OF FUNDS		220,054,414	220,054,414	0	46,295,635
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	61,660,421	61,683,059	22,638	7,684,170
Other Staff Salaries	2000-2999	39,771,693	39,747,378	(24,315)	3,222,279
Employee Benefits	3000-3999	34,363,697	34,358,836	(4,861)	5,459,318
Supplies & Materials	4000-4999	5,459,896	5,435,392	(24,504)	391,487
Services & Other Operating	5000-5999	18,545,192	18,567,462	22,270	3,266,696
Capital Outlay	6000-6999	7,528,724	7,537,496	8,772	792,905
Payments to Students	7500-7699	157,618	157,618	0	2,000
Total Expenditures		167,487,241	167,487,241	0	20,818,855
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	834,000	834,000	0	84,000
Basic Aid Transfers Out		39,128,922	39,128,922	0	0
Intra Fund Transfers Out	7400-7499	0	0	0	0
Debt Service	7100-7199	422,424	422,424	0	56,287
Total Other Sources (Uses)		40,385,346	40,385,346	0	140,287
TOTAL USES OF FUNDS		207,872,587	207,872,587	0	20,959,142
ENDING FUND BALANCE		12,181,827	12,181,827	0	25,336,493
Reserve for Economic Uncertainties		10,210,900	10,210,900	0	
Location Reserves for Economic Uncertainties		1,970,927	1,970,927	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		11,936,755	11,936,755	0	11,936,755
REVENUES:					
Unrestricted Budget Allocation		\$ 79,169,155	79,169,155	0	6,260,086
Restricted Budget Allocation		7,869,187	7,869,187	0	2,201,669
Total Revenue		87,038,342	87,038,342	0	8,461,755
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		98,975,097	98,975,097	0	20,398,510
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	39,552,151	39,579,720	27,569	4,913,320
Other Staff Salaries	2000-2999	20,439,118	20,414,803	(24,315)	1,670,753
Employee Benefits	3000-3999	19,381,376	19,376,515	(4,861)	2,333,332
Supplies & Materials	4000-4999	4,006,790	3,982,451	(24,339)	280,718
Services & Other Operating	5000-5999	8,420,702	8,440,557	19,855	1,163,546
Capital Outlay	6000-6999	5,178,961	5,185,052	6,091	451,276
Payments to Students	7500-7699	75,072	75,072	0	2,000
Total Expenditures		97,054,170	97,054,170	0	10,814,945
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	350,000	350,000	0	50,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		350,000	350,000	0	50,000
TOTAL USES OF FUNDS		97,404,170	97,404,170	0	10,864,945
LOCATION OPERATING BALANCE		1,570,927	1,570,927	0	9,533,565
Reserve for Economic Uncertainties		1,570,927	1,570,927	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		3,080,005	3,080,005	0	3,080,005
REVENUES:					
Unrestricted Budget Allocation		\$ 43,955,845	43,955,845	0	4,027,270
Restricted Budget Allocation		6,045,795	6,045,795	0	1,526,145
Total Revenue		50,001,640	50,001,640	0	5,553,415
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS		53,081,645	53,081,645	0	8,633,420
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	20,643,985	20,639,054	(4,931)	2,599,741
Other Staff Salaries	2000-2999	12,448,504	12,448,504	0	991,620
Employee Benefits	3000-3999	11,374,866	11,374,866	0	1,399,364
Supplies & Materials	4000-4999	1,267,487	1,267,322	(165)	100,782
Services & Other Operating	5000-5999	4,677,883	4,680,298	2,415	716,071
Capital Outlay	6000-6999	1,529,950	1,532,631	2,681	69,220
Payments to Students	7500-7699	82,546	82,546	0	0
Total Expenditures		52,025,221	52,025,221	0	5,876,798
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	34,000
Other Transfers	7400-7499	0	0	0	0
Debt Service	7100-7199	422,424	422,424	0	56,287
Total Other Sources (Uses)		656,424	656,424	0	90,287
TOTAL USES OF FUNDS		52,681,645	52,681,645	0	5,967,085
LOCATION OPERATING BALANCE		400,000	400,000	0	2,666,335
Reserve for Economic Uncertainties		400,000	400,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Written Reports

ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



MEMORANDUM

TO: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: September 15, 2011
RE: ATEP Report for the September 26, 2011 Board of Trustees Meeting

COLLEGES PRESENT TO CHANCELLOR ATEP VISION

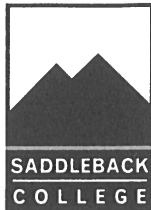
This month each of the college presidents presented their vision of the future at ATEP to Chancellor Poertner. Dr. Tod Burnett had presenters Don Busché, Rocky Cifone, Donna Rane-Szostak, and Tamera Rice give a comprehensive overview of their highly successful health and allied health programs including areas of program expansion and partnerships. Job projections in these program areas were noted as promising. Dr. Glenn Roquemore's presentation team included Craig Justice, Kathleen Werle, David Gatewood and Lisa Davis-Allen. They described an array of current and future programs in high technology areas. Some of these programs are currently being piloted at the ATEP campus or at the IVC campus. The two college reports will be refined and presented at a future board of trustees meeting.

TUSTIN SPECIFIC PLAN AMENDMENT

The pending ten acre land exchange between the County of Orange and SOCCCD is continuing to move ahead. The Tustin City Planning Commission met earlier this month to review and approve amendments to the Tustin Legacy Specific Plan. These Specific Plan Amendments (SPAs) have been crafted by the city, county and district staff in support of the pending county/district land exchange. These amendments were approved; however, they will not go into effect until the final land exchange process is consummated. It is anticipated that our Board of Trustees will consider the Land Exchange Agreement along with the related CEQA document in the next 1-2 months.

DEMOLITION

The demolition contractor has completed the Phase II demolition with only the helicopter hangar and chapel as the remaining above ground structures. The Department of the Navy and City of Tustin has approved the District to proceed with the chapel demolition. The cost of renovating and moving that structure was too cost prohibitive especially due to the poor condition as a result of age and termites. We will be going out to bid to determine the demolition contractor for the chapel building. Planning is progressing regarding the eventual demolition of the helicopter hangar and the remaining streets, tarmac, building floors and foundations at the ATEP site.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for September 26, 2011 BOARD OF TRUSTEES MEETING

President Burnett was thrilled to welcome Trustee Mike Meldau to the Saddleback College campus on September 14th. Dr. Meldau was given a tour of the campus and met with several employees and groups, including the Academic Senate.

President Burnett hosted his annual State of the College breakfast on September 23rd. The event was well attended by local elected officials and their staff members, foundation Board of Governors members, representatives of the South Orange County Chamber of Commerce, and local industry leaders. At the event, Dr. Burnett spoke on the college's goals for the coming year, including student success, and our progress in the completion of goals that were included in last year's State of the College report.

The Homecoming football game was held on September 24th and the annual President's Club reception was held prior to kick-off, with Board of Trustees President Nancy Padberg and her husband Tom in attendance.

President Burnett welcomed 700 Orange County grade school children to the Constitution Day event held at the college on September 16th.

Student Services

Child Development Center

This month the first group of 15 children enrolled in the Toddler Program at the Child Development Center graduated into the main Preschool Program.

The Director and Toddler Room staff completed an 18-month training with PITC (Partners for Infant & Toddler Care) program through WestEd, Center for Child and Family Studies in order to enhance the Toddler program at the CDC.

The campus Nursing Department conducted a Teddy Bear Clinic with the children in order to introduce concepts of safety and health practices.

The renovation of the outdoor playyards has been completed and offers the children a more natural playscape environment.

International Student Program

Health Insurance Orientation for F-1 International Students was held on Friday, September 16th.

A Fall BBQ for F-1 international students, members of the International Club and other International Student Program on and off-campus partners immediately preceded the orientation.

The International Student Program attended an international student focused college fair at UCI on September 28, 2011. The fair was sponsored by AOI, an English language school in Irvine. Other institutions in attendance were: UCI, UCLA, OCC, UC Berkeley, IVC, Loyola Marymount University, UC Riverside, Golden West College, UC San Diego, Santa Ana College, Chapman University, Cal State Fullerton, Hawaii Pacific University, CSU Chico, East LA College, Fullerton College, Azusa Pacific University, San Diego State, Santa Monica College, and El Camino College.

Financial Assistance Office

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA) includes many disclosure and reporting requirements. A report by National Postsecondary Education Cooperative indicated that one problem faced by consumers is the inaccessibility of information provided by institutions under HEA. We have created a single web titled "Student Consumer Information" found in the About Us web page with links to the required disclosure information. The page can be accessed at <http://www.saddleback.edu/fao/student-consumer-information/>.

On September 24, 2010 Assembly Bill (AB) 2086 was chaptered in California Law. The bill required that Cal Grant qualifying institutions provide information on where to access California passage rates for graduates of certain undergraduate programs. To meet this requirement a new web page was created and linked from the "Academics" home page. The new web page is titled "California License Exam Pass Rates and can be accessed at <http://www.saddleback.edu/fao/license-exam-pass-rates/>.

As of September 13, 2011, 1466 students have been awarded a Federal Pell Grant. For the entire 2010-2011 academic year 2445 students were awarded a Federal Pell Grant.

Matriculation

The matriculation department conducted a college-wide fall outreach campaign on the new Title 5 Repeats and Withdraw Regulations.

The department coordinated NO-F Academic Probation outreach and student workshops.

Student Development

The second installment of the Local Art Series featured acoustical folk music performed on the quad by Leslie Lowe.

Throughout the month students, faculty and staff enjoyed lunch break with Kogi BBQ ; Pogi Boy; Chomp Chomp Nation and Panfiniti gourmet food rucks on the quad.

The Social{Live} Movie Night film *Thor* was shown in SM 313

Fifteen campus clubs participated in Club Rush on Sept. 20th

The Homecoming Tailgate party was held in Lot 1a and included music by DJ Rad, and an obstacle course and bounce house.

Students showcased their talents, and others enjoyed watching the Talent Show/Open Mic held in the quad.

Student Health Center

The Crisis Intervention Center opened at the beginning of our Fall semester. The Crisis Intervention Team (CIT) is composed of professional counselors from the Counseling Center and the Student Health Center. The CIT counselors are available to assist when a Saddleback student or staff member experience a psychological emergency and is in need of immediate help.

Seasonal Flu Vaccines are available to our students and staff through the Student Health Center. About 2 weeks after vaccination, antibodies that provide protection against the influenza viruses in the vaccine develop in the body. Appointments are required to receive your vaccination.

Transfer Center

The Transfer Center Counselors presented workshops on the Transfer Admission Guarantee program and transfer planning for fall 2013 to students.

The Transfer Center hosted Transfer Day on September 21st. Representatives from over 69 colleges were in attendance to provide students with information about their colleges. After Transfer Day, the following workshops on transfer to CSU, UC Berkeley, USC, In-State Private universities, and UCLA were conducted by the college representatives.

Transfer Talk continued in the Transfer Center. Students were able to chat “live” with counselors through the internet.

Transfer Center Counselors visited various classes (Class Visit or Don’t Cancel That Class Visit) to provide transfer information to Saddleback students

Representatives from Cal Poly Pomona, CSU Fullerton, CSU Fullerton Center for Careers in Teaching, Arizona State University, DeVry University, Johnson & Wales University, Western New England University, UCLA, and UC Irvine, met with Saddleback College students.

Teacher Preparation Pipeline (TPP) Program

Student California Teachers Association Future Teachers Club (**SCTA-FTC**) Held two meetings in September. A guest speaker from CSUF Teacher Education Program spoke to club members on September 21st.

SCTA-student teacher club attended club rush on the quad.

TPP-EDUC 115 class, Secondary School Teaching, started September 12th with 30 students.

Preparing for a Career in Teaching (**PACT**)- Counselors met with students interested in teaching at Transfer Fair on September 21st.

- **PACT**-TPP counselor gave feedback on ATT for Liberal Studies for Teacher Preparation
- **PACT**-TPP counselors met with saddleback students interested in teaching at the VETS fair.

- **PACT-TPP** counselors attended UC and CSU conferences on September 13th and 28th.

Veterans Education and Transition Services

On September 14th, the VETS Program hosted our 3rd annual Veterans Resource Fair with 45 outside services and programs coming to campus to support our community's Veterans and military family members. We also linked our Veterans with over a dozen on campus programs.

Special Services & Programs

1366 students with disabilities have registered for classes for the Fall 2011 and are utilizing their Educational Accommodations which supports retention and student success.

Part-time Adapted Kinesiology faculty, Ted Williams, met with Wounded Warriors at Camp Pendleton to dialogue about ways to incorporate wounded active duty Marines into the KNEA program and Saddleback College.

A Saddleback College student began a cooperative work experience class titled "Internship for Pre-Therapy." Jim Tabb is the first student to take this class and he is coupled with a preceptor at Saddleback Hospital to perform hands on experience in his profession of choice, physical therapy. He is working with Michael Bennett in Adapted Kinesiology.

Special Services faculty, Michael Hoggatt, began offering regular workshops during the Fall 2011 semester. Students, Faculty and Staff are welcome to attend. Workshops have addressed the use of Kurzweil 3000 (a text-to-speech program) as well as the use of Smart Technology in the classroom (i.e. Smart Pens, Tablets, Smartphones).

External Affairs

The Saddleback College Foundation has selected Netzel Grigsby Associates, Inc. as the consultants for the capital campaign to support the construction of a wellness center and athletic stadium with a preliminary goal of \$20 million. The consultants will conduct a campaign readiness assessment and feasibility study, and ongoing counsel to the recommended capital campaign. Netzel Grigsby was among three finalists who were selected following a Request for Proposal process.

The Foundation and Office of Public Information and Marketing have started the college's alumni relations efforts with the help of the Phoenix Philanthropy Group, who has been secured to help create a communications plan to engage alumni through increased marketing and communications, fundraising, and infrastructural enhancements. A kick-off meeting was held on September 20th, where the Phoenix Philanthropy Group met with the president, director of public information and marketing, and foundation and public information staff.

The President's State of the College breakfast was held on September 23rd and was well attended by local elected officials, representatives of the South Orange County Chamber of Commerce, and local industry leaders. This is an annual event hosted by President Burnett to provide our community with an opportunity to hear the State of the College report and get information and updates on college news and initiatives.

At the Homecoming football game on September 24th President Burnett hosted his annual President's Club reception prior to the game. He was pleased to welcome Board of Trustees President Nancy

Padberg and husband, Tom, as well as foundation board of governors members, city council officials, and other Saddleback College friends and boosters.

President Burnett provided the welcome address to seven hundred high school students who visited Saddleback College on Friday, September 16th for Constitution Day, which includes a mock trial, Supreme Court workshops, and other informative sessions on the United States Constitution. This event was sponsored by the Constitutional Rights Foundation of Orange County. Joyce Van Schaack of the Saddleback College Foundation Board of Governors was instrumental in the coordination of this event.

The college's Facebook page reached 3,000 fans this month and continues to be an important resource in providing information to students. The Office of Public Information and Marketing administers the Facebook page, providing updates each day on college news and events, important dates and deadlines, and highlights and student, faculty, and staff accomplishments.



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618

www.ivc.edu

949.451.5100 ♦ Fax 949.451.5270

TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President 

DATE: September 15, 2011

SUBJECT: President's Report for the September 26, 2011 Board of Trustees Meeting

IVC Psi Beta CONNECT Study Featured

Reflecting on research and showing that “connected” college students achieve greater academic success, Irvine Valley College honors students have implemented a program designed to facilitate academic and social connections between students and the college. The student-run program involves matching incoming freshmen with academically successful peer mentors. The program is called “CONNECT: The Student Network,” where CONNECT is an acronym for “Coaching of Novices Now Experiencing College Transition.” CONNECT incorporates a number of effectiveness measures designed to gauge the extent to which students become integrated with campus life and achieve academic excellence. A feature article, that included IVC and CONNECT was recently published in the summer issue of Psychology Teachers Network, a national publication of the American Psychological Association. Several organizations are watching this program with keen interest. Psi Beta, the national honor society in psychology for two-year colleges, is considering adopting CONNECT as a national service project to be made available for implementation at other colleges. The Council on Undergraduate Research (CUR), a national organization dedicated to expanding research opportunities for two-year and four-year college undergraduates, is interested in undergraduate research studies that lead to significant positive changes, something that CONNECT is expected to achieve.

Distinguished Lecture Series Continues

The IVC Academic Senate and the Associated Students of IVC recently presented the first Distinguished Lecture Series of the year, “Paradise at Middle Age: Exploring the Real Orange” by Robert A. (Ray) Young, Professor of Geography & Urban Planning at California State University, Fullerton. Professor Young spoke on September 22, in the Performing Arts Center about Orange County suburbia through the second half of the 20th century. He discussed how the region’s widely-held image as the iconic affluent suburban paradise contrasts sharply with today’s landscape realities. His talk highlighted how selected elements of a classic suburbia persist, such as a consumption-driven “Shopland,” coastal “Playland,” politically conservative “Nixonian,” and repetitive housing design in “Tractlands.” However, those are limiting characterizations, not fully supported by contemporary realities. He further discussed how Orange County today reveals the New Metropolis of the 21st century, an economically powerful, demographically diverse, and politically evolving realm that is increasingly detached from the shadows of Los Angeles. He examined the suburban legacy of Orange County and its current contrasts, which signal a growing regional independence and considerable internal variation, with ever-stronger globalization linkages. Quests for social community and redefinitions of local identities are revealed in multiple forms across this vibrant region.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution

19th Annual Tonya Reed Gardner Memorial Endowed Music Scholarship Benefit Recital
On Sunday, October 2, Irvine Valley College will hold the 19th annual Tonya Reed Gardner Memorial Endowed Music Scholarship Benefit Recital at 4 p.m. on the IVC PAC main stage. This year's concert will feature Robert Gateley, Timothy Rantung, Saul Reynoso, Ashley Wu, Yoni Viner, Mathieu Girardet, and Jeff Ramos.

IVC Partners with Vital Link

On September 22, Irvine Valley College and Vital Link presented the "Reactor Café, Energy and Transportation "Super Cars, Super Trains, and Super Planes." Highlights of the day at Irvine Valley College included speakers/presenters, industry/education networking and displays/exhibits. Speakers and panelists included Steve Trindade, president of Automotive Technology Group Inc., Doug Malewicki, founder and inventor, SkyTran.Net, Ira Munn, team leader, IKE Aerospace. Panelists discussed STEM (Science, Technology, Engineering and Math). Educational exhibits included the Seraph experimental aircraft, vehicles from the Energy Invitational, the latest in 3D modeling and scanning demonstrations and more. IVC's President Dr. Glenn Roquemore, Dean of Career Technical Education David Gatewood, and IVC Director of Workforce Development Bruce Sobczak participated as panelists and presenters in the afternoon session.

IVC Holds Veterans Symposium

On Friday, September 2, the School of Guidance and Counseling & the Veterans Program held its first Veteran's Symposium. The purpose of the symposium was to introduce area veterans to IVC staff and other veterans. The day featured workshops and presentations about what IVC offers veterans, such as financial aid, health services, counseling, and other programs. The afternoon concluded with a panel discussion that offered various helpful resources for veterans outside of IVC's services. About 30 veterans were in attendance.

IVC2IVC Faculty Lecture

On Monday, September 19, in BSTIC 101, IVC held its IVC2IVC Faculty Lecture Series with Dr. Stan Breckenridge from the IVC Department of Music. Dr. Breckenridge discussed "From Slavery to Civil Rights: Resilience and Perseverance, Past and Present, of African American Culture, Musicological Inquiries Through Song and Performance Practice."

IVC Held its Tenth Anniversary 9/11 Commemoration

Irvine Valley College commemorated the tenth anniversary of 9/11 on Friday, September 9, from 12:00 to 12:30 p.m. in the IVC Performing Arts Center. Guest speakers included Irvine Police Chief David Maggard, Jr., Orange County Sheriff Sandra Hutchens and Orange County Fire Authority - Irvine Division Chief Michael Moore. South Orange County Community College District President Nancy Padberg offered welcoming remarks. Other participants included Sukhee Kang, Mayor of Irvine, Larry Broughton, President & CEO, Broughton Hospitality Group, Dr. Glenn R. Roquemore, President of Irvine Valley College, Linda Leyrer, IVC Associate Faculty and Patric Taylor, IVC Theatre Production Manager. The ceremony also included a moment of silence in commemoration of the lives lost on that day.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III
Gary L. Poertner, Chancellor - Glenn R. Roquemore, Ph.D., President, Irvine Valley College

IVC Women's Tennis Team Honored

The 2011 IVC women's tennis team was recently honored as an ITA All-Academic Team for Junior and Community Colleges by the Intercollegiate Tennis Association.

IVC was one of six teams from across the country to garner honors and the only squad from Region 1 (California). The ITA All-Academic Team is required to have a minimum 3.20 grade point average. In addition, three IVC student athletes were picked for ITA Scholar Athlete status for junior and community colleges. They were sophomore Katie Billings, freshmen Megan Miller and Ivette Winder. The players helped IVC finish with a record of 10-5 this past season.

Grand Opening of the IVC Language Acquisition Center

On September 20 from 4-7 p.m. in room B354, IVC held the grand opening of its new Language Acquisition Center. The celebration featured festive food, as well as entertainment and games from around the world and the opportunity to meet the IVC Chinese, ESL, French, Japanese and Spanish faculty. The event also provided students, faculty, and staff the opportunity to discover all the new resources available in the latest facility addition.