

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, October 24, 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

October 24, 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 (5)
    - 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.

### **RECONVENE OPEN SESSION: 6:00 P.M.**

## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation**

Led by Trustee Frank Meldau

### **2.3 Pledge of Allegiance**

Led by Trustee Nancy Padberg

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

### **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 SOCCCD: Educational Quality, Academic Programs, Program Review, SLO's**

Discussion will be led by representatives from Saddleback College and Irvine Valley College.

## **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 September 26, 2011.

### **5.2 Irvine Valley College: Sub-Award Grant Acceptance**

Approve acceptance of a sub-award grant for \$15,000.00 from the Center for Research and Education in Optics and Lasers (CREOL) at the University of Central Florida. These funds will identify and train new photonics technicians on education programs devoted to lasers, optics, and photonics

technology. The project is renewable, subject to satisfactory performance, for 2012-13. The agreement will stand until Aug. 31, 2012.

- 5.3 **Irvine Valley College: Kaplan International Programs Lease, Amendment No. 1**  
Approve amendment to the agreement to extend the lease for three years from June 1, 2011 terminating on May 31, 2014. The total lease value over the three year period is \$90,792.00.
- 5.4 **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.
- 5.5 **Saddleback College: East Bridge Replacement Project: Amendment No. 1 for Increased Architectural Services**  
Approve amendment no. 1 increasing the contract amount by \$7,741.00 with R2A Architecture. The total revised contract amount is \$117,241.00
- 5.6 **Saddleback College: Child Development Training Consortium Agreement**  
Approve agreement between Yosemite Community College District, the Child Development Training Consortium, and Saddleback College in the amount of \$10,000.00.
- 5.7 **Saddleback College: Amendment to the Agreement for Golf Driving Range Services**  
Approve the amendment to the agreement with Donovan Bros. Golf, Inc. for a one year extension.
- 5.8 **ATEP: Notice of Completion: Site Utility Severance and Demolition, Phase II, Bid No. 8**  
Authorize the filing of the notice of completion for the Site Utility Severance and Demolition project.
- 5.9 **SOCCCD: Document Management Solution: Amendment No. 1**  
Approve amendment with Perceptive Software increasing the contract amount by \$20,000.00. The total revised contract amount is \$446,845.00.
- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/Ratify trustees requests for attending conferences.
- 5.11 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Adopt resolution 11-31 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the September 26, 2011 Meeting of the Board of Trustees.



- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-32 to Amend 2011-2012 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- 5.13 **SOCCCD: Gifts to the District and Foundations**  
Approve acceptance of gifts.
- 5.14 **SOCCCD: Payment of Bills**  
Approve check no. 151995 through 152689 processed through the Orange County Department of Education, totaling \$5,785,325.72; and check no. 010268 through 010276, processed through Saddleback College Community Education, totaling \$14,723.88; and check no. 008926 through 008928, processed through Irvine Valley College Community Education, totaling \$170.00.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01594 through P12-01961 amounting to \$1,945,864.08. Approve confirming requisitions dated September 7 through September 30, 2011 totaling \$74,015.46.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.17 **SOCCCD September/October 2011 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **Saddleback College and Irvine Valley College: 2012-2013 Faculty Hiring**  
Approve the announcement and recruitment of new and replacement full-time faculty for the 2012-2013 academic year.
- 6.2 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation: Use of Multiple Award Contracts for Furniture Purchases**  
Approve the use of multiple award contracts including CMAS contracts and the Glendale Unified School District contract. Estimated costs for the expenditures are \$2,135,000.00.
- 6.3 **ATEP: Change Order Request No. 1: Site Utility Severance and Demolition, Phase II, Bid No. 8**  
Approve change order request resulting in a decrease of \$50,000 in the total project cost. The revised contract total amount is \$550,000.00.

- 6.4 **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 discussion/approval.
- 6.5 **SOCCCD: Board Policy Revision: BP-1900-Alcoholic Beverages**  
Accept for review and study.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.
- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Authorization to Reorganize Reporting Structure for Classified Positions, Reclassification, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.8 **SOCCCD: Faculty Association Academic Employee Master Agreement**  
Approve tentative Agreement between District and the SOCCCDFA for the period July 1, 2011 through June 30, 2014.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through September 30, 2011.
- 7.5 **SOCCCD: OPEB Trust Fund**  
Quarterly report.

## **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.**

**TO:** Board of Trustees

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

**RE:** SOCCCD: Educational Quality, Academic Programs, Program Review, SLO's

**ACTION:** Discussion

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### **BACKGROUND**

The board of trustees has the primary responsibility for assuring educational quality in the district. The topic was discussed at the board self-evaluation retreat on May 16, 2011 and the board set a goal to strengthen their role in being knowledgeable about, setting standards for, and monitoring and discussing student success and educational quality. The goal will include understanding and monitoring the processes used to ensure quality.

### **STATUS**

The Chancellor was charged with the task to present proposals for board consideration. In that regard, the chancellor has worked with the college presidents to plan discussion items designed to help the Board members gain a better understanding in these areas and also become better acquainted with college proposals for programs to offer at ATEP.

Additionally, representatives from Irvine Valley College and Saddleback College will provide information on these topics.



**TO:** Board of Trustees

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

**RE:** SOCCCD: Minutes of the Board of Trustees Meeting

**ACTION:** Approval

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Minutes from:

September 26, 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  
September 26, 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 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.

An accreditation follow-up report was presented by both 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.*

On a motion made by Trustee Jay and seconded by Trustee Lang 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 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.

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

**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.

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

**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.

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

**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.

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

**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.

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

**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.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker this item was accepted for review and study on a 6-0 vote.



- 6.7 **SOCCCD: Adopt Resolution No. 11-30:**  
Adopt resolution to rescind five grant-funded classified layoffs.

On a motion made by Trustee Milchiker and seconded by Trustee Lang this item was approved by a unanimous roll call vote of the Board.

- 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.

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

- 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.

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

## 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.**

The meeting was adjourned at 7:58 p.m. in memory of Irvine Valley College student, Brett Collin Bertsch.

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

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Sub-Award Grant Acceptance from the University of Central Florida

**ACTION:** Approval

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**BACKGROUND**

Irvine Valley College ATEP has received a sub-award from the Center for Research and Education in Optics and Lasers (CREOL) at the University of Central Florida (UCF) to fund the improvement and quality of Photonics Technician Education through the National Center for Optics and Photonics Education (OP-TEC). As a National Science Foundation grantee, OP-TEC will identify and train new photonics technicians utilizing more than 30 two-year colleges throughout the nation. Training is focused on education programs devoted to lasers, optics, and photonics technology. Support is provided for curriculum, instructional materials, assessment, faculty development, and recruiting.

**STATUS**

Irvine Valley College ATEP has been selected to serve as a “regional cluster” by OP-TEC. In addition to the curriculum and materials support provided by OP-TEC, IVC ATEP has received a sub-award, as presented in Exhibit A, in the amount of \$15,000.00 to assist in implementing this program. The agreement will stand until August 31, 2012. This sub-award is renewable, subject to satisfactory performance, for 2012-13.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the University of Central Florida sub-award for \$15,000.00.

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

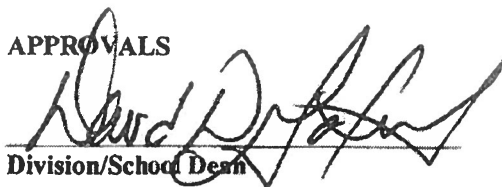
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNIT APPLYING: IRVINE VALLEY COLLEGE**

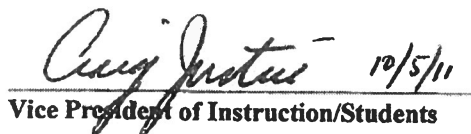
☐ GRANT APPLICATION ABSTRACT  
☒ GRANT ACCEPTANCE ABSTRACT  
☐ GRANT RENEWAL ACCEPTANCE ABSTRACT  
☐ REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** National Center for Optics and Photonics Education
2. **PROJECT DIRECTOR:** Bruce Sobczak
3. **PROJECT ADMINISTRATOR:** David Gatewood
4. **GRANTOR AGENCY:** University of Central Florida, (A National Science Foundation Award)
5. **FUNDING SOURCE:** Advanced Technological Education Program
6. **STARTING AND ENDING DATES OF THE PROJECT:** 9/01/2011-8/31/2012
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College ATEP has received a sub-award from the Center for Research and Education in Optics and Lasers (CREOL) at the University of Central Florida to fund the improvement and quality of Photonics Technician Education through the National Center for Optics and Photonics Education (OP-TEC). As a National Science Foundation grantee, OP-TEC is committed to identifying and training new photonics technicians utilizing more than 30 two-year colleges throughout the nation. Training is focused on education programs devoted to lasers, optics, and photonics technology. Support is provided for curriculum, instructional materials, assessment, faculty development, and recruiting.
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$15,000.00	\$	\$	\$15,000.00

9. **APPROVALS**

  
Division/School Dean

 10/5/11  
Vice President of Instruction/Students

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice Chancellor, Technology & Learning Services

\_\_\_\_\_  
Chancellor



### 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>2,500.00</u>	\$ _____	_____
2000 Classified Salaries	\$ <u>1,500.00</u>	\$ _____	_____
3000 Benefits	\$ <u>276.00</u>	\$ _____	_____
4000 Supplies	\$ <u>500.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>10,224.00</u>	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>15,000.00</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. ATEP CACT Faculty	[ ]	[X]	[ ]	[X]
2. ATEP Program Specialist (CF)	[ ]	[X]	[ ]	[X]
3.	[ ]	[ ]	[ ]	[ ]

### PARTNERSHIPS (if applicable)

#### Partnership Name/Location \_\_\_\_\_

- Retail      •Technology      •Real Estate Public      •Public: City, Education, Municipalities
- Hospitality      •Health Care      •Manufacturing      •Charitable Non-Profit      •Financial

#### Partnership Name/Location \_\_\_\_\_

- Retail      •Technology      •Real Estate Public      •Public: City, Education, Municipalities
- Hospitality      •Health Care      •Manufacturing      •Charitable Non-Profit      •Financial

<b>Research Subaward Agreement Amendment</b>		
<b>Prime Recipient</b>	<b>Subrecipient</b>	
Institution/Organization ("Prime Recipient")  Name/Address: University of Central Florida Office of Research & Commercialization 12201 Research Pkwy, Suite 501 Orlando, FL 32826-3246	Institution/Organization ("Subrecipient")  Name/Address: Irvine Valley College, Advanced Technology & Education Park 15445 Landsdowne Road Tustin, CA 92782  South Orange County Community College District 28000 Marguerite Pkwy Mission Viejo, CA 32692	
Prime Award No. DUE-1003199	Subaward No. 61036038	Principal Investigator(s) Bruce Sobczak
Effective Date of Amendment: September 1, 2011	Amendment No. 01	
<p style="text-align: center;"><b>Amendment(s) to Original Terms and Conditions</b></p> <p>This modification funds the year 6 budget period, <u>September 1, 2011 through August 31, 2012</u>. The total amount authorized for expenditure during this budget period is: <u>\$15,000</u></p> <p>Funding for the year 5 budget period, June 1, 2011 through August 31, 2011, is no longer available for expenditure. Deobligation of remaining year 5 funds will occur after payment of year 5 final invoice submitted by subrecipient.</p> <p>Principal Investigator / Technical Representative for UCF is hereby changed to:</p> <p style="margin-left: 40px;"> <i>Dan Hull</i>  <i>Executive Director</i>  <i>The National Center for Optics and Photonics Education (OP-TEC)</i>  <i>324B Kelly Drive</i>  <i>Waco, TX 76710</i>  <i>Tel: 254-744-2805</i>  <i><a href="mailto:dhull@op-tec.org">dhull@op-tec.org</a></i> </p> <p>All other terms and conditions of this Subaward Agreement remain in full force and effect.</p>		
By an Authorized Official of Prime Recipient:	By an Authorized Official of Subrecipient:	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <div style="width: 60%;"> <b>Name:</b> Kim Smith, CRA  <b>Title:</b> Associate Director, Office of Research                                &amp; Commercialization         </div> <div style="width: 35%; text-align: center;"> <b>Date</b> </div> </div>	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <div style="width: 60%;"> <b>Name</b>   <b>Title</b> </div> <div style="width: 35%; text-align: center;"> <b>Date</b> </div> </div>	

HULL/SOUDERS/GATEWOOD

ATEP/IVC SOW Y6

190811

**OP-TEC/UCF  
ATEP/SOCCCD SOW for Year 6  
September 1, 2011 - August 31, 2012**

Irvine Valley College (ATEP) South Orange County Community College District commits to the following tasks in Year 6 to support the OP-TEC Center:

**Tasks to Support Center Infrastructure**

1. Participate in all monthly Steering Committee teleconferences.
2. Attend Steering Committee Meeting at HI-TEC.
3. Register and attend HI-TEC in July 2012 (Denver).
4. Participate in meetings and initiatives of the Optec Photonics College network (OPCN).
5. Provide the OP-TEC national office with IVC(ATEP) Photonics program information on:
  - a. Enrollment, completers and employment of graduates.
  - b. Data and inquires in support of studies by the Internal and External Evaluators.

**Continue the Planning for an AS degree Credit program in Photonics at IVC**

6. Design/Develop a Curriculum Plan and at least two courses to provide for a Photonics Specialty in the IVC Electronics Core Curriculum
7. Test OP-TEC curriculum materials.
  - a. Teach courses with OP-TEC materials.
  - b. Review and comment on materials
  - c. Modify courses to meet employer needs
8. High School Pipeline.
  - a. Provide presentations and exhibits at appropriate local, state and national meetings.
  - b. Develop successful recruiting strategies with nearby high schools.
  - c. Explore dual credit photonics programs with high schools.
9. Diversity Efforts.
  - a. Recommend and test diversity strategies.

**Tasks to Support Development/Test of New OP-TEC Initiatives**

10. Coordinate with California employers and educators to develop a Cluster of Photonics Employers and Educators.
  - a. Complete Needs Assessment
  - b. Build on established optics and photonics professional groups.
  - c. Identify and enlist employers and colleges of photonics technicians.
  - d. Convene a meeting of this group to identify areas of common interest, needs and support.
11. Provide Photonics Education for Employed Technicians.
  - a. Market and offer optics and photonics courses for employed technicians.

ORGANIZATION: Irvine Valley College ATEP				PROPOSAL NO.																																																																																																																																																																		
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR: Bruce Sobczak				Year 6	Proposed	Granted																																																																																																																																																																
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**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Kaplan International Programs Lease:  
Amendment No.1

**ACTION:** Approval

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### **BACKGROUND**

On December 13, 2004, the Board of Trustees approved Kaplan International Programs to lease portions of Irvine Valley College. Kaplan is timely in lease payments and has maintained the leased buildings in good repair.

### **STATUS**

The amendment will extend the agreement for three years from June 1, 2011, terminating on May 31, 2014. Kaplan will assume fiscal responsibility for five portable buildings, four are existing and Kaplan will add another portable building with a maximum of 1,440 square feet. Part of the monthly lease fees will address associated maintenance, electric and landscape expenses.

College administrators have reviewed Amendment No. 1 to the Agreement with Kaplan International Programs and recommend acceptance.

The total lease value over the three year period is \$90,792.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 to the Agreement with Kaplan International Programs at the Irvine Valley College to extend the lease for three years to May 31, 2014, with for a total lease value of \$90,792.00. Exhibit A.

**1st AMENDMENT TO LEASE AGREEMENT BETWEEN THE SOUTH ORANGE  
COUNTY COMMUNITY COLLEGE DISTRICT AND KAPLAN, INC.**

This Amendment ("Amendment") to the Lease Agreement by and between South Orange County Community College District, a California community college district duly organized and validly existing under the Constitution and laws of said State of California ("District") and Kaplan, Inc., a Delaware corporation ("Kaplan") dated December 15, 2004 (the "Agreement"), is hereby made and entered into as of this 1st day of June, 2011 ("Effective Date") as follows:

**WHEREAS**, District and Kaplan have entered into the Agreement, a true and correct copy of which is attached hereto as Exhibit "A" and incorporated hereby, which provides for the lease of a portion of the District's Irvine Valley College ("College") campus ("Property"), as described in the Agreement, to Kaplan; and

**WHEREAS**, pursuant to Section 32 of the Agreement, the District and Kaplan desire to modify certain terms of the Agreement by means of this written Amendment.

**NOW, THEREFORE, DISTRICT AND KAPLAN HEREBY AGREE AS FOLLOWS:**

1. **Lease of Real Property.** The District and Kaplan represent and warrant that the aforementioned Agreement is the true, correct and complete Agreement. The District and Kaplan also represent and warrant that the Agreement and this Amendment represent the only agreements, written or oral which are now binding on the Parties. All capitalized terms not otherwise defined herein shall have the meanings given in the Agreement.
2. **Property.** Exhibit "A" of the Agreement shall be deleted and replaced with the attached Exhibit "A-2."
3. **Term.** The term of the Agreement is extended for three (3) years from the Effective Date of this Amendment and will terminate on May 31, 2014.
4. **Rent and Manner of Payment.** Section 2 of the Agreement is revised to include utilities and landscaping maintenance costs within the monthly rent and the monthly rental rate is revised in the following particulars only:

First Year: Two Thousand Four Hundred Dollars (\$2,400.00) per month

Second Year: Two Thousand Five Hundred Twenty Dollars (\$2,520.00)  
per month

Third Year: Two Thousand Six Hundred Forty-Six Dollars (\$2,646.00)  
per month

5. **Security Deposit.** Section 5 of the Agreement is revised to require a security deposit in the amount of Ten Thousand Dollars (\$10,000.00)

6. **Mobile Modular Portables.** Section 8 is revised as follows:

Kaplan shall assume all fiscal responsibility for the four (4) existing portables on the Property, as described in Exhibit "A," releasing the District from the current lease agreement with Mobile Modular. Kaplan shall execute any and all documents necessary to transfer the District's interest in lease between the District and Mobile Modular to Kaplan. Kaplan shall maintain the four (4) existing portables and may use them for classroom purposes. Kaplan may place one (1) additional portable on the Property of not more than One Thousand Four Hundred Forty (1440) square feet for classroom and office use. Kaplan shall invest the necessary amount for repairing and upgrading the existing portables. Repair work shall include, but not be limited to, exterior carpentry repair and painting; ramp construction and repair; installation of appropriate sidewalks; and interior repair and reconstruction to meet the needs of Kaplan. Kaplan is solely responsible to improve the landscaping on the Property around the portables.

7. **Maintenance.** Section 10 is revised as follows:

Maintenance responsibilities of Kaplan are clarified to include items such as structural repair, roofing repair, painting, maintenance of heating and ventilation system, and electrical system repair. Janitorial supplies and services to the Property and the portables thereon, shall include, but not be limited to, routine cleaning, replacement of light bulbs, and fluorescent tubes, and all other routine considerations. Once planned upgrades to the landscaping are completed by Kaplan on the Property, post construction, the District shall, as consideration for a part of the monthly rental rate, maintain the landscaping of the Property in an attractive condition.

8. **Utilities.** The District shall pay for electrical service to the Property, as consideration for a part of the monthly rental rate. Kaplan shall continue to pay for all other utility connections and services to the Property. Kaplan shall coordinate with the College Office of Information Technology with regard to any utility connections.

9. **College Classroom/Conference Room Use.** Section 17 of the Agreement shall be deleted and replaced with the following:

As part of the consideration for the Amendment, the District shall rent available classroom or conference room space to Kaplan at the then-current established rates the District has established for all public user groups.

10. **College Student Fees.** Section 18C of the Agreement is deleted and replaced with the following:

Use of the College parking lots by students driving vehicles upon payment of standard College parking fees.

11. **Binding Effect; Partial Invalidity.** This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. If any provision of this Amendment shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Amendment or the Agreement.

12. **Full Force and Effect; No Other Amendments.** The Agreement is hereby modified with respect to the terms set forth herein only, and any other portion thereof as necessary to implement the foregoing. Except as specifically set forth in this Amendment, the language of the Agreement shall remain unmodified and in full force and effect as executed by the parties.

13. **Counterparts.** This Amendment may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

14. **Inconsistencies.** In the event of any inconsistency between the terms of this Amendment and those of the Agreement, the terms of this Amendment shall control.

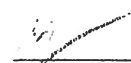
IN WITNESS WHEREOF, the parties have, by their duly authorized representatives, executed this Amendment, in duplicate, as of the Effective Date set forth above, and agree that this Amendment shall constitute binding modifications to the Agreement.

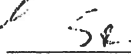
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**KAPLAN, INC.**

By:  \_\_\_\_\_ Marsha Harrington

Its:  \_\_\_\_\_ Sr. Vice President, North America



**EXHIBIT "A-2"**

Kaplan International College, Inc., facilities on the Irvine Valley College will consist of the buildings currently identified as the Community Education Center classrooms 1 through 4. The identification of the existing structures is as follows:

<u>Location</u>	<u>Building SIN</u>	<u>Building Manufacturer</u>
CEC-1	2A611969 2A611970	Modular Structures Int'l
CEC-2	05-100-634A 05-100-634B	American Modular Systems
CEC-3	2A611693 2A611694	Modular Structures Int'l
CEC-4	05-100-632A 05-100-632B	American Modular Systems

These buildings are located adjacent to and north and west of the campus structures identified as A 300 and A 400. The fifth portable building, to be added by Kaplan International College, Inc., will be placed on the Parking Lot 2 side of CEC's 1 through 4 with the entrance to the new building facing Parking Lot 2. These five structures and the property immediately under and adjacent to the buildings will be considered the description of the "Property" as defined in the Lease between the South Orange County Community College District and Kaplan International College, Inc.

EXHIBIT "A"  
ORIGINAL LEASE

## LEASE AGREEMENT

THIS LEASE is made and entered into this 15<sup>th</sup> day of December, 2004 by and between the South Orange County Community College District, hereinafter referred to as "Lessor", and Kaplan, Inc., a Delaware corporation, 888 7<sup>th</sup> Avenue, New York, NY 10106, hereinafter referred to as "Lessee."

### WITNESSETH

**WHEREAS**, Lessor is the owner of certain real property in the City of Irvine, County of Orange, State of California, commonly known as 5500 Irvine Center Drive, Irvine, California 92618, and more particularly described Parcel 1 and Parcel 2 in EXHIBIT A attached hereto and made a part hereof by this reference (the "PROPERTY").

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

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

**WHEREAS**, Lessee desires to lease the PROPERTY from Lessor.

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

1. Term and Commencement.

This Lease shall be for an initial term commencing on December 15, 2004, and ending five (5) years thereafter ("Initial Term"). Upon completion of the Initial Term, the lease may be extended for an additional five year period if the extension is agreed to in writing by both parties to this Agreement.

2. Rent and Manner of Payment.

Lessee shall pay to the Lessor, as minimum monthly rent during the Initial Term of this Lease an amount which shall be calculated on the basis of whether one or both of the parcels comprising the PROPERTY is used. The monthly rental rate for each of the two parcels is as follows:

First Year:	\$ <u>1,720.00/month/parcel</u>
Second Year:	\$ <u>1,806.00/month/parcel</u>
Third Year:	\$ <u>1,896.30/month/parcel</u>

Fourth Year:           \$ 1,991.11/month/parcel

Fifth Year:             \$ 2,090.67/month/parcel

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

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

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

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

3.   Option to Extend Term.

The term of this Lease may be extended by mutual consent of the parties for an additional five (5) year period. All provisions contained in this Lease, except for minimum monthly rent, will remain the same.

4.   Rent During Additional Term.

The parties shall have sixty (60) days prior to the expiration of the Initial Term in which to agree on minimum monthly rent during each of the five (5) years of the Additional Term. If the parties agree on the minimum monthly rent for each year of the Additional Term, they shall immediately execute an amendment to this Lease stating the minimum monthly rent.

If the parties are unable to agree on the minimum monthly rent for each of the five (5) years of the Additional Term within that period, this Lease shall expire at the end of the Initial Term. Neither party to this Lease shall have the right to have a court or other third party set the minimum monthly rent.

5.   Security Deposit.

The sum of \$1,000.00 received from Lessee upon submission of its bid proposal shall be retained by Lessor during the term of this Lease, including any Additional Term, as a security deposit for the performance by Lessee of the provisions of this Lease. If Lessee is in default, Lessor can use the security deposit, or any portion of it, to cure the default or to compensate Lessor for all damage sustained by Lessor resulting from Lessee's default. Lessee shall immediately on demand pay to Lessor a sum equal to the portion of the security deposit expended or applied by Lessor as provided in this Paragraph so as to maintain the security deposit in the sum equally deposited with Lessor. If Lessee is not in default at the expiration or termination of this Lease, Lessor shall return the security deposit to Lessee. Lessor's obligations with respect to the security deposit are those of a debtor and not a trustee. Lessor can maintain the security deposit separate and apart from Lessor's general funds or can commingle the security deposit with Lessor's general and other funds. Lessor shall not be required to pay Lessee interest on the security deposit.

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6. Lessee's Operations.

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

7. Use of Property.

Lessee shall have the right to use and occupy the Property solely for the purpose of operating a private English as a Second Language (ESL) instructional program during the hours of 8:00 A.M. and 5:00 P.M. daily, Monday through Friday. Notwithstanding, Lessee's staff may access and utilize relocatable building offices and classrooms on the Property at other than the above specified days and times.

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

8. Construction and Installation.

Lessee shall maintain on each parcel comprising the Property the existing portable structures consisting of not more than 2,376 square feet each, to be used during the term of this Lease as classrooms and offices. Notwithstanding the foregoing, it is understood and agreed that Lessee shall assume the sole responsibility and expense of obtaining all necessary governmental approvals and permits to allow Lessee to construct, install and operate its educational program in said portable structures.

Lessee shall invest a minimum of \$19,059.00 in repairing and upgrading the existing portable structures. Repair work shall include, but not be limited to, exterior carpentry repair and painting; tenting for termite control; new building skirt, ramp, and handrail; one new interior door; and four new locks.

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

9. Cooperation; Indemnity.

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

10. Maintenance of Property.

Lessee at its cost shall, during the term of this Lease, maintain in good order, condition, and repair, the Property, including both the interior and exterior of the portable structures installed by Lessee upon the Property.

Lessee shall, at its cost and expense, provide all janitorial supplies and services to the Property and the portable structures thereon, which shall include, but not be limited to, the replacement of restroom supplies, light bulbs, and fluorescent tubes.

Lessee, shall, at its own cost and expense, maintain the landscaping of the Property in an attractive condition in accordance with the standards of the Lessor.

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

11. Alterations.

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

12. Utilities.

Lessee shall make all arrangements for and pay for all utility connection charges which may be required, and shall pay for the maintenance of said utilities.

Lessee shall install and pay for required telephone lines, equipment and service. Lessee shall reimburse the College for the installation costs of one emergency telephone in Lessee's office area. This emergency telephone shall be a part of the College telephone system.

If any such utility charges are not paid when due, Lessor may pay the same, and charge the amount thereof to Lessee, who agrees to pay the same on demand, together with ten (10%) percent interest per annum, or the maximum allowed by law, whichever is the lesser, from the date of expenditure by Lessor.

13. Taxes and Assessments.

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

14. Liens and Claims.

- A. Lessee shall not suffer or permit to be enforced against the PROPERTY, or any part thereof, or any improvements thereon, any mechanics', materialmens', contractors' or subcontractors' liens arising from or any claim or damage growing out of the work of any construction, installation, repair, restoration, removal, replacement or improvement, or any other claim or demand howsoever the same may arise, but Lessee shall pay or cause to be paid all of said liens, claims or demands before any action is brought to enforce the same against said PROPERTY or improvements. Lessee agrees to indemnify and hold Lessor and PROPERTY free and harmless from all liability for any and all such liens, claims, demands and actions (collectively, the "Liens") together with reasonable attorneys' fees and all costs and expenses in connection therewith.
- B. Notwithstanding the foregoing, if Lessee shall in good faith contest the validity of any such Lien, then Lessee shall at its sole expense defend itself and Lessor against the same and shall pay and satisfy any expense or cost or any judgment that may be rendered thereon before the enforcement thereof against Lessor or the PROPERTY, upon the condition that if Lessor shall require, Lessee shall furnish to Lessor, a surety bond satisfactory to Lessor in an amount at least equal to such contested Lien, indemnifying Lessor against liability for the same, and holding the PROPERTY free from the effect of such Lien, or if Lessor shall request, Lessee shall procure and record the bond provided for in the California Civil Code, or any comparable statute hereinafter enacted providing for a bond freeing the PROPERTY from the effect of such Lien.

15. Encumbrances.

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

16. Signage.

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

17. College Classroom Use.



- A. As part of the consideration of this Lease:
- (1) Lessor shall upon a pre-arranged basis, rent available college classroom space to Lessee at the rate designated in paragraph B below.
  - (2) Lessee shall upon a pre-arranged basis, rent its facilities to Lessor on a not to interfere basis at the rate designated in paragraph B below.
  - (3) Lessor further agrees that on a pre-arranged basis, Lessee may utilize available College Conference rooms on a not to interfere basis.
- B. For the first year of the Initial Term, the rate per hour per classroom shall be:

Seven and 50/100 Dollars /hr. (\$7.50/hr.)

Prior to the commencement date of each subsequent annual term, Lessor and Lessee shall agree upon the rate which will be in effect during the next annual term.

18. College Student Fees.

All students of Lessee shall purchase a special Associated Students of Irvine Valley College ("ASIVC") membership card each semester that said students are enrolled in Lessee's educational program. The cost for the special ASIVC membership card shall be equal to the standard ASIVC membership card required of College enrolled students. This card shall entitle Lessee's students to the following:

- A. Use of the College Library, including the privilege of checking out books. Notwithstanding, Lessee shall be primarily and directly responsible and liable for the payment of unpaid Library fines or lost book charges.
- B. Participation in all activities offered to ASIVC members, excluding membership in student government.
- C. Use of the College Computer Center upon payment of the College's specified materials fee. Use of the Computer Center by Lessee's students shall not interfere with the use of the Computer Center by College students or for College programs.
- D. Use of College parking lots by students driving vehicles upon payment of standard College parking fees.

19. Staff Parking.

Upon payment of the standard College parking fee, members of Lessee's staff who drive vehicles may use the College parking lots.

20. Enrollment in College Instructional Programs.

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

21. Student Services.

Lessee shall at no cost to Lessor, be solely responsible for furnishing any and all admissions, counseling, housing, and other related services to its students not enrolled in College instructional programs. For students enrolled in both Lessee's and College's instructional programs, if such concurrent enrollment impacts upon the College's student services functions such as counseling, admissions, or records, the parties shall negotiate a mutually agreeable increase in the monthly rental rate for the year of impaction and subsequent annual terms. The parties shall immediately execute an amendment to this Lease stating the revised minimum monthly rental rates.

22. Advertising.

Lessee agrees to submit for pre-approval by Lessor all advertising that features or makes reference to the College.

23. Lessor's Non-Liability and Indemnity.

A. Lessor shall not be liable for any loss, damage or injury of any kind or character to any person or property, (a) arising from any use of the PROPERTY, or any part thereof, (b) caused by or arising from any act or omission of Lessee, or of any of its students, agents, employees, licensees or invitees, (c) arising from any accident on the PROPERTY or any fire or other casualty thereon, (d) occasioned by the failure of Lessee to maintain the PROPERTY in safe condition, or (e) arising from any other cause whatsoever, except as occasioned by the sole negligence of Lessor or its employees. Lessee, as a material part of the consideration of this Lease, hereby waives on its behalf all claims and demands against Lessor for any such loss, damage or injury of Lessee.

B. Lessee shall indemnify, and hold harmless Lessor and its officers and employees from and against any and all claims, actions, damages, liabilities and expenses, including attorneys' fees, in connection with loss of life, personal injury and/or damage to PROPERTY arising from or out of any occurrence in, upon or about the PROPERTY, or the occupancy OR USE BY Lessee of the PROPERTY or any part thereof, or arising from or out of Lessee's failure to comply with any provision of this Lease, or

otherwise occasioned wholly or in part by any act or omission of Lessee, its agents, representatives, employees, servants, invitees or licensees. In case Lessor shall, without fault on its part, be made a part to any litigation commenced by or against Lessee, then Lessee shall protect and hold it harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Lessor in connection with any such litigation. Lessor may, at its option, require Lessee to assume Lessor's defense in any action covered by this section through counsel satisfactory to Lessor.

24. Insurance.

- A. All policies of insurance provided for herein shall be written as primary policies (without "contribution" or "solely" in excess of coverage carried by Lessor" provisions) with reasonable and solvent insurance companies authorized to do business in California with a policyholder's rating of "A" (Excellent) or better and a financial rating of "X" or better in Best's Insurance Reports—Fire and Casualty. Prior to the commencement of the term hereof, Lessee shall supply to Lessor (and at all times during the term of the Lease keep on file with Lessor) a true and correct copy of all such policies or a certificate of insurance accurately reflecting the coverage required hereby, together with satisfactory evidence showing that all premiums thereon have been paid, and thereafter, as additional premiums become due, Lessee shall supply Lessor with satisfactory evidence that said premiums have been paid. In the event that Lessee fails to procure, maintain and/or pay for at the times and for the durations specified in this Lease, any insurance required by this Lease, or fails to carry insurance required by law or governmental regulation, Lessor may (but without obligation to do so) at any time or from time to time, and without notice, procure such insurance and pay the premiums therefore, in which event Lessee shall repay the Lessor all sums so paid by Lessor, together with ten (10%) percent interest per annum or the maximum allowed by law, whichever is the lesser and thereon at any costs or expenses incurred by Lessor in connection therewith, within ten (10) days following Lessor's written demand to Lessee for such payment.
- B. Lessee, at its sole cost and expense, shall, during the entire term hereof, procure, pay for and keep in full force and effect: (a) comprehensive, public liability and property damage insurance with respect to the PROPERTY and the operation of, or on behalf of Lessee in, on or about the PROPERTY for not less than One Million Dollars (\$1,000,000.00) combined limit per occurrence for bodily injury, death, and property damage liability; and (b) workers' compensation coverage as required by law, together with employers liability coverage and students' accident insurance.
- C. Each policy evidencing insurance required to be carried by Lessee pursuant to this Paragraph shall contain the following provisions and/or

clauses: (a) a provision that such policy and the coverage evidencing thereby shall be primary and that any coverage carried by Lessor shall be non-contributing with respect to any policies carried by Lessee; (b) a provision including Lessor and any other parties in interest designated by Lessor as an additional insured; (c) a waiver by the insurer of any right to subrogation against Lessor, its agents, employees and representative which arises or might arise by reason of any payment under such policy or by reason of any act or omission of at least equal to such contested Lien indemnifying Lessor against liability for the same, and holding the PROPERTY free from the effect of such Lien or if Lessor shall request, Lessee shall procure and record the bond provided for in the California Civil Code, or any comparable statute hereinafter enacted providing for a bond freeing the Property from the effect of such Lien.

25. Right of Entry.

Lessor or its authorized representatives may from time to time, at any reasonable hour, enter upon and inspect the PROPERTY, or any portion thereof or improvements thereon to ascertain compliance with this Lease, but without obligation to do so or liability therefore.

26. Assignment and Subletting.

Lessee will not assign, let or sublet the whole or any part of its interest in this Lease without the prior written consent of Lessor.

27. Termination.

- A. At any time during the Initial Term or Additional Term then in effect, upon twelve (12) month written notice, either the Lessor or the Lessee shall have the option, in their sole discretion, to terminate this Lease in its entirety.
- B. Upon the expiration of the term of this Lease, or upon the sooner termination thereof as provided for herein, Lessee shall immediately, peaceable and quietly yield up to Lessor possession of said PROPERTY in good order and condition. Unless otherwise agreed upon by and between the parties, Lessee shall remove, within a reasonable period of time not to exceed sixty (60) days following the expiration or termination of this Lease, such portable structures, foundations, personal property, equipment and improvements situated on the PROPERTY, and shall restore the PROPERTY to its original condition at Lessee's sole expense.

28. Breach.

In the event of any breach of this Lease by Lessee, Lessor shall notify Lessee in writing of such breach, and Lessee shall have thirty (30) days in which to cure

said breach. Lessor may, but shall not be required to, terminate this Lease if the breach is not cured.

29. Waiver.

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

30. Notice.

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

Lessor: South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attention: Gary Poertner, Deputy Chancellor

Lessee: Kaplan, Inc.  
Attn: Real Estate Dept., 21<sup>st</sup> Floor  
888 7<sup>th</sup> Avenue  
New York, NY 10106

31. California Law.

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

32. Entire Agreement.

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

33. Severability.

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

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

LESSOR:

LESSEE:

South Orange County Community College District

Kaplan, Inc.

By   
Signature

By   
Signature

Gary Poertner  
Print Name

ROBERT L. LANE  
Print Name

Deputy Chancellor  
Title

\_\_\_\_\_  
Title

2/22/05  
Date

\_\_\_\_\_  
Date

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

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### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

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

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

# **SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

## **SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
10/18/11	April Cabbage – Women's and Gender Studies Advisory Committee (WGSAC), Speaker Series	Interval House (Various Speakers)	You Don't Own Me	\$700.00
1/13/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Richard McCullough	The Neuroscience of Human Intelligence	\$100.00
1/20/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Dominique Rissolo	Underwater Caves of the New World	\$100.00
1/27/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. J.H. Everett	Preparing A Creative Environment, Mind and Body for Creative Efforts	\$100.00
2/3/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Kent Yamaguchi	Monkey Business: Running the Santa Ana Zoo	\$100.00
2/10/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Kristi Wilson	Italian Neorealism and its Impact on Global Cinema	\$100.00
2/24/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Joanne Tawfilis	Public Art as a Social Resource	\$100.00



3/2/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Chuck H. Horn	Facing the Future in Retirement	\$100.00
3/9/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Ketu Katrak	Contemporary Indian Dance: Innovative Directions	\$100.00
3/23/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Gregory J. Holk	Long Term Hydrologic Cycles in the Earth's Crust	\$100.00
3/30/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. John Dombrink	American Culture Wars: What is the Future?	\$100.00
4/6/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Grace Kook- Anderson	Art and Activism by Artist in California: 1960's to the Present	\$100.00
4/13/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Daniel Wehrenfenning	The Role of the Citizen Dialogue in the Israeli Palestinian Conflict	\$100.00
4/20/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Lori Cox Han	Presidents and Presidential Candidates	\$100.00
4/27/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Virginia Trimble	Cosmology: Man's Place in the Universe	\$100.00
5/4/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	Dr. Roxane Cohen Silver	Coping with Stressful Events	\$100.00

5/11/12	Collette Chattopadhyay – Modern World Culture: 1700 - Present Emeritus Speaker Series	John Benitz	On the Day: An Actor's Revelation	\$100.00
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**IRVINE VALLEY COLLEGE**

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

**TO:** Board of Trustees

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

**RE:** Saddleback College: East Bridge Replacement Project:  
Amendment No.1 for Increased Architectural Services

**ACTION:** Approval

---

### **BACKGROUND**

On March 25, 2011, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the East Bridge Replacement Project at Saddleback College for a fee of \$109,500.

### **STATUS**

Unforeseen conditions were uncovered at the existing bridge abutments and foundations which differed from the as built drawings used to design the project. The architect made the necessary revisions and addressed DSA modifications to the seat wall and exterior lighting systems. These items represent an increase in project scope and the architect is requesting a fee increase of \$7,741 for a total contract amount of \$117,241. Amendment No. 1 to the agreement (EXHIBIT A) incorporates these changes.

Staff recommends approval of increased architectural fees in the amount of \$7,741 per Amendment No. 1, EXHIBIT A.

Funds are available in the Basic Aid budget to cover this amendment.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, (EXHIBIT A) increasing the contract amount by \$7,741.00, with R2A Architecture, for the East Bridge Replacement at Saddleback College. The total revised contract amount is \$117,241.

**AMENDMENT NO. 1  
EAST BRIDGE REPLACEMENT PROJECT  
SADDLEBACK COLLEGE**

**October 24, 2011**

**THIS AMENDMENT** shall modify the original agreement dated March 25, 2011, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and **R2A ARCHITECTURE**, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article X, paragraph 14 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article VIII, paragraph 1, establishes the compensation of the agreement at \$109,500.00; and

**WHEREAS**, the scope of services has been modified to address unforeseen conditions at the existing bridge abutments and foundation system and to modify the seat wall system and exterior lighting through modifications to the DSA approved documents; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall increase compensation to the "ARCHITECT" for additional services described herein as follows:

INCREASE FEE FOR ALL SERVICES AS DESCRIBED HEREIN:  
\$7,741.00

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

"DISTRICT"  
South Orange County Community College District

"ARCHITECT"  
R2A Architecture

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

By: \_\_\_\_\_

Title: \_\_\_\_\_  
Vice Chancellor

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

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

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

**TO:** Board of Trustees

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

**RE:** Saddleback College: Child Development Training Consortium Agreement

**ACTION:** Approval

---

**BACKGROUND**

Since 1996, Saddleback College has participated with the Yosemite Community College District (YCCD) and the Child Development Training Consortium (CDTC) in implementing a Child Development Training Consortium Program. The purpose of the program is to assist students in obtaining a new permit for renewing a currently held permit. The California Commission on Teacher Credentialing issues the Child Development Permit to students who complete the required coursework.

**STATUS**

Saddleback College has been asked to work with the Child Development Training Consortium during the 2011-2012 academic year as shown in Exhibit A. Under the terms of the agreement, Saddleback College has been allocated \$10,000 to be used to assist students with enrollment fee reimbursement, textbook reimbursement, and the application procedure for the Child Development Permit. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) between Yosemite Community College District, the Child Development Training Consortium, and Saddleback College.

**CHILD DEVELOPMENT TRAINING CONSORTIUM  
2011-2012 INSTRUCTIONAL AGREEMENT  
AGREEMENT NUMBER 11-12 - 4161**

This Agreement is made and entered into this 1<sup>st</sup> day of September, 2011, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and **South Orange County Community College District for Saddleback College** hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

**I. STATEMENT OF WORK**

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend two (2) mandatory YCCD/CDTC sponsored meetings at YCCD/CDTC expense; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

The designated Campus Coordinator is preferably either full-time or adjunct faculty, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status.

- B. The CONTRACTOR will generate up to **400** units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2011, and June 30, 2012. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as Appendix A) and/or child care licensing regulations.
  2. Are degree or certificate applicable.

3. Are offered for credit with the possible exception of remedial courses.
  4. Are transferable whenever possible.
  5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
  6. Are responsive to local community needs.
- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Student Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
  2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
  3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
  4. Student must work in the state of California.
  5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home child care providers are not eligible.
- F. The CONTRACTOR will enroll eligible students according to the following three priorities:
- California Department of Education, Child Development Division (CDE/CDD)  
Priorities for Enrollment:*
- |            |  |
|------------|--|
| Priority 1 | Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs. |
| Priority 2 | Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.   |
| Priority 3 | Employees of all other programs including center-based and licensed family child care homes.   |

*Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.*

*Local Priorities for Enrollment*

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
  - 1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES Plus and/or AB212 programs.
  - 2. The Advisory Committee will meet a minimum of once each semester/term.
  - 3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
  - 1. Description of eligible students to be served
  - 2. Special circumstances or unique challenges and characteristics of eligible students
  - 3. Description of agencies/programs that will benefit
  - 4. Area strengths
  - 5. Area needs
  - 6. Description of most needed courses including topics, times, locations and preferred language of instruction.



- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
- J. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 2011-2012 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.
- K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
- L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

## II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2011, to and including June 30, 2012. Enrolled units must be completed between July 1, 2011, and June 30, 2012. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2012.

## III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 15, 2011, a 2011-2012 budget based on the funding authorized in this Agreement must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
  - 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
  - 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

#### **IV. PAYMENT FOR SERVICES**

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$10,000.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2012. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including an original 2011-2012 Student Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2012. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

#### **V. RETENTION OF RECORDS AND AUDITS**

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

#### **VI. CONTRACT AMENDMENTS**

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

#### **VII. 30 DAY TERMINATION NOTICE**

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

**VIII. FUND AVAILABILITY**

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

**IX. NONDISCRIMINATION CLAUSE**

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

**X. INDEPENDENT CONTRACTORS**

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

**XI. HOLD HARMLESS CLAUSE**

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of the other party from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the parties to this Agreement or the activities of either party's boards, officers, agents, employees, or volunteers. The provisions of this indemnity agreement do not, however, apply to any damages or losses caused by the negligence of the other party or any of its officers, employees, boards, volunteers, or agents.

**XII. ACKNOWLEDGMENT**

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Child Development Division.

### XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

### IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

#### AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	
Title of Person Signing:	
Date:	

#### Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing:	<b>Teresa Scott</b>
Title of Person Signing:	<b>Executive Vice Chancellor/Fiscal Services, YCCD</b>
Date:	
<b>Attachments for reference:</b> Appendix A - Child Development Permit Matrix Appendix B – 2011-2012 Required Reports and Time Lines	
Return <b>two</b> Instructional Agreements with <b>original signatures</b> to: Child Development Training Consortium 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351 For questions, call (209) 572-6080	
<b>For CDTC Use Only:</b> Date Rcvd: _____ To D.O. _____ From D.O. : _____ To CONTRACTOR: _____	

## Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	<b>Option 1:</b> 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	<b>Option 2:</b> Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	<b>Option 1:</b> 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	<b>Option 2:</b> Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	<b>Option 1:</b> 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	<b>Option 2:</b> AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	<b>Option 1:</b> 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	<b>Option 2:</b> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	<b>Option 1:</b> AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	<b>Option 2:</b> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>or</b> <b>Option 3:</b> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>or</b> <b>Option 4:</b> Teaching credential***** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	<b>Option 1:</b> BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	<b>Option 2:</b> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>or</b> <b>Option 3:</b> Teaching credential***** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; <b>or</b> <b>Option 4:</b> Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

**NOTE:** All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

\*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

\*\*Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

\*\*\*Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

\*\*\*\*A valid Multiple Subject or a Single Subject in Home Economics.

\*\*\*\*\*Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at [www.childdevelopment.org](http://www.childdevelopment.org) or call (209) 572-6080.

Appendix A

EXHIBIT A  
Page 8 of 9

## Appendix B

### Child Development Training Consortium 2011-2012 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Student Profiles and Transmittal Summary and Detail Sheets <b>AND</b> CDD Confidential Profiles	Summer/Fall '11 Term: October 14, 2011 Winter/Spring '12 Term: March 16, 2012
Student Evaluations (Composite generated online)	Summer/Fall '11 Term: February 17, 2012 Winter/Spring '12 Term: June 30, 2012
2011-2012 Program Budget (submit online)	October 14, 2011
Student Eligibility and Payment Policies	December 9, 2011
Advisory Committee Meeting Documents	Fall '11 Term: February 17, 2012 Spring '12 Term: June 30, 2012
Coordinator Invoice	Summer/Fall '11 Term: February 17, 2012 Winter/Spring '12 Term: June 1, 2012
Child Development Instructional Staff Profiles and Master List ( <b>UPDATE ONLINE</b> )	March 16, 2012
Course Offering Matrix of Child Development and CDTC Funded Courses ( <b>UPDATE ONLINE</b> )	March 16, 2012
2012-2013 Designation of Campus Coordinator and Agreement Specifications	June 15, 2012
Year-End Report Narrative	June 30, 2012
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2012

**TO:** Board of Trustees

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

**RE:** Saddleback College: Amendment to the Agreement for Golf Driving Range Services

**ACTION:** Approval

---

**BACKGROUND**

On April 28, 2008, the Board of Trustees approved an agreement with Donovan Bros. Golf, Inc. for Golf Driving Range Management and Occupancy of District Property at Saddleback College. The term of this agreement began July 1, 2008 and is for three years with two optional one year renewals.

**STATUS**

The college recommends amending this agreement to accept the option for one year renewal under the same terms and conditions from July 1, 2011 to June 30, 2012.

**RECOMMENDATION**

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

**AMENDMENT NO. 1  
TO GOLF DRIVING RANGE MANAGEMENT AND  
OCCUPANCY OF DISTRICT PROPERTY AGREEMENT  
FOR SADDLEBACK COLLEGE**

**OCTOBER 24, 2011**

**THIS AMENDMENT** shall modify the original agreement dated July 1, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and Donovan Bros. Golf, Inc., 1800 Carbon Canyon Road, Chino Hills, CA 91709 hereinafter referred to as "CONTRACTOR".

**WHEREAS**, Article III 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 two 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 III 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 County Community College District

**"CONTRACTOR"**

Donovan Bros. Golf, Inc.

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:** ATEP: Notice of Completion: Site Utility Severance and Demolition,  
Phase II, Bid No. 8

**ACTION:** Approval

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**BACKGROUND**

On April, 22, 2004, the Board of Trustees approved funding from basic aid for ATEP Demolition. On October 25, 2010, the Board of Trustees approved a contract with CST Environmental for Site Utility Severance and Demolition at ATEP in the amount of \$600,000. CST Environmental changed the name of their firm prior to the contract approval and the agreement was released under the firm's new name, NCM Demolition and Remediation, LP. A credit change order decreasing the original contract amount by \$50,000 is recommended to the Board of Trustees this meeting for a revised contract amount of \$550,000.

**STATUS**

The Construction Manager recommends that a Notice of Completion (Exhibit A) be filed for the Site Utility Severance and Demolition project at ATEP, Phase II.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for the Site Utility Severance and Demolition project at ATEP. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: SITE UTILITY SEVERANCE AND DEMOLITION PROJECT, PHASE II at ATEP, Bid No. 8 the contract for the doing of which was heretofore entered into the 26<sup>th</sup> day of October 2010, which contract was made with NCM DEMOLITON and REMEDIATION, LP, as Contractor; that said improvements were completed on the 26<sup>th</sup> day of September, 2011, and accepted by formal action of the governing board of said District on the 24<sup>th</sup> day of October, 2011, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is THE INSURANCE COMPANY OF THE STATE OF PENNSYLVANIA that the property hereinafter referred to and on which said improvements were made is described as follows:

ATEP  
15445 LANSLOWNE  
TUSTIN, CA 92782

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

Dated \_\_\_\_\_

STATE OF CALIFORNIA] ss.  
COUNTY OF ORANGE ]

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

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

---

Gary L. Poertner  
Chancellor

Dated \_\_\_\_\_

State of California  
County of Orange

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

---

Signature

(Seal)

**TO:** Board of Trustees

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

**RE:** SOCCCD: Document Management Solution: Amendment No. 1

**ACTION:** Approval

---

**BACKGROUND**

On June 27, 2011, the Board of Trustees approved the contract agreement with Perceptive Software for the Document Management Solution for \$426,845.00. The original agreement provided for Training of four staff members at Perceptive Software of Shawnee, Kansas for \$7,920.00 included in the above amount.

**STATUS**

College staff has requested that an additional ten trainees be added and that the training be conducted on site at the college.

Perceptive Software has agreed to conduct the four-day training on site and add ten additional trainees for \$20,000.00.

Funds for these services are available in the Basic Aid budget.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) in the amount of \$20,000.00, with Perceptive Software, for the Document Management Solution. The total revised fee amount is \$446,845.00.

**AMENDMENT NO. 1  
DOCUMENT MANGEMENT SOLUTION  
SOCCCD  
OCTOBER 24, 2011**

This Agreement is made on this 28<sup>th</sup> day of June, 2011 ("Effective Date") by and between Perceptive Software, LLC, a Delaware limited liability company ("Perceptive") and South Orange County Community College District, a California community college district ("District" or "Customer").

**R E C I T A L S**

**WHEREAS**, the District issued a Request for Proposals ("RFP") for a single integrated document scanning, retrieval and workflow solution across multiple work groups in a multi-campus environment ("Document Management Solution"), a copy of which is attached hereto as Exhibit "A" for informational purposes only; and

**WHEREAS**, Perceptive responded to the District's RFP, a copy of said response is attached hereto as Exhibit "B" for informational purposes only, and is able to provide software licenses that will support document and form management and workflow/routing between users, planning and deployment services, remote administration, training, and software maintenance and support, as required by the District; and

**WHEREAS**, Perceptive is specially skilled, trained, experienced and competent to license and install the Document Management System and to render the special services and advice described herein, which will provide an enterprise content management (ECM) solution integrated with the District's locally developed SIS application suite, provide direct access to documents from the displayed locally developed SIS screens, provide users with simple electronic access to documents, records and information, streamline the processing of documents and information, including but not limited to incoming transcripts from other institutions, and provide District staff with instant and simultaneous access to documents, in various departments.

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

1. Article 5, paragraph B of the agreement shall be modified as follows: "The DISTRICT" shall compensate Perceptive Software for additional services described in the original agreement and issued after the date of this amendment as follows:
2. Amend training to add ten trainees. Change training site from Shawnee, Kansas to South Orange County Community College District.

FIXED FEE: For Training..... \$ 20,000.00  
REVISED AGREEMENT AMOUNT..... \$446,845.00

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

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Perceptive Software, LLC

By: \_\_\_\_\_

Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services

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

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

By: \_\_\_\_\_

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

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

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

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC – 2011 Annual Convention and Partner Conferences The Fairmont San Jose San Jose, CA	11/17- 11/19/11 (2)	\$1,490.00	Marcia Milchiker	Marcia Milchiker

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: 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 September 26, 2011 board meeting due to illness.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 11-31 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the September 26, 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 11-31**

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 September 26, 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, September 26, 2011.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 11-32 to Amend 2011-2012 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 2011-2012 Adopted Budget.

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

National Science Foundation Rapid Tech Advanced Technical Education at Irvine Valley College	\$982,743
Total Increase to the General Fund	<u>\$982,743</u>
Total Budget Amendment	<u>\$982,743</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-32 to amend the 2011-2012 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 11-32**

October 24, 2011

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$982,743 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	8199	OTHER FEDERAL REVENUE	\$982,743
			<u>\$982,743</u>

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	\$8,143
01	2000	CLASSIFIED SALARIES	\$338,383
01	3000	FRINGE BENEFITS	\$166,777
01	4000	BOOKS AND SUPPLIES	\$10,000
01	5000	OTHER OPERATING EXPENSES & SERVICES	\$459,440
01	7000	OTHER OUTGO	<u>\$0</u>
			<u>\$982,743</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 11-32

October 24, 2011

BUDGET AMENDMENT EXPENDITURE DETAIL

**National Science Foundation Rapid Tech Advanced Technical Education at Irvine Valley College**

INCOME

01-	8199-	1-095-1-050-000-4900	OTHER FEDERAL REVENUE	<u>982,743</u>
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EXPENDITURE

01-	1415-	1-095-1-050-000-4900	TEMP NON-CLSRM FACULTY, STIPENDS & PROJECTS	8,143
01-	2131-	1-095-1-050-000-4900	REG NON-INSTR CLASSIFIED MGMT, CONTRACT	190,644
01-	2141-	1-095-1-050-000-4900	NON-INSTR CLERICAL/SECRETARIAL, CONTRACT	87,381
01-	2151-	1-095-1-050-000-4900	NON-INSTR PARAPROFESSIONAL, CONTRACT	32,358
01-	2383-	1-095-1-050-000-4900	TEMP NON-INSTR HRLY	28,000
01-	3220-	1-095-1-050-000-4900	PERS, NON-INSTR	43,717
01-	3320-	1-095-1-050-000-4900	OASDI, NON-INSTR	26,498
01-	3350-	1-095-1-050-000-4900	MEDICARE, INSTR	118
01-	3360-	1-095-1-050-000-4900	MEDICARE, NON-INSTR	6,198
01-	3420-	1-095-1-050-000-4900	HEALTH & WELFARE, NON-INSTR STAFF	75,752
01-	3510-	1-095-1-050-000-4900	UNEMPLOY, INSTR	130
01-	3520-	1-095-1-050-000-4900	UNEMPLOY, NON-INSTR	6,881
01-	3610-	1-095-1-050-000-4900	WORKERS' COMPENSATION, INSTR STAFF	147
01-	3620-	1-095-1-050-000-4900	WORKERS' COMPENSATION, NON-INSTR STAFF	7,336
01-	4580-	1-095-1-050-000-4900	IN-HOUSE DUPLICATING, PRINTING & GRAPHICS	2,500
01-	4584-	1-095-1-050-000-4900	FEE-BASED, IN-HOUSE DUPLICATING & PRINTING	2,500
01-	4600-	1-095-1-050-000-4900	NON-INSTR SUPPLIES & MATERIALS < \$200	5,000
01-	5153-	1-095-1-050-000-4900	CONSULTANT	132,167
01-	5270-	1-095-1-050-000-4900	CONFERENCES/TRAVEL	51,500
01-	5271-	1-095-1-050-000-4900	DISTRICT SUPPORTED COMMUNITY EVENT	10,000
01-	5811-	1-095-1-050-000-4900	CONTRACT SERVICES	10,000
01-	5825-	1-095-1-050-000-4900	OTHER OPERATING EXPENSE & SERVICES	22,500
01-	5891-	1-095-1-050-000-4900	INDIRECT CHARGES	188,273
01-	5900-	1-095-1-050-000-4900	GRANTS/SUB AWARD ALLOCATIONS	<u>45,000</u>
				<u>982,743</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT  
GENERAL FUND  
**RESOLUTION 11-32**  
October 24, 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 \$982,743 was duly and regularly adopted by the said Board at a regular meeting thereof held on October 24, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of October, 2011.

---

Gary L. Poertner  
Secretary to the Board of Trustees

**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**  
**October 24, 2011**

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
76 Hardbacks, 112 Paperbacks & 7 Videos	Zane Johnson 15 Halsey Ave. Laguna Niguel, CA 92677
22 Hardbacks & 14 Paperbacks	Will Summers 6 Floweridge Cir. Laguna Niguel, CA 92677
412 Hardbacks & 433 Paperbacks	Dr. Michael Valentine 23565 Via Paloma Coto de Caza, CA 92679
91 Hardbacks & 10 Paperbacks	Beverly Mustain 6930 S. Land Park Dr. Sacramento, CA 95831
91 Hardbacks & 86 Paperbacks	Vicki Stephenson 17762 Whitney Dr. Santa Ana, CA 92705
140 Journal Issues	Chuan C. Hsu 28561 La Alcala Laguna Niguel, CA 92677
123 Hardbacks & 62 Paperbacks	Dennis Hada 5337 Bahia Blanca W., Unit C Laguna Woods, CA 92637
63 Hardbacks & 47 Paperbacks	Will Summers 6 Floweridge Cir. Laguna Niguel, CA 92677
94 Hardbacks & 64 Paperbacks	Pascal Stalder 26112 Rio Grande Ave. Laguna Hills, CA 92653

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Checks No. 151995 through 152689 processed through the Orange County Department of Education, totaling \$5,785,325.72; and Checks No. 010268 through 010276, processed through Saddleback College Community Education, totaling \$14,723.88; and Checks No. 008926 through 008928, processed through Irvine Valley College Community Education, totaling \$170.00 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 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
151995	09/07/2011	AAA ELECTRIC MOTOR SALES	320.47
151996	09/07/2011	ACOUSTICAL MATERIAL SERVICES	1,690.93
151997	09/07/2011	ADCLUB ADVERTISING SERVICE	1,770.00
151998	09/07/2011	AIRGAS WEST	123.66
151999	09/07/2011	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	96.00
152000	09/07/2011	APPLE COMPUTER INC.	5,540.79
152001	09/07/2011	AUCA LOS ANGELES	47.81
152002	09/07/2011	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	20,194.50
152003	09/07/2011	B & P SERVICES, INC.	3,260.00
152004	09/07/2011	BIBLIOTECA ITG, LLC	89.43
152005	09/07/2011	BRENDA BORRON	247.65
152006	09/07/2011	BUTLER CHEMICALS, INC.	360.28
152007	09/07/2011	CALIFORNIA POWER PARTNERS, INC.	84,191.49
152008	09/07/2011	CARQUEST AUTO PARTS	144.91
152009	09/07/2011	CINTAS CORPORATION	47.00
152010	09/07/2011	CINTAS DOCUMENT MANAGEMENT	319.00
152011	09/07/2011	CONSOLIDATED ELECTRICAL DIST.	271.85
152012	09/07/2011	CONTINENTAL CHEM & SANITARY SUPPLY	3,322.48
152013	09/07/2011	DIRECT PAINTING & DECORATING INC.	78,069.00
152014	09/07/2011	DUNN-EDWARDS CORPORATION	349.85
152015	09/07/2011	EBERHARD EQUIPMENT	1,308.76
152016	09/07/2011	ECONOMIC ALTERNATIVES, INC.	358.33
152017	09/07/2011	ENTERPRISE RENT-A-CAR	1,564.20
152018	09/07/2011	EXPERIAN	77.00
152019	09/07/2011	FISHER SCIENTIFIC	175.54
152020	09/07/2011	FREEWAY AUTO SUPPLY	199.77
152021	09/07/2011	ALBERTSONS PURCHASE ADVANTAGE CARD	94.01
152022	09/08/2011	ACHRO/EEO ATTN: RUTH CORTEZ	75.00
152023	09/08/2011	ACHRO/EEO ATTN: RUTH CORTEZ	75.00
152024	09/08/2011	ACHRO/EEO ATTN: RUTH CORTEZ	75.00
152025	09/08/2011	ACHRO/EEO ATTN: RUTH CORTEZ	75.00
152026	09/08/2011	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	860.40
152027	09/08/2011	FRANKLIN COVEY CO.	299.00
152028	09/08/2011	JOSEPH GERGES	325.00
152029	09/08/2011	LANDMARK EDUCATION	220.00
152030	09/08/2011	ORANGE COUNTY BUSINESS COUNCIL	80.00
152031	09/08/2011	ORANGE COUNTY BUSINESS COUNCIL	80.00
152032	09/08/2011	PAMELA PRINCE	105.00
152033	09/08/2011	LARRY RADDEN	721.04
152034	09/08/2011	TECHNOLINK ASSOCIATION ACCOUNTS PAYABLE OFFICE	220.00
152035	09/08/2011	THE WESTIN PASADENA	379.71
152036	09/08/2011	A G CONSTRUCTION	13,446.26
152037	09/08/2011	AK CONSTRUCTORS INC.	13,660.00
152038	09/08/2011	BLACKBOARD INC.	1,380.00
152039	09/08/2011	GKKWORKS	38,995.28
152040	09/08/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	625.00

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

ESCAPE ONLINE

Page 1 of 17

Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152041	09/08/2011	JOYCE INSPECTION & TESTING	13,280.00
152042	09/08/2011	MC CARTHY BUILDING COMPANIES	61,714.00
152043	09/08/2011	NCM DEMOLITION & REMEDIATION	228,317.95
152044	09/08/2011	PB AMERICAS, INC.	4,151.61
152045	09/08/2011	R2A ARCHITECTURE	117.14
152046	09/08/2011	RED STONE, INC	6,232.00
152047	09/08/2011	RGP PLANNING & DEVELOPMENT SERVICES	542.50
152048	09/08/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	6.93
152049	09/09/2011	ACHRO/EEO ATTN: RUTH CORTEZ	150.00
152050	09/09/2011	RENEE GARCIA	1,000.00
152051	09/09/2011	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	150.00
152052	09/09/2011	BRUCE SOBCZAK	105.00
152053	09/09/2011	FRANCHISE TAX BOARD	3,743.00
152054	09/09/2011	FRANCHISE TAX BOARD	313.00
152055	09/09/2011	AARDVARK CLAY AND SUPPLIES	204.87
152056	09/09/2011	ACCUTY	311.00
		Unpaid Sales Tax	22.86
		Expensed Amount	333.86
152057	09/09/2011	ADVANTA ENERGY CORP	800.00
152058	09/09/2011	ARROWHEAD DRINKING WATER	43.09
152059	09/09/2011	ASW EXPRESS	268.80
		Unpaid Sales Tax	13.89
		Expensed Amount	282.69
152060	09/09/2011	BLACKBOARD INC.	84,214.00
152061	09/09/2011	BRAND ATHLETICS	1,376.90
152062	09/09/2011	BRAVO SIGN & DESIGN	2,056.14
152063	09/09/2011	KRISTEN BUSH	1,715.00
152064	09/09/2011	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	7,800.00
152065	09/09/2011	CCCLGCA % DAVE NEER, HEAD GOLF COACH	150.00
152066	09/09/2011	COAST FITNESS REPAIR SHOP	500.00
152067	09/09/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	4,453.00
152068	09/09/2011	CPP, INC. DAVIES-BLACK PUBLISHING	243.02
152069	09/09/2011	DELL MARKETING L.P. C/O DELL USA L.P.	10,935.10
152070	09/09/2011	JEFF DORSZ	93.98
152071	09/09/2011	MICHELE DUGAN	180.00
152072	09/09/2011	FEDERAL EXPRESS	23.12
152073	09/09/2011	FREEWAY AUTO SUPPLY	132.41
152074	09/09/2011	FREY SCIENTIFIC	3,335.81
152075	09/12/2011	WELLS FARGO #2078	1,078.01
152076	09/12/2011	RESERVE ACCOUNT PITNEY BOWES	30,000.00
152077	09/12/2011	MICHAEL E. WILSON	13,294.00
152078	09/12/2011	GALE SUPPLY COMPANY	10,789.54
152079	09/12/2011	GOLDEN STATE AUDIO VIDEO	2,245.11
152080	09/12/2011	JACQUELINE GOODE	120.00
152081	09/12/2011	GOPHER NW5634	163.56
		Unpaid Sales Tax	10.83
		Expensed Amount	174.39

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 17

Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152082	09/12/2011	GORM, INC.	251.27
152083	09/12/2011	GRACE TRAINING SUPPLY	17,294.55
		Unpaid Sales Tax	1,257.77
		Expensed Amount	18,552.32
152084	09/12/2011	W. W. GRAINGER	3,362.62
152085	09/12/2011	GRAYBAR ELECTRIC CO.	1,735.49
152086	09/12/2011	KELLY GRIMES	720.00
152087	09/12/2011	MARLYS GRODT & ASSOCIATES	1,000.00
152088	09/12/2011	GROWERS SUPPLY COMPANY	49.47
		Unpaid Sales Tax	3.08
		Expensed Amount	52.55
152089	09/12/2011	MELANIE HAERI	200.30
152090	09/12/2011	HAITBRINK ASPHALT PAVING, INC.	1,700.00
152091	09/12/2011	HALO BRANDED SOLUTIONS	5,940.24
152092	09/12/2011	HARDY DIAGNOSTICS	169.06
152093	09/12/2011	ROBBIN HATTEN	180.00
152094	09/12/2011	HIGHER ONE INC.	445.60
152095	09/12/2011	HILTI	3,649.76
152096	09/12/2011	HORIZON	752.84
152097	09/12/2011	JANE HORLINGS	120.09
152098	09/12/2011	BERTRAND'S HORN IMPROVEMENT	89.51
152099	09/12/2011	BERTRAND'S MUSIC	95.00
152100	09/12/2011	IRVINE PIPE & SUPPLY	35.29
152101	09/12/2011	JACKSON-HIRSCH, INC.	58.48
		Unpaid Sales Tax	3.64
		Expensed Amount	62.12
152102	09/12/2011	JOHNSTONE SUPPLY	531.99
152103	09/12/2011	K 5600 LIGHTING, INC.	447.47
152104	09/12/2011	SHEKU KAMARA	15,000.00
152105	09/12/2011	JEFF KAUFMANN	496.82
152106	09/12/2011	KELLY-WRIGHT HARDWOODS	705.98
152107	09/12/2011	HIRO KONISHI	403.83
152108	09/12/2011	GARY I. KUSUNOKI	230.00
152109	09/12/2011	LOS ANGELES TIMES	162.08
152110	09/12/2011	LAB SAFETY SUPPLY CO. ACCT # 5252156	165.78
152111	09/12/2011	LAGUNA CLAY CO.	1,241.29
152112	09/12/2011	SHARON LANDIS	480.00
152113	09/12/2011	LANGUAGE LINE SERVICES	9.75
152114	09/12/2011	LASER SOURCE	99.06
152115	09/12/2011	JUNG-A LEE	133.19
152116	09/12/2011	SANDRA POPE	220.00
152117	09/12/2011	ALL ELECTRONICS CORP.	44.27
152118	09/12/2011	LEE ARMSTRONG CO., INC.	658.00
152119	09/12/2011	BLICK ART MATERIALS	379.71
152120	09/12/2011	CDW GOVERNMENT, INC.	902.41
152121	09/12/2011	CLARK SECURITY PRODUCTS INC.	3,422.10
152122	09/12/2011	DELL MARKETING L.P. C/O DELL USA L.P.	151.27
152123	09/12/2011	FITNESS ANYWHERE LLC	1,989.71
152124	09/12/2011	FORESTRY SUPPLIERS, INC.	112.94

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	8.75
		Expensed Amount	121.69
152125	09/13/2011	LEE ARMSTRONG CO., INC.	53,120.00
152126	09/13/2011	AT & T	251.91
152127	09/13/2011	AT & T	65.39
152128	09/13/2011	AT & T	25.94
152129	09/13/2011	AT & T	35.00
152130	09/13/2011	SAN DIEGO GAS & ELECTRIC	1,307.65
152131	09/13/2011	SOUTHERN CALIFORNIA EDISON CO.	64,116.98
152132	09/13/2011	SOUTHERN CALIFORNIA EDISON CO.	4,105.15
152133	09/13/2011	SOUTHERN CALIFORNIA EDISON CO.	210.66
152134	09/13/2011	SOUTHERN CALIFORNIA GAS CO.	20.14
152135	09/13/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	786.55
152136	09/13/2011	AMERICAN AIR BALANCE CO. INC.	6,900.00
152137	09/13/2011	CALIFORNIA STAGE/LIGHTING, INC	337.82
152138	09/13/2011	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	7,200.00
152139	09/13/2011	CAROLINA BIOLOGICAL SUPPLY	155.73
152140	09/13/2011	CCCWBCA MATT BORCHERT, TREASURER	200.00
152141	09/13/2011	SPARKLETTS	601.66
152142	09/13/2011	SPARKLETTS	885.72
152143	09/13/2011	FRY'S ELECTRONICS	1,292.71
152144	09/13/2011	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
152145	09/13/2011	PACIFIC NATIONAL GROUP	2,208.00
152146	09/13/2011	PARKHOUSE TIRE, INC.	5,484.84
152147	09/13/2011	PARTEK SOLUTIONS	351.00
		Unpaid Sales Tax	22.32
		Expensed Amount	373.32
152148	09/13/2011	PAYAM-E-ASHENA	500.00
152149	09/13/2011	LA NELL PEEBLES	57.57
152150	09/13/2011	JESS PEREZ	141.77
152151	09/13/2011	PETE'S ROAD SERVICE	781.46
152152	09/13/2011	PITNEY BOWES INC.	791.00
152153	09/13/2011	POCKET NURSE ENTERPRISES, INC.	776.28
		Unpaid Sales Tax	54.51
		Expensed Amount	830.79
152154	09/13/2011	THOMAS JOHN PRENDERGAST	93.98
152155	09/13/2011	PYRAMID SCHOOL PRODUCTS	466.58
		Unpaid Sales Tax	36.16
		Expensed Amount	502.74
152156	09/13/2011	QUEST DIAGNOSTICS	789.30
152157	09/13/2011	R2A ARCHITECTURE	3.29
152158	09/13/2011	REALVOLLEYBALL.COM	80.04
152159	09/13/2011	RICHARD THE THREAD EMPIRE TAPE COMPANY	195.10
152160	09/13/2011	RITE INC. dba THE PERFECT FIELD	1,422.30
152161	09/13/2011	S & B FOODS CATERING DIVISION	73.54
152162	09/13/2011	S & B FOODS CATERING DIVISION	108.18
152163	09/13/2011	SAFE NAVIGATION, INC.	98.71
152164	09/13/2011	SAFEWAY INC/PAVILIONS	53.48

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152165	09/13/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	117.06
152166	09/13/2011	SCIENCE KIT, INC.	73.10
152167	09/13/2011	JARED SCOTT	90.00
152168	09/13/2011	SEHI PROCOMP COMPUTER PRODUCTS	517.78
152169	09/13/2011	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
152170	09/13/2011	SMART & FINAL IRIS CO.	16.45
152171	09/13/2011	DANIEL SMITH, INC.	792.88
		Unpaid Sales Tax	338.14
		Expensed Amount	1,131.02
152172	09/13/2011	SODEXHO AMERICA, LLC SAN RAMON VALLEY CONF. CENTER	7,615.19
152173	09/13/2011	TAMS-WITMARK MUSIC LIBRARY	1,899.00
152174	09/13/2011	ANTHONY TENG	150.00
152175	09/13/2011	TROXELL COMMUNICATIONS, INC.	2,014.93
152176	09/13/2011	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	28.08
152177	09/13/2011	TUSTIN UNIFIED SCHOOL DISTRICT	318.00
152178	09/13/2011	TUTTLE-CLICK FORD	157.33
152179	09/13/2011	ANDRE TYSON	1,250.00
152180	09/13/2011	U.S. DATA TRUST CORPORATION	5,000.00
152181	09/13/2011	U.S. EQUIPMENT CO., INC.	299.40
152182	09/13/2011	ULINE ATTN: ACCOUNTS RECEIVABLE	181.51
152183	09/13/2011	UNLIMITED ENVIRONMENTAL, INC.	3,692.00
152184	09/13/2011	U S SHOP TOOLS	542.84
152185	09/13/2011	VENTEK INTERNATIONAL	180.00
152186	09/13/2011	VISTA PAINT CORPORATE OFFICE	424.08
152187	09/13/2011	VWR INTERNATIONAL, INC.	160.01
152188	09/13/2011	WALTERS WHOLESALE ELECTRIC	49.45
152189	09/13/2011	WARD'S NATURAL SCIENCE	1,127.39
152190	09/13/2011	KATHY WEATHERWAX	630.00
152191	09/13/2011	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
152192	09/13/2011	YALE CHASE MATERIALS HANDLING	395.46
152193	09/13/2011	NINA M. YAMASAKI	70.00
152194	09/13/2011	ROCKVIEW FARMS	651.48
152195	09/13/2011	SMART & FINAL IRIS CO.	244.89
152196	09/13/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	21,764.66
152197	09/13/2011	RPM CONSULTANT GROUP	2,370.00
152198	09/13/2011	RICHARD SNEED	712.00
152199	09/13/2011	OFFICEMAX CONTRACT INC.	8,662.79
152200	09/13/2011	OFFICEMAX CONTRACT INC.	6,655.46
152201	09/14/2011	ACSIG/EDGE	127,579.12
152202	09/14/2011	ACSIG/EDGE	42,312.76
152203	09/14/2011	HYATT LEGAL	7,138.00
152204	09/14/2011	PACIFICARE BEHAVIORAL HEALTH	3,077.34
152205	09/14/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,714.03
152206	09/14/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,233.11
152207	09/14/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,115,091.00
152208	09/14/2011	UNUM LIFE INSURANCE COMPANY	1,304.22
152209	09/14/2011	UNUM LIFE INSURANCE COMPANY	3,481.36

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Check Number	Check Date	Pay to the Order of	Check Amount
152210	09/14/2011	ACSIG/EDGE	18,947.21
152211	09/14/2011	ACSIG/EDGE	5,285.22
152212	09/14/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	297,366.00
152213	09/14/2011	CA ORGANIZATION OF ASSOCIATE DEGREE NURSING PRGMS-SOUTH	100.00
152214	09/14/2011	AIR SOURCE INDUSTRIES, INC.	24.85
152215	09/14/2011	BESAFE TECHNOLOGIES, INC.	738.15
152216	09/14/2011	CLARK SECURITY PRODUCTS INC.	498.39
152217	09/14/2011	JOHN DEERE LANDSCAPES, INC.	192.43
152218	09/14/2011	SPARKLETTS	59.90
152219	09/14/2011	FEDERAL EXPRESS	53.11
152220	09/14/2011	FREEWAY AUTO SUPPLY	152.00
152221	09/15/2011	ATHENA COLLEGE OF BEAUTY	62,420.76
152222	09/15/2011	ROCKHURST UNIVERSITY CONTINUING EDUCATION	1,000.00
152223	09/15/2011	ACBO ASSOCIATION OF CHIEF	285.00
152224	09/15/2011	ACHRO/EEO ATTN: RUTH CORTEZ	75.00
152225	09/15/2011	BAHIA RESORT HOTEL	247.50
152226	09/15/2011	BAHIA RESORT HOTEL	247.50
152227	09/15/2011	BAHIA RESORT HOTEL	247.50
152228	09/15/2011	BAHIA RESORT HOTEL	247.50
152229	09/15/2011	CACN	235.00
152230	09/15/2011	2011 CPPA CONFERENCE HOWARD CHAN, TREAS.	1,179.00
152231	09/15/2011	CCCCIO C/O CLAIRE BIANCALANA	315.00
152232	09/15/2011	CCCEOPSA	250.00
152233	09/15/2011	CCCEOPSA KETMANI KOUANCHAO	250.00
152234	09/15/2011	CCCEOPSA KETMANI KOUANCHAO	250.00
152235	09/15/2011	CCCEOPSA KETMANI KOUANCHAO	250.00
152236	09/15/2011	CESA	550.00
152237	09/15/2011	THE CLIFFS RESORT	325.00
152238	09/15/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	500.00
152239	09/15/2011	DARRELL DEETER	1,000.00
152240	09/15/2011	EMBASSY SUITES TEMECULA VALLEY	289.06 *
Cancelled on 09/29/2011. Cancel Register # AP09292011B			
152241	09/15/2011	RUSSELL HAMILTON	384.78 *
Cancelled on 09/22/2011. Cancel Register # AP09222011D			
152242	09/15/2011	CROWNE PLAZA	367.89
152243	09/15/2011	KIMBERLY KEYTON	99.00
152244	09/15/2011	BRUCE R. KINGHORN	92.11
152245	09/15/2011	JENNA MC CARTY	1,051.37
152246	09/15/2011	DR. WILLIAM ROLEY	1,027.44
152247	09/15/2011	GLENN ROQUEMORE	36.10
152248	09/15/2011	MARTINE WEHR	348.28
152249	09/15/2011	WELLS FARGO #2078	164.45
152250	09/15/2011	THE WESTGATE HOTEL	604.14
152251	09/15/2011	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	17,500.00
152252	09/16/2011	A-1 AWARDS	45.26
152253	09/16/2011	A-1 TEXTILES	595.60
152254	09/16/2011	ACUSHNET COMPANY	763.02

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Check Number	Check Date	Pay to the Order of	Check Amount
152255	09/16/2011	AMSTERDAM PRINTING & LITHO	739.47
		Unpaid Sales Tax	49.40
		Expensed Amount	788.87
152256	09/16/2011	APPLE COMPUTER INC.	283.39
152257	09/16/2011	LEE ARMSTRONG CO., INC.	16,987.00
152258	09/16/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	511.14
152259	09/16/2011	DR. ROBERT BRAMUCCI	25.63
152260	09/16/2011	BUDDY'S ALL STARS	1,129.05
152261	09/16/2011	CAL CONE ZONE INSTRUCTORS	650.00
152262	09/16/2011	CAROLINA BIOLOGICAL SUPPLY	903.05
152263	09/16/2011	CDW GOVERNMENT, INC.	396.14
152264	09/16/2011	CLARK SECURITY PRODUCTS INC.	101.29 *
Cancelled on 09/16/2011. Cancel Register # AP09162011C			
152265	09/16/2011	COMPUTERLAND	22,728.00
152266	09/16/2011	CROWN VALLEY SELF STORAGE	379.85
152267	09/16/2011	ARLEEN ELSE ROAD	32.31
152268	09/16/2011	LAURA ABRAMS	14.99
152269	09/16/2011	KATE ALDER	70.82
152270	09/16/2011	CHU, HENCELYN	64.44
152271	09/16/2011	CHERYL CLAVEL	44.96
152272	09/16/2011	G/M BUSINESS INTERIORS	3,600.24
152273	09/16/2011	GRANICUS, INC.	1,075.00
152274	09/16/2011	GREEN THUMB INTERNATIONAL	54.16
152275	09/16/2011	HAIR CALIFORNIA BEAUTY ACADEMY	9,530.50
152276	09/16/2011	HIRSCH PIPE & SUPPLY	630.65
152277	09/16/2011	HSACCC SHASTA COLLEGE	150.00
152278	09/16/2011	BICHTUYEN JENSEN	29.70
152279	09/16/2011	PIPS C/O KEENAN & ASSOCIATES	167,733.00
152280	09/16/2011	XPEDX/Kirk	706.01
152281	09/16/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	795.96
152282	09/16/2011	MARC LEVINSON	33.30 *
Cancelled on 10/03/2011. Cancel Register # AP10032011B			
152283	09/16/2011	LIEBERT CASSIDY WHITMORE	1,505.60
152284	09/16/2011	TEDDI LORCH	46.68
152285	09/16/2011	LORI MANGELS	183.82
152286	09/16/2011	ANITA MC DONALD	44.96
152287	09/16/2011	MICRO CENTER A/R	645.55
152288	09/16/2011	KEVIN O'CONNOR	41.07
152289	09/16/2011	ORKIN PEST CONTROL 711	1,284.00
152290	09/16/2011	U.S. EQUIPMENT CO., INC.	1,977.31
152291	09/16/2011	XEROX CORP.	15,096.76
152292	09/16/2011	XEROX CORP.	254.55
152293	09/19/2011	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	3,497.60
152294	09/19/2011	ALERT SERVICES, INC.	6,859.83
152295	09/19/2011	BigSigns.com	5,959.67
		Unpaid Sales Tax	449.09
		Expensed Amount	6,408.76
152296	09/19/2011	BLICK ART MATERIALS	405.30

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152297	09/19/2011	BRAND ATHLETICS	9,124.80
152298	09/19/2011	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	2,394.89
152299	09/19/2011	CCCCIO C/O CLAIRE BIANCALANA	300.00
152300	09/19/2011	CDW GOVERNMENT, INC.	418.06
152301	09/19/2011	CLARK SECURITY PRODUCTS INC.	101.29
152302	09/19/2011	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	20,151.41
152303	09/19/2011	COX COMMUNICATIONS	301.79
152304	09/19/2011	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	64.00
152305	09/19/2011	DISPENSING SOLUTIONS, INC.	229.04
152306	09/19/2011	DRS. FOSTER & SMITH	195.10
		Unpaid Sales Tax	15.12
		Expensed Amount	210.22
152307	09/19/2011	EBSCO SUBSCRIPTION SERVICE	1,597.22
152308	09/19/2011	ELENCO ELECTRONICS INC.	33.90
		Unpaid Sales Tax	2.01
		Expensed Amount	35.91
152309	09/19/2011	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,462.52
152310	09/19/2011	CACN	235.00
152311	09/19/2011	G & K SERVICES	560.38
152312	09/19/2011	HITT MARKING DEVICES, INC.	79.30
152313	09/19/2011	HOLIDAY INN-OC AIRPORT	20,443.51
152314	09/19/2011	HOLLANDER GLASS, INC.	190.03
152315	09/19/2011	HOME DEPOT CREDIT SERVICES	4,617.04
152316	09/19/2011	IRVINE PIPE & SUPPLY	658.78
152317	09/19/2011	JACKSTIN JACKSON KELLY	3,000.00
152318	09/19/2011	LINKS SIGN LANGUAGE INTERPRETING SERVICES	386.00
152319	09/19/2011	MAIN GRAPHICS	3,673.46
152320	09/19/2011	RACHEL MANDERS	29.33
152321	09/19/2011	MARVAC ELECTRONICS	63.59
152322	09/19/2011	JENNA MC CARTY	110.29
152323	09/19/2011	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	607.06
152324	09/19/2011	MC KESSON MEDICAL SURGICAL	6,363.20
152325	09/19/2011	McLOGAN SUPPLY COMPANY, INC.	1,100.36
152326	09/19/2011	McMASTER CARR SUPPLY CO.	56.83
152327	09/19/2011	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
152328	09/19/2011	METALLIFEROUS	56.00
		Unpaid Sales Tax	4.34
		Expensed Amount	60.34
152329	09/19/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	2,392.05
152330	09/19/2011	SALLIE MILLER	120.00
152331	09/19/2011	MISSION PRINTING COMPANY	1,833.91
152332	09/19/2011	MODERN POSTCARD	145.30
152333	09/19/2011	MONOPRICE, INC.	160.08
152334	09/19/2011	MONSTERSLAYER, INC.	394.43
		Unpaid Sales Tax	29.09
		Expensed Amount	423.52

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Check Number	Check Date	Pay to the Order of	Check Amount
152335	09/19/2011	MUSCO LIGHTING	3,331.37
152336	09/19/2011	NANCY'S NOTIONS TACONY CORPORATION	315.57
		Unpaid Sales Tax 22.44	
		Expensed Amount 338.01	
152337	09/19/2011	NASCO MODESTO	317.60
152338	09/19/2011	NEUDESIC, LLC	22,755.00
152339	09/19/2011	NEWBEGINNINGS, INC. CATERING DIVISION	4,287.38
152340	09/19/2011	NU AGE DEVELOPMENT, INC.	3,997.00
152341	09/19/2011	O'REILLY AUTO PARTS	254.53
152342	09/19/2011	OAK CREEK GOLF CLUB	1,620.00
152343	09/19/2011	OC Treasurer-Tax Collector	210.00
152344	09/19/2011	ORANGE CO. FARM SUPPLY	550.60
152345	09/19/2011	OC IRON WORK	8,600.00
152346	09/19/2011	OC LB CONSORTIUM DR. MARY HOBUS/DIR OF NURSING	150.00
152347	09/19/2011	OPS DIAGNOSTICS, LLC	118.84
		Unpaid Sales Tax 8.29	
		Expensed Amount 127.13	
152348	09/19/2011	ORKIN PEST CONTROL 711	1,300.00
152349	09/19/2011	OXFORD UNIVERSITY PRESS ORDER DEPT.	2,680.34
152350	09/19/2011	THE WESTGATE HOTEL	604.14
152351	09/19/2011	SAN DIEGO GAS & ELECTRIC	53,556.49
152352	09/19/2011	SOUTHERN CALIFORNIA EDISON CO.	3,235.35
152353	09/19/2011	SOUTHERN CALIFORNIA EDISON CO.	86.77
152354	09/19/2011	SOUTHERN CALIFORNIA GAS CO.	12,365.93
152355	09/20/2011	AT & T	61.95
152356	09/20/2011	AT&T	5,631.03
152357	09/20/2011	AT&T	11.52
152358	09/20/2011	AT&T	11.34
152359	09/20/2011	AT&T	10.66
152360	09/20/2011	VERIZON	147.82
152361	09/20/2011	APPLE COMPUTER INC.	843.47
152362	09/20/2011	AUCA LOS ANGELES	40.09
152363	09/20/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	1,129.59
152364	09/20/2011	BLICK ART MATERIALS	304.86
152365	09/20/2011	BUDDY'S ALL STARS	196.11
152366	09/20/2011	CAROLINA BIOLOGICAL SUPPLY	1,259.64
152367	09/20/2011	CHAMPION CHEMICAL CO.	94.28
152368	09/20/2011	MIKE COLLINS	112.96
152369	09/20/2011	DAY & NIGHT DOOR SERVICE, INC	2,988.00
152370	09/20/2011	DISH NETWORK	70.96
152371	09/20/2011	FREEWAY AUTO SUPPLY	730.38
152372	09/21/2011	PARADISE BAKERY-MISSION VIEJO	496.21
152373	09/21/2011	LA NELL PEEBLES	7.18
152374	09/21/2011	PHOENIX GROUP	1,972.78
152375	09/21/2011	PING CO.	1,145.69
152376	09/21/2011	POLISHED IMAGE	21.01
152377	09/21/2011	PREP GEAR	396.61
152378	09/21/2011	PROAIR CONSTRUCTION SVCS. INC.	11,424.00

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Check Number	Check Date	Pay to the Order of	Check Amount
152379	09/21/2011	PSI-PAYPHONE STATIONS INNOVAT.	1,755.00
152380	09/21/2011	PURETEC	513.36
152381	09/21/2011	PYRO-COMM SYSTEMS	240.00
152382	09/21/2011	QUEZADA PRO LANDSCAPE, INC.	7,750.00
152383	09/21/2011	QUICK CAPTION	990.00
152384	09/21/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	16.68
152385	09/21/2011	ROSE BUSINESS FORMS CO. DBA ROSE PRINTING SERVICES, INC.	194.00
		Unpaid Sales Tax	13.95
		Expensed Amount	207.95
152386	09/21/2011	SAFEWAY INC/PAVILIONS	164.73
152387	09/21/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	52.32
152388	09/21/2011	SCIENCE KIT, INC.	15.38
152389	09/21/2011	SECURITAS SECURITY SVCS, USA	1,087.72
152390	09/21/2011	SEHI PROCOMP COMPUTER PRODUCTS	1,605.39
152391	09/21/2011	SIEMENS INDUSTRY INC.	543.25
152392	09/21/2011	SIGMA ALDRICH CHEMICAL CO.	51.95
152393	09/21/2011	SIMPLICITY PATTERN CO., INC.	12.45
		Unpaid Sales Tax	.96
		Expensed Amount	13.41
152394	09/21/2011	SMARTHOME	95.13
152395	09/21/2011	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	229.69
152396	09/21/2011	JENNIFER SNIDER	35.00
152397	09/21/2011	SO. ORANGE CO. COMM. COL.DIST	251.00
152398	09/21/2011	SOCCERKRAZE	8,649.59
152399	09/21/2011	SOUTHLAND INSTRUMENTS, INC.	411.63
152400	09/21/2011	SPECTRUM CHEMICAL MFG. CORP.	140.81
152401	09/21/2011	SUPERIOR PRESS	33.42
152402	09/21/2011	TECHNIC BUSINESS SOLUTIONS	370.54
152403	09/21/2011	THE TRAFFIC SAFETY STORE	877.19
		Unpaid Sales Tax	43.67
		Expensed Amount	920.86
152404	09/21/2011	THOMPSON ENAMEL, INC.	390.83
		Unpaid Sales Tax	28.81
		Expensed Amount	419.64
152405	09/21/2011	TIGER DIRECT C/O SYX SERVICES	1,031.52
		Unpaid Sales Tax	78.35
		Expensed Amount	1,109.87
152406	09/21/2011	TOMARK SPORTS, INC.	1,597.61
152407	09/21/2011	TOTAL AIR ANALYSIS INC.	5,325.00
152408	09/21/2011	TRI-AD	703.00
152409	09/21/2011	TROXELL COMMUNICATIONS, INC.	132.46
152410	09/21/2011	TURF TIRE DISTRIBUTORS	53.55
152411	09/21/2011	TUSTIN UNIFIED SCHOOL DISTRICT	500.00
152412	09/21/2011	USA MOBILITY WIRELESS, INC.	65.03
152413	09/21/2011	WARD'S NATURAL SCIENCE	819.63
152414	09/21/2011	W A X I E	221.26
152415	09/21/2011	WOODBIDGE HIGH SCHOOL	800.00
152416	09/21/2011	XEROX CORP.	251.36

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Check Number	Check Date	Pay to the Order of	Check Amount
152417	09/21/2011	XPEDX	13,541.37
152418	09/21/2011	GALLUP	6,000.00
152419	09/21/2011	GAUMARD SCIENTIFIC COMPANY	71.10
152420	09/21/2011	GKKWORKS	5,250.00
152421	09/21/2011	GOLF VENTURES WEST	422.32
152422	09/21/2011	W. W. GRAINGER	925.99
152423	09/21/2011	GREEN THUMB INTERNATIONAL	108.02
152424	09/21/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,150.00
152425	09/21/2011	HAITBRINK ASPHALT PAVING, INC.	4,810.00
152426	09/21/2011	HALO BRANDED SOLUTIONS	1,079.80
152427	09/21/2011	HD SUPPLY WATERWORKS	141.16
152428	09/21/2011	HIGHER ONE INC.	653.80
152429	09/21/2011	HIRSCH PIPE & SUPPLY	1,016.89
152430	09/21/2011	HITT MARKING DEVICES, INC.	28.39
152431	09/21/2011	CHRIS HOGSTEDT	208.85
152432	09/21/2011	ANTHONY HUNTLEY	197.12
152433	09/21/2011	HYDRO-SCAPE PRODUCTS, INC.	5,368.33
152434	09/21/2011	MOULTON-NIGUEL WATER DIST.	13,383.68
152435	09/21/2011	AMTECH ELEVATOR SERVICES	1,800.55
152436	09/21/2011	CAPT BUSINESS OFFICE	403.00
152437	09/21/2011	CAROLINA BIOLOGICAL SUPPLY	112.85
152438	09/21/2011	CINTAS CORPORATION	94.00
152439	09/21/2011	CINTAS DOCUMENT MANAGEMENT	159.50
152440	09/21/2011	DELL MARKETING L.P. C/O DELL USA L.P.	74.35
152441	09/22/2011	ADVANCE TEK	7,000.00
152442	09/22/2011	BAYLEY CONSTRUCTION	460,328.40
152443	09/22/2011	CATALYST CONSULTING	9,315.00
152444	09/22/2011	COMMUNITY BANK ATTN: L. BUHL-ESCROW 1623	51,147.60
152445	09/22/2011	CRESCENT SOLUTIONS	7,548.00
152446	09/22/2011	CRESCENT STAFFING, INC.	14,560.00
152447	09/22/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	178,730.23
152448	09/22/2011	EDGE DEVELOPMENT, INC.	296,978.00
152449	09/22/2011	ENAMIX, INC.	5,040.00
152450	09/22/2011	GKKWORKS	13,079.64
152451	09/22/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	39,820.00
152452	09/22/2011	MC KENNA LONG & ALDRIDGE, LLP	7,812.50
152453	09/22/2011	NEUDESIC, LLC	45,925.00
152454	09/22/2011	NIMBLE CONSULTING	9,750.00
152455	09/22/2011	PERCEPTIVE SOFTWARE, USA INC. ATTN: MARK PIERCE	1,406.25
152456	09/22/2011	JACK PLICET	1,747.50
152457	09/22/2011	RED STONE, INC	576.00
152458	09/22/2011	RGP PLANNING & DEVELOPMENT SERVICES	2,050.00
152459	09/22/2011	RR SYSTEMS, INC.	962.00
152460	09/22/2011	TORREY PINES BANK ATTN: ROSE RAMSDEN	32,997.00
152461	09/22/2011	SO. ORANGE CO. COMM. COL. DIST	11,272.07
152462	09/22/2011	A-1 AWARDS	106.67
152463	09/22/2011	ACADEMIC SENATE FOR CA COMMUNITY COLLEGES	1,902.40

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152464	09/22/2011	AGON SPORT LLC dba agonswim.com	2,095.00
		Unpaid Sales Tax	158.33
		Expensed Amount	2,253.33
152465	09/22/2011	AIRGAS WEST	114.06
152466	09/22/2011	AMBER MARINE	943.14
152467	09/22/2011	APPLE COMPUTER INC.	185.67
152468	09/22/2011	AVENTURA SAILING ASSOC.	765.00
152469	09/22/2011	BAKER & TAYLOR	86.16
152470	09/22/2011	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	114.22
152471	09/22/2011	BRAND ATHLETICS	839.08
152472	09/22/2011	BUDDY'S ALL STARS	320.93
152473	09/22/2011	STATE OF CALIFORNIA/PARKS AND RECREATION	475.00
152474	09/22/2011	CACCRAO SECRETARY ALLISON CURTIS	200.00
152475	09/22/2011	CAL PRO SPORTS	1,268.09
152476	09/22/2011	CAMPUS-VOTE/VOTE-NOW JAMES CLAIBORNE	695.00
152477	09/22/2011	CAROLINA BIOLOGICAL SUPPLY	2,183.36
152478	09/22/2011	COMPUTER PROTECTION TECHNOLOGYCORPORATE OFFICE	1,320.00
152479	09/22/2011	DANA POINT YACHT MAINTENANCE	63.80
152480	09/22/2011	DISH NETWORK	148.39
152481	09/22/2011	EBERHARD EQUIPMENT	552.10
152482	09/22/2011	EMCOR/Mesa Energy Systems	1,300.00
152483	09/22/2011	EMERALD MIRROR & GLASS	450.00
152484	09/22/2011	EWING IRRIGATION PRODUCTS	64.64
152485	09/22/2011	FORESTRY SUPPLIERS, INC.	262.12
		Unpaid Sales Tax	18.39
		Expensed Amount	280.51
152486	09/22/2011	CAROLYN FROST	150.00
152487	09/22/2011	FRY'S ELECTRONICS	546.28
152488	09/23/2011	OFFICEMAX CONTRACT INC.	5,786.45
152489	09/23/2011	TOD A. BURNETT	573.21
152490	09/23/2011	CASHIER DEPT. OF PESTICIDE REGULATION	60.00
152491	09/23/2011	RUSSELL HAMILTON	344.57
152492	09/23/2011	CHRISTIAN HANSON	161.63
152493	09/23/2011	DIANA HURLBUT	158.48
152494	09/23/2011	SANDY JEFFRIES	25.00
152495	09/23/2011	KIMBERLY KEYTON	752.54
152496	09/23/2011	HEIDI M. OCHOA	85.00
152497	09/23/2011	MELINDA SMITH	500.00
152498	09/23/2011	CDW GOVERNMENT, INC.	559.58
152499	09/23/2011	ENAMIX, INC.	4,900.00
152500	09/23/2011	ENVIRON	482.30
152501	09/23/2011	GKKWORKS	1,050.00
152502	09/23/2011	HAITBRINK ASPHALT PAVING, INC.	4,920.00
152503	09/23/2011	HALL & FOREMAN, INC. % LINDA SANDUSKY, PROJ.MGR.	17,446.21
152504	09/23/2011	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
152505	09/23/2011	JOYCE INSPECTION & TESTING	6,720.00
152506	09/23/2011	MC CARTHY BUILDING COMPANIES	16,666.00

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Check Number	Check Date	Pay to the Order of	Check Amount
152507	09/23/2011	NEUDESIC, LLC	45,552.50
152508	09/23/2011	PUBLIC ECONOMICS, INC.	4,753.88
152509	09/23/2011	R2A ARCHITECTURE	2,204.37
152510	09/23/2011	REPRO XPRESS	22.64
152511	09/23/2011	RGP PLANNING & DEVELOPMENT SERVICES	27,497.53
152512	09/23/2011	TRANE U.S. INC.	1,211.27
152513	09/23/2011	AERA ENGINE REBUILDERS ASSN.	232.00
152514	09/23/2011	AFFILIATED COMPUTER SERVICES	175.65
152515	09/23/2011	BACK STAGE	106.67
152516	09/23/2011	MARK BORDELON	104.77
152517	09/23/2011	C.T.I./VALUELINE	659.94
152518	09/23/2011	JUDY CANADA	50.00
152519	09/23/2011	CLUB CAR, INC.	384.51
152520	09/23/2011	COMPREHENSIVE CONTROL SYSTEMS	2,128.00
152521	09/23/2011	JOHN DEERE LANDSCAPES, INC.	12,695.88
152522	09/23/2011	DELL MARKETING L.P. C/O DELL USA L.P.	575.26
152523	09/23/2011	DRILLSPOT.COM	898.30
Unpaid Sales Tax			68.98
Expensed Amount			967.28
152524	09/23/2011	LISA ELSTON	27.37
152525	09/23/2011	ENTERPRISE RENT-A-CAR	487.29
152526	09/23/2011	FISHER SCIENTIFIC	8,835.18
152527	09/23/2011	BCH WATERWORKS	135.00
152528	09/26/2011	SOUTHERN CALIFORNIA EDISON CO.	13,061.28
152529	09/26/2011	SOUTHERN CALIFORNIA EDISON CO.	32,346.70
152530	09/26/2011	SOUTHERN CALIFORNIA GAS CO.	2,056.08
152531	09/26/2011	SOUTHERN CALIFORNIA GAS CO.	1,416.05
152532	09/26/2011	SOUTHERN CALIFORNIA GAS CO.	26.35
152533	09/26/2011	AT & T	26.72
152534	09/26/2011	VERIZON	333.39
152535	09/26/2011	ARAMARK	458.40
152536	09/26/2011	B & H PHOTO	198.90
Unpaid Sales Tax			15.41
Expensed Amount			214.31
152537	09/26/2011	CAMERON WELDING SUPPLY	1,722.73
152538	09/26/2011	CAROLINA BIOLOGICAL SUPPLY	1,020.50
152539	09/26/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	21.00
152540	09/26/2011	EWING IRRIGATION PRODUCTS	3,012.07
152541	09/26/2011	FISHER SCIENTIFIC	743.69
152542	09/27/2011	GUIDANCE SOFTWARE, INC.	648.42
152543	09/27/2011	HALO BRANDED SOLUTIONS	269.88
152544	09/27/2011	IBM CORPORATION	3,207.14
152545	09/27/2011	IMODULES SOFTWARE, INC.	24,750.00
152546	09/27/2011	IMPEX TECHNOLOGIES, INC.	2,250.00
152547	09/27/2011	INGARDIA BROTHERS PRODUCE, INC.	582.29
152548	09/27/2011	IRVINE RANCH WATER DIST.	18,122.20
152549	09/27/2011	JACK-X-CHANGE	73.83
152550	09/27/2011	JAMECO ELECTRONICS	341.85
152551	09/27/2011	JOHNSTONE SUPPLY	741.92

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Check Number	Check Date	Pay to the Order of	Check Amount
152552	09/27/2011	KNORR SYSTEMS, INC.	6,337.27
152553	09/27/2011	GARY I. KUSUNOKI	470.00
152554	09/27/2011	LASER SOURCE	182.10
152555	09/27/2011	LINKYO CORP dba supermediastore.com	703.44
152556	09/27/2011	LOOMIS, FARGO & COMPANY	594.19
152557	09/27/2011	TEDDI LORCH	6.03
152558	09/27/2011	MARK IV COMMUNICATIONS, INC.	2,112.23
152559	09/27/2011	MARSAN TURF & IRRIGATION SUPP.	1,229.43
152560	09/27/2011	MICRO CENTER A/R	1,163.65
152561	09/27/2011	MIDWEST TONGS	232.15
		Unpaid Sales Tax	16.65
		Expensed Amount	248.80
152562	09/27/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	369.59
152563	09/27/2011	MITCHELL1	999.00
152564	09/27/2011	MOBILE MODULAR MGMT. CORP.	12,936.00
152565	09/27/2011	MONOPRICE, INC.	69.43
152566	09/27/2011	MOULTON-NIGUEL WATER DIST.	12,413.50
152567	09/27/2011	MPACE/MOUNTAIN PACIFIC ASSOC OF COLLEGES & EMPLOYERS	150.00
152568	09/27/2011	MS ABRASIVE CLEANING EQUIPMENT	396.35
152569	09/27/2011	NASCO MODESTO	51.18
152570	09/27/2011	NEWBEGINNINGS, INC. CATERING DIVISION	298.54
152571	09/27/2011	OC REGISTER COMMERCIAL BILLING	1,888.00
152572	09/27/2011	ERIK JENSEN WIRED PLANET	637.50
152573	09/27/2011	KAPLAN EARLY LEARNING COMPANY	1,004.68
152574	09/27/2011	ORKIN PEST CONTROL 711	93.60
152575	09/27/2011	PARADIGM, INC.	5,485.59
152576	09/27/2011	PARKWAY LAWNMOWER SHOP	84.69
152577	09/27/2011	PASCO SCIENTIFIC	850.48
152578	09/27/2011	J.W. PEPPER & SON, INC.	1,241.21
152579	09/27/2011	MARK PETERSEN	50.51
152580	09/27/2011	PHOENIX GROUP	553.08
152581	09/27/2011	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
152582	09/27/2011	PITNEY BOWES PRESORT SERVICES	713.39
152583	09/27/2011	PORT SUPPLY	6.06
152584	09/27/2011	PORTLAND COMMUNITY COLLEGE AM 126	12,113.19
152585	09/27/2011	PROGRESSIVE BUSINESS PUBLICATIONS, INC.	195.00
152586	09/27/2011	RAYVERN LIGHTING SUPPLY CO.	320.83
152587	09/27/2011	REFRIGERATION SUPPLIES DIST.	406.12
152588	09/27/2011	RELATIONSHIP RESEARCH FOUNDATION, INC.	500.00
152589	09/27/2011	S & B FOODS CATERING DIVISION	112.01
152590	09/27/2011	SALLY BEAUTY CO. INC. STORE ACCOUNT	492.05
152591	09/27/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	418.12
152592	09/27/2011	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296 M.A. 2961311	27.96
152593	09/27/2011	SCIENCE KIT, INC.	95.04
152594	09/27/2011	GUISELLE SCOTT	630.00
152595	09/27/2011	CHARLES C. STILL SECURE LIVE SCAN	90.00
152596	09/27/2011	SEHI PROCOMP COMPUTER PRODUCTS	269.26

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Check Number	Check Date	Pay to the Order of	Check Amount
152597	09/27/2011	SHRED-IT CAMPO ENTERPRISES, INC.	244.00
152598	09/27/2011	SINGLEWIRE SOFTWARE, LLC	4,750.00
152599	09/27/2011	SMARDAN SUPPLY - EL MONTE	86.20
152600	09/27/2011	SMART LEVELS MEDIA	497.81
152601	09/27/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,095.16
152602	09/27/2011	STUDICA, INC.	6,726.21
152603	09/27/2011	SWANTJE TUOHINO	32.26
152604	09/27/2011	TUTTLE-CLICK FORD	95.77
152605	09/27/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	315.82
152606	09/27/2011	VWR INTERNATIONAL, INC.	1,910.47
152607	09/27/2011	WEST COAST TECHNOLOGY	2,135.00
152608	09/27/2011	ROBERT WADDINGTON	180.00
152609	09/27/2011	THE WALL STREET JOURNAL	403.42
152610	09/27/2011	WARD'S NATURAL SCIENCE	116.99
152611	09/27/2011	NINA WELCH	18.85
152612	09/27/2011	WHITE CAP INDUSTRIES	439.41
152613	09/27/2011	WILMAD/LAB GLASS	1,520.33
152614	09/27/2011	ZEEMAN CORPORATION	385.10
		Unpaid Sales Tax	26.35
		Expensed Amount	411.45
152615	09/27/2011	SAFEWAY INC/PAVILIONS	726.81
152616	09/27/2011	CAREER COMMUNICATIONS, INC.	1,137.00
		Unpaid Sales Tax	88.12
		Expensed Amount	1,225.12
152617	09/27/2011	CAROLINA BIOLOGICAL SUPPLY	22.95
152618	09/27/2011	CARIE CRUZ	630.00
152619	09/27/2011	FISHER SCIENTIFIC	2,104.18
152620	09/28/2011	ALL ELECTRONICS CORP.	27.65
152621	09/28/2011	ARAMARK	633.52
152622	09/28/2011	ART SUPPLY WAREHOUSE	24.31
152623	09/28/2011	ATKINSON, ANDELSON, LOYA, RUUD	34,379.35
152624	09/28/2011	B & H PHOTO	1,327.00
		Unpaid Sales Tax	102.84
		Expensed Amount	1,429.84
152625	09/28/2011	BIO CORPORATION	82.93
		Unpaid Sales Tax	6.43
		Expensed Amount	89.36
152626	09/28/2011	BLICK ART MATERIALS	351.60
152627	09/28/2011	MIKE BROWN GRANDSTANDS	15,800.00
152628	09/28/2011	COAST FITNESS REPAIR SHOP	404.06
152629	09/28/2011	CoAEMSP	120.00
152630	09/28/2011	CONSOLIDATED ELECTRICAL DIST.	271.84
152631	09/28/2011	CORPORATE BUSINESS INTERIORS	3,322.21
152632	09/28/2011	DELL MARKETING L.P. C/O DELL USA L.P.	307.05
152633	09/28/2011	DirecTV	99.99
152634	09/28/2011	YVETTE ESTRADA	50.00
152635	09/28/2011	FEDERAL EXPRESS	10.65
152636	09/28/2011	FISHER SCIENTIFIC	1,077.10
152637	09/29/2011	OFFICEMAX CONTRACT INC.	4,794.38

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152638	09/29/2011	LA NELL PEEBLES	40.98
152639	09/29/2011	PORT SUPPLY	114.68
152640	09/29/2011	QUEST DIAGNOSTICS	672.38
152641	09/29/2011	R2A ARCHITECTURE	1,598.63
152642	09/29/2011	KATE REALISTA      PERFORMING ARTS, FA 304	53.79
152643	09/29/2011	R & H THEATRICALS	7,109.50
152644	09/29/2011	ROTH CARNEY APC	7,502.50
152645	09/29/2011	FHEG - SADDLEBACK BOOKSTORE    STORE NO. 296 M.A. 296111	37,220.67
152646	09/29/2011	FHEG - SADDLEBACK BOOKSTORE    STORE NO. 296 M.A. 296211	569.73
152647	09/29/2011	FHEG - SADDLEBACK BOOKSTORE    STORE NO. 296 M.A. 2964411	282.57
152648	09/29/2011	SCIENCE KIT, INC.	750.11
152649	09/29/2011	THOMAS L. SMITH	73.10
152650	09/29/2011	DIEMMY TRAN	240.00
152651	09/29/2011	WALTERS WHOLESALE ELECTRIC	199.61
152652	09/29/2011	WARD'S NATURAL SCIENCE	72.79
152653	09/29/2011	WARE DISPOSAL CO., INC.	14,016.36
152654	09/29/2011	XPEDX	48,332.34
152655	09/29/2011	ACBO      ASSOCIATION OF CHIEF	285.00
152656	09/29/2011	ARIZONA BILTMORE HOTEL	1,080.60
152657	09/29/2011	DR. ROBERT BRAMUCCI	152.62
152658	09/29/2011	CCCAOE      ATTN: BOBBIE EDGIN	395.00
152659	09/29/2011	CCCAOE      ATTN: BOBBIE EDGIN	395.00
152660	09/29/2011	LEAGUE FOR INNOVATION	2,340.00
152661	09/29/2011	ORANGE COUNTY BUSINESS COUNCIL	800.00
152662	09/29/2011	LUCAS OCHOA	486.85
152663	09/29/2011	ANGELA OROZCO-MAHANEY	398.03
152664	09/29/2011	LARRY RADDEN	506.19
152665	09/29/2011	STEPHEN ROBERTSON	498.62
152666	09/29/2011	GLENN ROQUEMORE	234.79
152667	09/29/2011	SADDLEBACK COLLEGE	180.00
152668	09/29/2011	SOUTH COAST WINERY RESORT	467.80
152669	09/29/2011	WESTIN HOTEL SAN DIEGO	315.18
152670	09/29/2011	WESTIN HOTEL SAN DIEGO	315.18
152671	09/30/2011	XEROX CORP.	5,647.24
152672	09/30/2011	A GOOD SIGN AND GRAPHIC CO.	7,855.00
152673	09/30/2011	A GOOD SIGN AND GRAPHIC CO    AND ASI	82,207.00
152674	09/30/2011	ADVANCE TEK	7,700.00
152675	09/30/2011	AURALOG, INC.	560.00
Unpaid Sales Tax			38.75
Expensed Amount			598.75
152676	09/30/2011	CATALYST CONSULTING	10,125.00
152677	09/30/2011	CONDOR, INC.	139,919.28
152678	09/30/2011	GKKWORKS	25,513.62
152679	09/30/2011	JACKSON, DE MARCO, TIDUS, & PE	51,816.64
152680	09/30/2011	JOYCE INSPECTION & TESTING	6,560.00
152681	09/30/2011	NCM DEMOLITION & REMEDIATION	184,528.93

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

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152682	09/30/2011	NIMBLE CONSULTING	11,000.00
152683	09/30/2011	PB AMERICAS, INC.	3,434.56
152684	09/30/2011	R2A ARCHITECTURE	842.15
152685	09/30/2011	RED STONE, INC	8,487.00
152686	09/30/2011	RGP PLANNING & DEVELOPMENT SERVICES	15,478.75
152687	09/30/2011	SO CAL INDUSTRIES	705.10
152688	09/30/2011	SWRCB STORM WATER SECTION	375.00
152689	09/30/2011	UNITED SITE SERVICES OF CALIFORNIA, INC.	732.16
Total Number of Checks			695
			<b>5,786,134.15</b>

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	4	808.43
Net Issue		<b>5,785,325.72</b>

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	609	3,213,875.94
12	Child Development Fund	9	3,518.02
40	Capital Outlay Fund	65	2,195,772.32
68	Self-Insurance Fund	3	50,536.73
71	Retiree Benefit Fund	5	324,680.43
Total Number of Checks		691	5,788,383.44
Less Unpaid Sales Tax Liability			3,057.72
Net (Check Amount)			<b>5,785,325.72</b>

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

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010268	09/16/2011	COHEN-NAGLESTAD ENTERPRISES LLC	50.00
010269	09/16/2011	PETER COSMAKOS, LLC	5,922.08
010270	09/16/2011	DREAM BOOKS BELMA JOHNSON	100.00
010271	09/16/2011	KAYLAA FOX	333.76
010272	09/16/2011	GOOD TIMES TRAVEL, INC.	3,848.00
010273	09/16/2011	NATIONAL CAPITAL FUNDING STEVE DEXTER	166.50
010274	09/23/2011	COHEN-NAGLESTAD ENTERPRISES LLC	713.00
010275	09/23/2011	XEROX CORP.	562.54
010276	09/29/2011	EDUCATION TO GO	3,028.00
Total Number of Checks			9
			14,723.88

Includes checks for only Bank Account SC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	9	14,723.88
Total Number of Checks		9	14,723.88
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			14,723.88

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

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Checks Dated 09/07/2011 through 09/30/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008926	09/16/2011	ADAM MORAN	90.00
008927	09/16/2011	MAE TAN	20.00
008928	09/23/2011	LAURA PREEDGE	60.00
Total Number of Checks			3
			170.00

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	3	170.00
Total Number of Checks		3	170.00
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			170.00

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.

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

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**BACKGROUND**

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

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01594 through P12-01961 amounting to \$1,945,864.08 are submitted to the Board of Trustees for approval. Confirming requisitions dated September 7 through September 30, 2011 totaling \$74,015.46 are also submitted.

**RECOMMENDATION**

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

Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01594	SEHI PROCOMP COMPUTER PRODUCTS		Printer Cartridges	535.13
P12-01595	SEHI COMPUTER PRODUCTS, INC.		Toner for Sehi printer	211.88
P12-01596	XPEDX	SC WAREHOUSE	REPLENISH STORES STOCK	48,332.34
P12-01597	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		CTE Pencils	517.94
P12-01598	CHEF WORKS, INC.		Dept. Supplies	75.45
P12-01599	JAMECO ELECTRONICS		ELECTRONICS SUPPLIES	341.85
P12-01600	SIMS TREE HEALTH SPEC., INC.		DISEASE TREE ASSESSMENT	1,000.00
P12-01601	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Black barrel highlighter pen	553.43
P12-01602	DICK BLICK COMPANY		Maria Kiernan Fall 2011 Material Fees	316.02
P12-01603	DICK BLICK COMPANY		Dept Supplies	64.11
P12-01604	DICK BLICK COMPANY		Regina Hurley-Fall 2011-Fee Based Supplies	28.16
P12-01605	PASCO SCIENTIFIC		PHYSICS SUPPLIES	73.58
P12-01606	MOUSER ELECTRONICS INC.		PHYSICS SUPPLIES	52.11
P12-01607	CROWN FENCE		EXTERIOR FENCES FOR GROUNDS	2,571.00
P12-01608	HAITBRINK ASPHALT PAVING, INC.		CLEAN WASTE YARD	4,810.00
P12-01609	BOB PARRETT CONSTRUCTION		BGS, PE100, FA & CP REPAIRS	5,886.00
P12-01610	CARIE CRUZ		Co-trainer	700.00
P12-01611	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	SC Bridge Ren	BRIDGE RENOVATION	625.00
P12-01612	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Library ebooks per Ana Maria Cobos request	4,453.00
P12-01613	CROWN FENCE		FENCES FOR INSIDE GROUNDS WAREHOUSE BLDG	4,750.00
P12-01614	RESERVE ACCOUNT PITNEY BOWES	SC WAREHOUSE	FUNDS FOR POSTAGE	30,000.00
P12-01615	HOME DEPOT MISSION VIEJO STORE #614		BMW FOLDING TABLES	3,922.10
P12-01616	SEHI PROCOMP COMPUTER PRODUCTS		Faculty office printer	414.72
P12-01617	MONOPRICE, INC.		Data Switch Box for Teacher Station	69.43
P12-01618	ZEEMAN CORPORATION		Student Supplies	411.45
P12-01619	GOPHER SPORTS EQUIPMENT		MATS FOR LIFE FITNESS CENTER	550.83
P12-01620	K-LOG COMPANY		Dept. Resource	162.86
P12-01621	R2A ARCHITECTURE		ATHLETIC LOCKER ROOM RENOVATION	100.00
P12-01622	WARD'S NATURAL SCIENCE		Meteorology Lab Supplies	146.57
P12-01623	ORKIN EXTERMINATING, INC. ACURID	IVC Warehouse	Annual Maintenance: Bug Control	1,700.00
P12-01624	BRAVO SIGN & DESIGN		FINE ART ADA SIGNS	1,050.38

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.

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01625	W. W. GRAINGER	.	BUILDING MAINTENANCE SUPPLIES	500.00
P12-01626	CDW-G COMPUTER CENTERS	.	Toner for PE Demo Copier	418.06
P12-01627	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		FA POST REMEDIATION TESTING	1,300.00
P12-01628	LEE ARMSTRONG CO., INC.		CUT MEMORIAL BRICKS	408.00
P12-01629	LEE ARMSTRONG CO., INC.		CUT VET MEMORIAL BRICKS	250.00
P12-01630	FREY SCIENTIFIC		BIOLOGY SUPPLIES	2,213.54
P12-01631	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		BIOLOGY SUPPLIES	370.43
P12-01632	CAROLINA BIOLOGICAL SUPPLY		BIOLOGY SUPPLIES	2,217.66
P12-01633	BIO CORPORATION		BIOLOGY SUPPLIES	89.36
P12-01634	WARD'S NATURAL SCIENCE		BIOLOGY SUPPLIES	1,557.05
P12-01635	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	1,154.92
P12-01636	USA SCIENTIFIC		BIOLOGY SUPPLIES	166.53
P12-01637	APPLE SCIENTIFIC, INC.		BIOLOGY SUPPLIES	108.61
P12-01638	FISHER SCIENTIFIC		BIOLOGY SUPPLIES	3,597.64
P12-01639	DELTA BIOLOGICALS		BIOLOGY SUPPLIES	6,362.64
P12-01640	SCIENCE KIT, INC.		BIOLOGY SUPPLIES	1,079.39
P12-01641	FILMTOOLS	Bldg W/Com Arts	Grip Gear for Film/TV Production	659.26
P12-01642	GRAYBAR ELECTRIC CO.		ELECTRICAL SUPPLIES	1,675.73
P12-01643	SPORTS FIELD INSTALLATION		Maintenance of existing softball field	26,720.00
P12-01644	CAMERON WELDING SUPPLY		TRANSPORTATION EQUIPMENT	1,722.73
P12-01645	CCCWBCA MATT BORCHERT, TREASURER		CCCWBCA 2011-2012 Membership/W.Basketball	200.00
P12-01646	MARK IV COMMUNICATIONS, INC.		COMPLETION OF WIRING FOR PRESIDENT'S OFFICE	2,112.23
P12-01647	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND		Assessment/Placement Software Renewal	7,200.00
P12-01648	GILBERT & STEARNS, INC.		REWORK ELECTRICAL POWER/LIGHTING FOR A126 PROJECT	3,898.00
P12-01649	W. W. GRAINGER		Supplies for Electronics	157.36
P12-01650	A GOOD SIGN AND GRAPHIC CO.		Way-finding system	314,180.00
P12-01651	THE MICROSCOPE STORE		ANTHROPOLOGY SLIDES	134.91
P12-01652	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Instructional Supplies for Biochemistry Lab	1,279.25
P12-01653	J. M. McCONKEY CO.		GREENHOUSE SUPPLIES	23.47
P12-01654	COMPUTER PROTECTION TECHNOLOGY		Uninterruptible Power Systems Prev Maint Renewal	1,320.00
P12-01655	PASCO SCIENTIFIC		PHYSICS SUPPLIES	850.48
P12-01656	HAITBRINK ASPHALT PAVING, INC.		FA IMPROVEMENT	20,760.00
P12-01657	SIGMA-ALDRICH CHEMICAL CO.		CHEMICALS TO BE PHONED IN AS NEEDED	500.00
P12-01658	SPECTRUM LABORATORY PRODUCTS		CHEMICALS TO BE PHONED IN AS NEEDED	500.00
P12-01659	CENTER FOR DEMOGRAPHIC RESEARCH		Redistricting analysis services - Phase 2	13,028.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01660	GOVCONNECTION	Bldg W/Com Arts	Controller Cards for Mac Computers	128.35
P12-01661	LABWEAR.COM		CHEMISTRY SUPPLIES	671.60
P12-01662	B & H PHOTO	Bldg W/Com Arts	Firewire 800 cables for Vill 5-07	214.31
P12-01663	SMARTHOME		Electronic Supplies	95.13
P12-01664	NEWARK DRESSMAKER SUPPLY INC. DIVISION OF HOME SEW		Student Supplies	35.77
P12-01665	LASER SOURCE		Printer Cartridges	182.10
P12-01666	HIGHER ONE INC.		Monthly services financial aid disbursement	7,500.00
P12-01667	NATIONAL BUSINESS FURNITURE		Bookcase for Faculty Member Office	281.87
P12-01668	B & H PHOTO		Camcorder for Auto Tech	1,429.84
P12-01669	NASCO WEST INDUSTRIES, INC.		Dept Supplies	158.46
P12-01670	GOVCONNECTION		Extension cables for SM lobby kiosk	43.23
P12-01671	CROWN FENCE		POOL DECK FENCES	6,173.00
P12-01672	SEHI PROCOMP COMPUTER PRODUCTS		HP LaserJet P4015dn Printer (BS Division)	1,446.43
P12-01673	BAYSIDE AQUARIUM SUPPLY		BIOLOGY SUPPLIES	47.18
P12-01674	CAROLINA BIOLOGICAL SUPPLY		Instructional Supplies for Biochemistry Lab	1,987.01
P12-01675	POWER FORD TUSTIN		TRUCK MAINTENANCE/REPAIRS	500.00
P12-01676	FISHER SCIENTIFIC		MICROBIOLOGY MEDIA - REFRIGERATE ON ARRIVAL	1,766.00
P12-01677	FISHER SCIENTIFIC		Instructional Supplies for the Biochemistry Lab	609.93
P12-01678	ORION TELESCOPES & BINOCULARS		ASTRONOMY SUPPLIES	304.98
P12-01679	OCEANSIDE PHOTO & TELESCOPE		ASTRONOMY SUPPLIES	535.16
P12-01680	UNION ELECTRONIC DISTRIBUTORS		PROJECTOR LAMPS	2,645.53
P12-01681	MOUNTAIN MEDICAL		KNEA WHEELCHAIR RAMP	508.54
P12-01682	BRUCE RADLOFF MEDICAL DISCOUNT		BLOOD PRESSURE CUFFS AND STETHS FOR EMT STUDENTS	2,858.32
P12-01683	THE TAPE COMPANY		P2 Card for Media	797.15
P12-01684	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES		Academic Senate Annual Membership Dues	3,497.60
P12-01685	FORESTRY SUPPLIERS, INC.		GEOLOGY SUPPLIES	280.51
P12-01686	ADN DIRECTORS OF SO. CAL. CA ORG. DEG. NSG. PROG.		ADN MEMBERSHIP RENEWAL	100.00
P12-01687	HOME DEPOT MISSION VIEJO STORE #614		Supplies for astronomy	300.00
P12-01688	ATHENA COLLEGE OF BEAUTY		Cosmetology and Cosmetician Course Instruction	62,420.76
P12-01689	GARDEN GROVE KIA		CTE Collaborative Automotive Grant Kia Hybrid	31,936.51
P12-01690	IRONWOOD PLUMBING, INC.		CAFETERIA WOK PROJECT	1,815.00
P12-01691	CAREER COMMUNICATIONS, INC.		Various books--career center update	1,225.12

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01692	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	Globe/Holder	681.77
P12-01693	THE POWER TO PASS		Dept Resources	92.61
P12-01694	ORANGE COUNTY REGISTER		ADVERTISING - SOCIAL MEDIA	15,000.00
P12-01695	DELL MARKETING		Toner Cartridge for Career Center Printers	575.26
P12-01696	WILLIAMS RECORDING	.	Music Recording Services	2,500.00
P12-01697	CHENG & TSUI ORDERS DEPARTMENT	.	Audio CD's for Language Lab	223.71
P12-01698	THECHAIRSTORE.COM		Chair for Cosmetology Orientations	255.37
P12-01699	VWR INTERNATIONAL, INC.		CHEMISTRY SUPPLIES & CHEMICALS	5,243.71
P12-01700	KNORR SYSTEMS, INC.		ANNUAL POOL SUPPLIES	40,459.25
P12-01701	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES & CHEMICALS	16,928.18
P12-01702	WELLS FARGO #3317		ANTHROPOLOGY CAMERA	624.44
P12-01703	QUICK CAPTION		Captioning For Hearing Impaired Students	5,000.00
P12-01704	NAVIGATORS PRINT & DESIGN INC		Printing of A&R Forms	461.00
P12-01705	ISC BIOEXPRESS		Instructional Supplies for the Biochemistry Lab	221.94
P12-01706	TROXELL COMMUNICATIONS, INC.	.	Cabinet Workstation	487.03
P12-01707	McMASTER CARR SUPPLY COMPANY		PHYSICS SUPPLIES	124.20
P12-01708	HARDY DIAGNOSTICS		SUPPLIES FOR MICRO CLASS/MLT PROGRAM	926.06
P12-01709	LAB SAFETY SUPPLY INC.		SAFETY SUPPLIES & FEE BASED CHEMISTRY SUPPLIES	525.60
P12-01710	SALLIE MILLER		PRIDE CO-TRAINER	630.00
P12-01711	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON		NCMPR Membership Fee	450.00
P12-01712	NOTHING BUT AIR	.	For Reactor Cafe Sept. 22, Balloons	400.00
P12-01713	INTERACT COMMUNICATIONS, INC.		Research Services Payment (contract signing)	7,500.00
P12-01714	CROWN FENCE		ANTHROPOLOGY YARD	1,764.00
P12-01715	RELATIONSHIP RESEARCH FOUNDATION, INC.		TRAINER Bringing Baby Home Presentation	500.00
P12-01716	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY CHEMICALS	2,690.58
P12-01717	CAROLYN FROST		TRAINER FOR CAREGIVERS LECTURE	150.00
P12-01718	WILMAD/LAB GLASS		CHEMISTRY SUPPLIES	1,967.90
P12-01719	CAROLINA BIOLOGICAL SUPPLY		CHEMISTRY SUPPLIES & CHEMICALS	856.12
P12-01720	WARD'S NATURAL SCIENCE		CHEMISTRY CHEMICALS	810.39
P12-01721	SPECTRUM LABORATORY PRODUCTS		CHEMISTRY CHEMICALS	811.95

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

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01722	FREY SCIENTIFIC		CHEMISTRY SUPPLIES & CHEMICALS	648.96
P12-01723	SCIENCE KIT, INC.		CHEMISTRY SUPPLIES	327.90
P12-01724	STUDY IN THE USA INC.		Online Advertising for Int'l Student Prog.	2,540.00
P12-01725	DELL MARKETING		TONER 4 PRINTER	307.05
P12-01726	DLG REST. EQUIP. & CLOSEOUTS		Dept Supplies	242.45
P12-01727	WELLS FARGO #3317 (DISTRICT)		Cash register thermal rolls B & A Computer	48.33
P12-01728	WELLS FARGO #3317 (DISTRICT)		Library book per Elizabeth Horan	92.57
P12-01729	HD SUPPLY WATERWORKS BRANCH #594		IRRIGATION ANNUAL SUPPLIES	614.18
P12-01730	SEHI PROCOMP COMPUTER PRODUCTS		Ink for brochures	760.43
P12-01731	COAST FITNESS REPAIR SHOP		REPAIRS FOR LIFE FITNESS CENTER EQUIPMENT	2,509.42
P12-01732	MOBILE AIR COND. SOCIETY W.W.		A/C textbook	272.17
P12-01733	CAL PRO SPORTS		BASEBALLS FOR TEAM	1,454.30
P12-01734	WELLS FARGO #3317		Books	52.59
P12-01735	LIBRARY ADVANTAGE		Purchase supplies for EOPS book program	140.08
P12-01736	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business cards for Brooke Choo & Judy Henmi	72.19
P12-01737	ATOM ENGINEERING CONSTRUCTION		MAIN ELECT. ROOM, SITE DRAINAGE	223,398.00
P12-01738	THE RACK DEPOT, INC.		GROUND'S RACK	3,833.18
P12-01739	CAMPUS CONCERTS ATTN: PAT MAKI		Services for Musicians	2,000.00
P12-01740	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		* FELT PENNANTS FOR ISP OFFICE	639.41
P12-01741	DICK BLICK COMPANY		Dept Supply/Student Supply	173.69
P12-01742	MPACE/MOUNTAIN PACIFIC ASSOC OF COLLEGES & EMPLOYERS		Dues for MPACE	150.00
P12-01743	PACIFIC COLOR PRINTING DANIEL HUNG TRAN		SCHEDULE CARDS FOR IVC ATHLETICS	996.69
P12-01744	MODERN POSTCARD		Printing for Art Gallery	195.40
P12-01745	ONE SOURCE DISTRIBUTORS		ANNUAL ELECTRICAL SUPPLIES	6,572.88
P12-01746	MID-WEST LIGHTING		ANNUAL ELECTRICAL EQUIPMENT	5,951.17
P12-01747	TROXELL COMMUNICATIONS, INC.		Power Tower for A126	402.71
P12-01748	COMPUTER HEROES LLC		CTE Collaborative Hybrid Auto Laptop	4,192.38
P12-01749	DISH NETWORK Div of EchoStar Satellite		DISH NETWORK SERVICE	148.39
P12-01750	NASCO WEST INDUSTRIES, INC.		Dept. Supplies	133.73
P12-01751	RODGERS & HAMMERSTEIN		Rights/rentals "Joseph"	7,109.50
P12-01752	GANAHL LUMBER		FASHION STUDENT SUPPLIES	66.56
P12-01753	BRAND ATHLETICS		W XC/T&F Uniforms '11/'12	1,461.49

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01754	BRAND ATHLETICS		ADDITIONAL SOCCER SHORTS FOR WOMEN'S SOCCER	177.59
P12-01755	APPLE COMPUTER, INC. ATTN: HIEd SALES SUPPORT		Tere Fluegeman iPad wth cover	833.52
P12-01756	PARTS EXPRESS		Cable Duct	329.85
P12-01757	HAITBRINK ASPHALT PAVING, INC.		CURB W/HANDRAIL AT VIL 20	3,000.00
P12-01758	DISPLAYS 2GO		Window Displays for Box Office	434.79
P12-01759	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		FELT PENNANTS FOR ISP OFFICE	435.68
P12-01760	QUEZADA PRO LANDSCAPE, INC.		V-DITCH AT WAREHOUSE	6,500.00
P12-01761	LIVESCRIIBE		Grid notebook for livescribe pens	58.77
P12-01762	SANOFI PASTEUR		Medications Adacel	1,563.00
P12-01763	MITCHELL1		MITCHELL ON DEMAND SUBSCRIP RENEWAL	999.00
P12-01764	MONOPRICE, INC.		In-Ceiling Speaker for A126	196.95
P12-01765	WELLS FARGO #3317		Computer books	80.25
P12-01766	BRAND ATHLETICS		SB S'12/fill in pants/jerseys/new black jerseys	3,394.82
P12-01767	LASER SOURCE		Printer Toner for Fiscal Services Office	278.00
P12-01768	PRAXAIR		LIQUID NITROGEN FOR ASTRONOMY	100.00
P12-01769	ALL ELECTRONICS CORP.		ASTRONOMY SUPPLIES	27.65
P12-01770	GOODWILL INDUSTRIES OF ORANGE COUNTY		Interpreting services for DSPS students	5,000.00
P12-01771	SINGLEWIRE SOFTWARE, LLC		Telecom Informacast License Renewal	4,750.00
P12-01772	BACK STAGE		Annual renewal for print edition of Backstage West	106.67
P12-01773	KELLE COMPANY		Instructional dance costumes	500.00
P12-01774	BANNERSANDSIGNS.NET		Replacement name plate for faculty office	23.86
P12-01775	WESTERN GRAPHICS PLUS, INC.		Training Guides for Nov. Workshops	808.88
P12-01776	ACADEMIC SENATE FOR CALIF. COMMUNITY COLLEGES		Membership Dues 2011-2012	1,902.40
P12-01777	COMPUTERLAND		WIN SERVER LICENSES	1,408.00
P12-01778	CONSOLIDATED ELECTRICAL DIST.		ANNUAL ELECTRICAL SUPPLIES	6,877.25
P12-01779	GRAYBAR ELECTRIC CO.		ANNUAL ELECTRICAL SUPPLIES	6,826.95
P12-01780	PARKER LIGHTING		ANNUAL ELECTRICAL SUPPLIES	2,790.73
P12-01781	W. W. GRAINGER		ANNUAL ELECTRICAL SUPPLIES	1,857.87
P12-01782	CA COMMERCIAL LIGHTING SUPPLY		ANNUAL ELECTRICAL SUPPLIES	585.08
P12-01783	WEST-LITE SUPPLY CO.		ANNUAL ELECTRICAL SUPPLIES	403.79
P12-01784	RAYVERN LIGHTING SUPPLY CO.		ANNUAL ELECTRICAL SUPPLIES	320.83
P12-01785	CACCRAO SECRETARY ALLISON CURTIS		2011-2012 CACCRAO Institutional Membership Dues	200.00
P12-01786	GETTY IMAGES, INC.		Online Image Subscription	2,500.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01787	McKESSON GENERAL MEDICAL CORP		Medical Supplies	398.11
P12-01788	McKESSON GENERAL MEDICAL CORP		Medical	159.88
P12-01789	McKESSON GENERAL MEDICAL CORP		Medical supplies	80.73
P12-01790	McKESSON GENERAL MEDICAL CORP		Medical supplies	40.92
P12-01791	McKESSON GENERAL MEDICAL CORP		Supplies	1,434.25
P12-01792	CAMPUS-VOTE/VOTE-NOW JAMES CLAIBORNE		Campus-Vote.com election system subscription	695.00
P12-01793	COMPREHENSIVE CONTROL SYSTEMS,		Annual Maintenance : Copy Control	6,400.00
P12-01794	UNITED INTERIORS		MONITOR WALL MOUNT	240.95
P12-01795	ART SUPPLY WAREHOUSE		Dept Supplies Fashion	24.31
P12-01796	BAKER & TAYLOR BOOKS		Blanket PO to purchase books for IVC Library	10,000.00
P12-01797	GOVCONNECTION		Hard Drives for Laptops	98.70
P12-01798	ALLSTEEL, INC. % CORPORATE BUSINESS INTERIORS		Work Station	4,241.04
P12-01799	KAPLAN EARLY LEARNING COMPANY		MATERIALS FOR SC CDC	394.37
P12-01800	MIDWEST TONGS		FMO SUPPLIES	248.80
P12-01801	FISHER SCIENTIFIC		BIOCHEMISTRY LAB SUPPLIES	461.76
P12-01802	SIGMA-ALDRICH CHEMICAL CO.		BIOLOGY SUPPLIES	100.24
P12-01803	WARD'S NATURAL SCIENCE		BIOLOGY SUPPLIES	65.51
P12-01804	VEOLIA ES TECHNICAL SOLUTIONS, LLC		Annual Maintenance: Waste Removal	20,000.00
P12-01805	DANIEL SMITH, INC.		Student Art Supplies	2,713.53
P12-01806	U.S. DATA TRUST CORPORATION		Continuous OffSite Data Backup Service Vault Live	72,000.00
P12-01807	W. W. GRAINGER		MAINTENANCE SUPPLIES	187.16
P12-01808	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	SDI Board form For-A Switcher	2,337.93
P12-01809	NATIONAL ALLIANCE OF TWO YEAR COLLEGE ATHLETIC ADMINS.		NATYCAA Membership/Athl. Director and Chair	100.00
P12-01810	MARK PETERSEN		Reimbursement for Music Supplies and Keys	500.00
P12-01811	JOHN GOSS		Reimb. IVC M.Tennis coach/ITA membership	140.00
P12-01812	JAMES PUBLISHING, INC.		Library book per Ana Maria Cobos	57.80
P12-01813	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH		Legal/Professional Services	20,000.00
P12-01814	AMERICAN TIME & SIGNAL CO.		ANNUAL ELECTRICAL SUPPLIES	464.76
P12-01815	CPP, INC. DAVIES BLACK PUBLISHING		Strong College Profile Software, 1994 Ed #40437	522.00
P12-01816	VWR INTERNATIONAL, INC.		BIOCHEMISTRY LAB SUPPLIES	28.74
P12-01817	GUEST ARTISTS		Guest Artists Piano Benefit Recital	2,000.00
P12-01818	JUDY CANADA		PRIDE Panelist for Foster/Adopt Program	50.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01819	MUDDY ELBOW MANUFACTURING		Art Supplies, Sprockets	295.15
P12-01820	UNISOURCE WORLDWIDE		2 part NCR paper for DSPS notetaking	274.22
P12-01821	WALL STREET JOURNAL		Subscription renewal 2011/12.	403.42
P12-01822	PEPPER MUSIC COMPANY		Instructional Music	5,000.00
P12-01823	DELL MARKETING L.P. C/O DELL USA L.P.		Video Cards for Dell Workstations	1,212.08
P12-01824	GLAXO SMITH KLINE (GSK)		Vaccines	1,615.00
P12-01825	GUIDANCE SOFTWARE		Computer Forensics License Renewal	648.42
P12-01826	PACIFIC ALLIANCE CAPITAL, INC. WEST COAST TECHNOLOGY		SAN Dell Equallogic Maint Renewal	2,135.00
P12-01827	AERA ENGINE REBUILDERS ASSN.		Membership renewal	232.00
P12-01828	PASCO SCIENTIFIC		PHYSICS SUPPLIES	525.74
P12-01829	ARBOR SCIENTIFIC		PHYSICS SUPPLIES	52.15
P12-01830	ROBERT WADDINGTON		WorkshopTrainer for FKCE	420.00
P12-01831	DAVID MILLER		PRIDE Panelist	50.00
P12-01832	FOSTER CARE AUXILIARY OF OC		Workshop Trainer	480.00
P12-01833	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR NURSING	134.86
P12-01834	CDW-G COMPUTER CENTERS		Xerox 6500 Printer for Office of Instruction	463.33
P12-01835	STATE WATER RESOURCES CONTROL BOARD	IVC Great Lawn	RE: GREAT LAWN	375.00
P12-01836	PROGRESSIVE BUSINESS PUBLICATIONS, INC.		Renew Higher Education Legal Alert	195.00
P12-01837	BRAND ATHLETICS		SB S'12	1,060.34
P12-01838	REI		PHYSICS SUPPLIES	199.91
P12-01839	IMPEX TECHNOLOGIES, INC.		Load Balancing Support Renewal	2,250.00
P12-01840	SCANTRON CORPORATION		Scantron forms for Division use	266.06
P12-01841	SEHI PROCOMP COMPUTER PRODUCTS		SUPPLIES: TONER	431.69
P12-01842	BRAND ATHLETICS		W XC and TF S'12/F'12	2,602.76
P12-01843	BRAND ATHLETICS		WBB F'11/S'12 warmups	1,763.90
P12-01844	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO to Home Depot for Electricity supplies	500.00
P12-01845	HAITBRINK ASPHALT PAVING, INC.		FOR INSTALL OF NEW HAMMER THROW AREA	3,210.00
P12-01846	ELSEVIER SPECIAL MARKETS		NURSING SOFTWARE AND ANNUAL LICENSE	11,758.00
P12-01847	POWR-FLITE		Push Sweeper for PAC	262.55
P12-01848	COMPUTROLS, INC.		CP CONTROLS	54,221.76
P12-01849	CAIS		Student reference guides	1,435.23
P12-01850	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		PROXIMITY TAGS FOR BUILDING	181.63
P12-01851	SUREFIRE, LLC		BATTERIES	251.42
P12-01852	ARS ENTERPRISES		PREVENTIVE MAINTENANCE AGREEMENT (ARS TYPE 1)	2,992.50
P12-01853	ORANGE COUNTY REGISTER		Lariat's printing and delivery charges	15,000.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01854	COMMITTEE ON ACCRED. OF EDUC. PROGRAMS FOR EMS PROFESSIONS		ANNUAL ACCREDITATION FEE	120.00
P12-01855	SO CAL INDUSTRIES	IVC Great Lawn	LANDSCAPE PROJECT	1,056.02
P12-01856	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		INSTRUCTIONAL SUPPLIES FOR EMS/PARAMEDIC	700.00
P12-01857	YVETTE ESTRADA		PRIDE Panelist	150.00
P12-01858	OCEAN INSTITUTE		Advance pay for marine science field trip	900.00
P12-01859	MINN. MINING & MFG. CENTER CUSTOMER SERVICE		Service agreement renewal library detect. syst.	1,443.38
P12-01860	ARACELI TRUJILLO		PRIDE Panelist	100.00
P12-01861	HYDRO-SCAPE PRODUCTS, INC.		ANNUAL GROUNDS SUPPLIES	12,579.97
P12-01862	ALAN'S LAWNMOWER & GARDEN		ANNUAL GROUNDS SUPPLIES/EQUIPMENT	8,734.41
P12-01863	WELLS FARGO #1598		FlipBook Creator - Vendor: FlipPage Maker	108.95
P12-01864	GOVCONNECTION		Dual-drive Network Storage for Music Dept.	222.28
P12-01865	ALLSTAR MICROELECTRONICS, INC		NETWORK STORAGE SERVER	802.74
P12-01866	B & H PHOTO		Wireless Microphones	646.50
P12-01867	GUEST ARTISTS		Theatre Technical Staff Services	6,700.00
P12-01868	NORTHERN TOOL & EQUIPMENT CO.		ANNUAL GROUNDS SUPPLIES	1,273.56
P12-01869	PAR WEST TURF SERVICES INC.		ANNUAL GROUNDS SUPPLIES/EQUIPMENT	8,610.19
P12-01870	W. W. GRAINGER		ANNUAL GROUNDS SUPPLIES	6,500.99
P12-01871	BEN MEADOWS COMPANY ACCOUNT # 5252156		ANNUAL GROUNDS SUPPLIES	4,740.66
P12-01872	PARKWAY LAWNMOWER SHOP		ANNUAL GROUNDS SUPPLIES	2,690.80
P12-01873	JOHN DEERE LANDSCAPES, INC.		ANNUAL GROUNDS SUPPLIES	1,591.19
P12-01874	BISHOP COMPANY		ANNUAL GROUNDS SUPPLIES	1,297.59
P12-01875	A. M. LEONARD, INC.		ANNUAL GROUNDS SUPPLIES	564.02
P12-01876	COMMERCIAL LANDSCAPE SUPPLY		ANNUAL GROUNDS SUPPLIES	430.97
P12-01877	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA		Pay for Databases July 2011 to June 2012	33,366.01
P12-01878	COMPUTERLAND OF SILICON VALLEY		Microsoft Campus Agreement - SC, IVC & District	129,545.50
P12-01879	KE DESIGNS		Consultant for CA Career Cafe	15,000.00
P12-01880	SONIC FOUNDRY		Mediasite Software	12,430.00
P12-01881	JANINE C. CIRrito		Projects 253 & 263/NING Network development	15,000.00
P12-01882	ESSENCE ENTERTAINMENT		Guest Musician Services	15,000.00
P12-01883	DICK BLICK COMPANY		Javier Alvarez- Fee Based Supplies-Fall 2011	221.25
P12-01884	CLARK SECURITY PRODUCTS		LOCKSMITH SUPPLIES	313.28
P12-01885	JACC TIMI POEPELMAN, TREASURER		2011-2012 JACC Membership Renewal	500.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01886	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)		ONLINE TUTORIALS AND TESTS FOR NURSING	646.50
P12-01887	CAROLINA BIOLOGICAL SUPPLY		BIOLOGY SUPPLIES	334.83
P12-01888	MILLENNIUM BUSINESS SERVICES Marty Cohn		Bussiness Card for Tam Do	49.57
P12-01889	AARDVARK CLAY AND SUPPLIES		Purchase order for Supplies & Materials	933.30
P12-01890	PB AMERICAS, INC.		MAIN ELECTRICAL RM SITE DRAINAGE PROJECT	2,400.00
P12-01891	ORANGE COUNTY REGISTER		OC Register Renewal 07/24/11-01/24/12	184.90
P12-01892	LAGUNA GRAPHIC ARTS, INC.		Fast Facts Brochures - 2011	215.50
P12-01893	SCANTRON CORPORATION		5 new scanners and maintenance	40,179.28
P12-01894	SEHI PROCOMP COMPUTER PRODUCTS		LASER PRINTER VA OFFICE	464.56
P12-01895	COLLEGE BRAIN TRUST		District Strategic Plan Consulting Services	28,676.23
P12-01896	NEWPORT COMPUTER SOLUTIONS, INC		IBM post-warranty hardware maintenance	35,614.00
P12-01897	THE MAGELLAN GROUP DONALD L. RICKNER		Consulting Services for IVC Foundation	5,810.00
P12-01898	AlertSite		AlertSite Monitoring Services Renewal	9,420.00
P12-01899	INTENT DIGITAL LLC		Board Room Video Software Upgrades	4,979.00
P12-01900	COURTESY ROOFING VICTOR M. ORTIZ		ROOF PENETRATIONS TO SUPPORT CLOCK PROJECT	875.00
P12-01901	EMERSON WINTER		PRIDE Panelist	50.00
P12-01902	QUINN RENTAL SERVICES		GENERATOR RENTAL	1,091.51
P12-01903	HERCULES PORTABLE POWER, INC.		GENERATOR REPAIRS	2,324.84
P12-01904	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		VILLAGE 1 ROOF REPAIRS	12,000.00
P12-01905	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		VILLAGE 2 ROOF REPAIRS	10,000.00
P12-01906	MISSION PRINTING COMPANY		Presidential Letterhead	290.93
P12-01907	MISSION VIEJO GLASS		FINE ART GRAFFITI MIRRORS	2,290.00
P12-01908	HIRSCH PIPE & SUPPLY		ANNUAL PLUMBING EQUIPMENT	3,297.63
P12-01909	R.E. MICHEL CO., INC.		ANNUAL HVAC EQUIPMENT	1,788.17
P12-01910	W. W. GRAINGER		ANNUAL HVAC SUPPLIES	11,049.58
P12-01911	CONSUMERS PIPE & SUPPLY CO.		ANNUAL HVAC SUPPLIES	5,993.37
P12-01912	ADORAMA CAMERA		Student Supplies	324.28
P12-01913	BJB ENTERPRISES, INC.		Supplies for student projects	650.00
P12-01914	CAL PRO SPORTS		LAUNDRY STRAPS	690.74
P12-01915	W. W. GRAINGER		ANNUAL PLUMBING EQUIPMENT	11,183.56
P12-01916	SMARDAN SUPPLY - EL MONTE		ANNUAL PLUMBING EQUIPMENT	11,270.00
P12-01917	DIVERSIFIED BUSINESS SERVICES		T-SHIRTS FOR MEN'S BASKETBALL	337.90
P12-01918	DIVERSIFIED BUSINESS SERVICES		TOURNAMENT ITEMS FOR MEN'S BASKETBALL TOURNAMENT	822.70
P12-01919	HILTI		ANNUAL HVAC SUPPLIES	987.92
P12-01920	BERNADENE BLAHA		Guest Artist Services	1,500.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01921	G/M BUSINESS INTERIORS		MODESTY PANELS FOR A126 CONFERENCE ROOM TABLES	2,190.64
P12-01922	MATTHEW E. GREGORY		Stage Crew Services PAC	27.00
P12-01923	CCCCSSAA c/o BRUCE PATT		CCCCSSAA MEMBERSHIP	300.00
P12-01924	GEORGE T. HALL		ANNUAL HVAC SUPPLIES	3,541.60
P12-01925	SUPERIOR FILTRATION PRODUCTS		ANNUAL HVAC SUPPLIES	3,250.08
P12-01926	U.S. AIR CONDITIONING DISTRIBUTORS INC.		ANNUAL HVAC SUPPLIES	1,152.12
P12-01927	JOHNSTONE SUPPLY		ANNUAL HVAC SUPPLIES	993.83
P12-01928	IRVINE PIPE & SUPPLY		ANNUAL HVAC SUPPLIES	607.62
P12-01929	HIRSCH PIPE & SUPPLY		ANNUAL HVAC SUPPLIES	314.26
P12-01930	REFRIGERATION SUPPLIES DIST.		ANNUAL HVAC SUPPLIES	235.00
P12-01931	HEATING & COOLING SUPPLY		ANNUAL HVAC SUPPLIES	210.19
P12-01932	THE PATON GROUP		Instructional supplies for DMP	494.55
P12-01933	MONOPRICE, INC.		HDMI Products for Media Services	57.67
P12-01934	ASSN OF GOVERNING BOARDS OF UNIVERSITIES AND COLLEGES		AGB Book Order: Leading Change	76.54
P12-01935	MARINA MUSIC		Music	1,916.97
P12-01936	CAROLINA BIOLOGICAL SUPPLY		Disarticulated Human Skeleton Models	3,727.96
P12-01937	RIO GRANDE ALBUQUERQUE		Materials for Jewelry course	1,158.18
P12-01938	ELECTRON MICROSCOPY SCIENCES		CHEMISTRY SUPPLIES	6,090.94
P12-01939	MATS, MATS, MATS TINYINKLING.COM, LLC		Commercial entry mat for McKinney	466.99
P12-01940	CCCADA ATTN: KANOE BANDY		CCCADA Membership/K.Shackleford	100.00
P12-01941	BUDDY'S ALL STARS		Soccer vests for class	193.09
P12-01942	ALL ELECTRONICS CORP.		ELECTRONIC SUPPLIES	283.57
P12-01943	NORTHERN SAFETY COMPANY		Scene shop safety items	90.82
P12-01944	J. F. McCaughin CO.		Art Supplies	563.92
P12-01945	BRADLEY'S PLASTIC BAG CO.		Art Supplies	341.07
P12-01946	LEGION WEST PAPER		Art Supplies	458.85
P12-01947	LABEL MASTER		SAFETY SUPPLIES	191.90
P12-01948	NCLEX PROGRAM REPORTS SUBSCRIPTION DEPARTMENT		SUBSCRIPTION TO NCLEX RN REPORTS	300.00
P12-01949	EBERHARD EQUIPMENT		GROUPS EQUIPMENT	2,611.57
P12-01950	SCIENCE KIT, INC.		Plant for student project	39.29
P12-01951	MARK IV COMMUNICATIONS, INC.		INSTALL FOUR OUTDOOR RATED CABLES TO NEW TRAILER	812.60
P12-01952	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	443.56
P12-01953	INTERCOLLEGIATE TENNIS ASSOC. MEMBERSHIP DEPARTMENT		IVC W. TENNIS COACH/ITA MEMBERSHIP	170.00
P12-01954	COLLEGE ART ASSOCIATION GENERAL POST OFFICE		Membership Subscription-CAA	375.00
P12-01955	AMER. ASSOCIATION OF MUSEUMS AAM MEMBERSHIP DEPT.		Membership Subscription - AAM	100.00

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Includes P12-01594 - P12-01961

PO Number	Vendor Name	Site	Description	Account Amount
P12-01956	HEATHER SORENSEN		Sound Tech Services for Vaudeville 9/17/11	180.00
P12-01957	GUEST ARTISTS		Theatre Services	11,920.00
P12-01958	TRIBUNE MEDIA SERVICES C/O KYLE BROWNELL	Bldg W/Com Arts	Fee for including Saddleback on Cox Schedule	240.00
P12-01959	IRONWOOD PLUMBING, INC.		CAMPUS WIDE WATER HEATER REPLACEMENT	49,873.00
P12-01960	SHRED-IT		Destroy back-up tapes/computer media	335.00
P12-01961	FAWN TANRIVERDI		Advance payment for CARE Student Supply Kits	1,000.00
			<b>Total</b>	<b>368</b>
				<b>1,945,864.08</b>

## Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	355	1,617,533.76
12	Child Development Fund	1	394.37
40	Capital Outlay Fund	12	327,935.95
<b>Total</b>		<b>368</b>	<b>1,945,864.08</b>

## PO Changes

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

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Includes 09/07/2011 - 09/30/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01651	RUBY HAZZARD	ACHRO/EEO Conference: Ruby Hazzard	768.35
RQ12-01891	ELWIN KISHIMOTO	Repair of Glass Kilns-E.Kishimoto	132.00
RQ12-01931	PENNY SKAFF	Conference for Penny Skaff Matric Assoc	75.00
RQ12-01942	WELLS FARGO #3317	Microwave for Lab use	211.32
RQ12-01945	NEWBEGINNINGS, INC.	INT'L STUDENT OFFICE ORIENTATION f	322.66
RQ12-02007	GEORGINA GUY	**Conference for Georgina Guy	672.50
RQ12-02036	TRACY DALY	**Pre-pay for conferece: Workforce Development	100.00
RQ12-02094	TRACY DALY	Pre-pay for conf Workforce Development oct 13	100.00
RQ12-02104	RICHARD GROSCOST	CONF FOR GROSCOST	1,551.40
RQ12-02136	DAVIT S. KHACHATRYAN	**Conference for Davit Khachatryan	852.00
RQ12-02145	HEIDI M. OCHOA	Meals for faculty - Watson-Lancer 10/22,23 2011	730.00
RQ12-02158	DAVID BUGAY	* Conference for David Bugay	594.29
RQ12-02162	DR. CRAIG JUSTICE	CCCIO 2011 Fall Conference Exps for Craig Justice	1,275.00
RQ12-02181	MICHAEL JAMES	SEMINAR FOR MICHAEL JAMES	206.67
RQ12-02182	CHAMPION CHEMICAL CO.	CUSTODIAL SUPPLIES	94.28
RQ12-02188	DR. ROBERT BRAMUCCI	Conference expenses for Bob Bramucci 10/6-7	600.17
RQ12-02195	WELLS FARGO #1606	BRAKE LIGHT PARTS	25.86
RQ12-02200	DIANE PESTOLESI	COADN CONFERENCE	1,089.14
RQ12-02201	LORETTA M. NICCOLA	* COADN CONFERENCE	1,089.14
RQ12-02213	ORANGE CO. BUSINESS COUNCIL	IVC attendance at conference	800.00
RQ12-02216	HIRO KONISHI	Reimburse faculty for Studio Supplies	403.83
RQ12-02217	COACH AMERICA	* Bus for Emeritus Field Trip	958.87
RQ12-02219	SO. ORANGE CO. COMM. COL.DIST	R2T4 SUMMER 2011	163.00
RQ12-02225	S & B FOODS	Refreshments for 9/16/11 DLT Meeting	296.80
RQ12-02226	S & B FOODS	IVC2IVC Lecture Refreshments	42.83
RQ12-02230	ANTHONY HUNTLEY	Reimbursement for the Purchase of Lab Supplies	12.12
RQ12-02231	ANTHONY HUNTLEY	Reimbursement for the Purchase of Lab Supplies	27.50
RQ12-02235	BART MC HENRY	Mileage Reimbursement for Dean McHenry	82.30
RQ12-02250	ARLEEN ELSEROAD	Reimb. for purchase of calendar creator software	32.31
RQ12-02252	WILL GLEN	CONFERENCE FOR GLEN CCUPCA	475.00
RQ12-02253	ARLEEN ELSEROAD	New Matric Program Coordinators training	50.00
RQ12-02271	WELLS FARGO #1598	Literature Racks - Sign World U.S., Inc.	407.69
RQ12-02275	ANTHONY HUNTLEY	REIMBURSEMENT FOR LAB SUPPLIES (PALEO LAB)	185.00
RQ12-02279	CHRISTIAN HANSON	Reimburse Christian Hanson for HVAC Course	161.63
RQ12-02284	FRANCHISE TAX BOARD	Nonresident Withholding Payment	3,743.00
RQ12-02285	FRANCHISE TAX BOARD	Nonresident Withholding Payment	313.00
RQ12-02287	WILL GLEN	CONFERENCE FOR GLEN CESA	1,057.89
RQ12-02288	TURF TIRE DISTRIBUTORS	Tire for Police trailer	53.55
RQ12-02291	JOSE MAGANA THE BLACK BOOK DEPOT	Page Slicks	94.99
RQ12-02292	ALANNAH ORRISON ROSENBERG	Conference Reimbursement - A. Rosenberg	3,330.00
RQ12-02293	COLLETTE CHATTOPADHYAY	Conference Reimbursement - Collette Chattopadhyay	925.00
RQ12-02294	WELLS FARGO #4198	The Container Store - Student Supplies	423.69
RQ12-02298	POLISHED IMAGE	W Golf F'11 embroidery services	21.01

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Includes 09/07/2011 - 09/30/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02300	KEITH SHACKLEFORD	Pay in advance/CCCCAA Fall Meeting/K. Shackleford	130.00
RQ12-02304	PREP GEAR	W Golf F'11 hats	396.61
RQ12-02308	GLENN ROQUEMORE	Conference for Glenn Roquemore	219.00
RQ12-02311	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	LRC RENOVATION SC	2,335.00
RQ12-02312	LORI PARRA	CCCEOPSA annual fall conference	687.50
RQ12-02313	TERESA CAMACHO	CCCEOPSA Annual Fall Conference	687.50
RQ12-02315	TEDDI LORCH	Reimbursement for Postage	6.03
RQ12-02316	LA NELL PEEBLES	Reimburse for Postage	7.18
RQ12-02317	GOLDEN RAIN FOUNDATION LAGUNA WOODS VILLAGE	Balance from LWV CH3 Auditorium use	10.00
RQ12-02318	RACHEL MANDERS	Grant Mailing - Reimbursement	29.33
RQ12-02321	MARIA PANIAGUA	CCCEOPSA Annual Fall Conference	687.50
RQ12-02322	BETH MUELLER	ACBO Fall Conference B Mueller Oct 24-26	687.32
RQ12-02326	DR. ROBERT BRAMUCCI	Reimburse R. Bramucci for technology manuals	25.63
RQ12-02327	A-1 AWARDS	Office Signs / Plaques	106.67
RQ12-02337	KOLIN WILLIAMS	Conference Reimbursement-Student Veteran Success	530.00
RQ12-02338	LISA HESSE	Conference Reimbursement - Dietetic Association	426.88
RQ12-02339	CHRISTINE COY	Conference Reimbursement - Dietetic Association	500.00
RQ12-02341	TRACY BRYARS	Conference Reimbursement - Dietetic Association	500.00
RQ12-02342	SUZANNE D. HEWITT	Conference Reimbursement - Dietetic Association	835.13
RQ12-02344	TAMERA RICE	CONFERENCE REIMB. - B3 THE UNCONFERENCE	497.80
RQ12-02345	LORI HOOLIHAN	Conference Reimbursement - Dietetic Association	500.00
RQ12-02346	JOANNE DE MARCHI	Conference Reimbursement - Dietetic Association	500.00
RQ12-02348	DR. ROBERT BRAMUCCI	Travel Expenses-B. Bramucci	636.40
RQ12-02349	CONNIE JACKSON	Conference Reimbursement - CSU-Comm Coll Counselor	65.00
RQ12-02350	PAMELA PATTERSON	Conference Reimbursement - CAPED 2011	229.00
RQ12-02351	LARRY RADDEN	Conference Reimbursement - Nat'l Comm Assoc	1,000.00
RQ12-02352	LINDA CALL	Conference Reimbursement - Nat'l League Nursing	1,000.00
RQ12-02353	LINDA GLEASON	Conference Reimbursement - Nat'l League Nursing	1,000.00
RQ12-02354	LORETTA M. THARPE	Conference Reimbursement - Nat'l League Nursing	1,000.00
RQ12-02355	JIM GASTON	Travel Expenses-J. Gaston	476.40
RQ12-02356	DIANE PESTOLES	Conference Reimbursement - Nat'l League Nursing	1,000.00
RQ12-02357	BARBARA HUGGINS	Conference Reimbursement - Amer Psych Nurse Assoc	675.00
RQ12-02358	JENNIFER HEDGECK	Conference Reimbursement - Inter-Disciplin-Madness	1,000.00
RQ12-02359	SHARON EILEEN TASH	Conference Reimbursement - English Council of CA	500.00
RQ12-02362	DEPT. OF PESTICIDE REGULATION	BRIAN MCMAHON PESTICIDE CERTIFICATION	60.00
RQ12-02363	A-1 AWARDS	Name plates for Board meeting governance table	45.26
RQ12-02365	DONNA RANE-SZOSTAK	CONFERENCE REIMB - "B3 THE UNCONFERENCE"	547.80

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Includes 09/07/2011 - 09/30/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02367	RICHARD GROSCOST	Reimburse Groscost - 9/11 Event	14.99
RQ12-02369	ERIC KUDELL	Reimbursement - Server Room Project	40.12
RQ12-02372	HEIDI M. OCHOA	Conference Reimbursement - PSCFA Coaches	85.00
RQ12-02375	XEROX CORP.	Copier staples	251.36
RQ12-02377	S & B FOODS CATERING DIVISION	Lunch for Instructiona Council Meeting on 9/30/11	431.00
RQ12-02378	PAUL BONKOWSKI	* SEMINAR FOR PAUL BONKOWSKI	206.67
RQ12-02379	STEPHEN ROBERTSON	Conference Reimbursement-PSCFA	498.62
RQ12-02381	PARADIGM, INC.	Printing of IVC Fall 2010 Diplomas & Certificates	5,485.59
RQ12-02391	HIRO KONISHI	Reimburse faculty for studio supplies	222.99
RQ12-02394	MARK BORDELON	Reimbursement for field trip studies costs	104.77
RQ12-02405	LUCAS OCHOA	Conference Reimbursement-PSCFA	486.85
RQ12-02406	LARRY RADDEN	Conference Reimbursement - PSCFA	506.19
RQ12-02424	NINA WELCH	Reimbursement for ticket office envelopes	18.85
RQ12-02426	DIANE MC GROARTY	Reimbursement to Faculty - FASH 148 Supplies	32.31
RQ12-02427	LISA ELSTON	Reimbursement to Faculty - FASH 100 Supplies	27.37
RQ12-02428	SWANTJE TUOHINO	Reimbursement to Faculty - FASH 120 Supplies	32.26
RQ12-02445	COACH AMERICA	* Bus for El Field Trip Oct 12	1,030.31
RQ12-02463	KATE REALISTA PERFORMING ARTS, FA 304	Reimbursement for chili booth supplies (outreach)	53.79
RQ12-02465	CATHERINE BERES	Reimbursement for laptop batteries	79.71
RQ12-02466	BAKER & TAYLOR	Library book per Ana Maria Cobos	13.63
RQ12-02469	BAKER & TAYLOR	Library DVD per Elizabeth Horan	86.16
RQ12-02472	CHAMPION CHEMICAL CO.	CUSTODIAL SUPPLIES	188.56
RQ12-02475	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty for purchase of supplies	22.63
RQ12-02485	FHEG IVC BOOKSTORE STORE NO. 895 M.A 52	EOPS Bookstore Billing	3,083.16
RQ12-02486	MELANIE HAERI	Cross Discipline Norming Workshop	200.00
RQ12-02497	DR. CRAIG JUSTICE	CCCCIO Executive Board Meeting exp. for C. Justice	482.00
RQ12-02499	LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB	Art Supplies for Fall 2011 Art Classes at LWV	4,245.00
RQ12-02502	NEWBEGINNINGS, INC. CATERING DIVISION	Refreshments for 3/9/11 Special Meeting	72.32
RQ12-02504	MARILYN K. LANTZ	Computer bootcamp 9-30-11 thru 10-21-11	260.00
RQ12-02506	GAYLE'S EMBROIDERY	EMBROIDERY FOR MEN'S BASKETBALL	200.00
RQ12-02513	DAVID D. GATEWOOD	CCCAOE Fall Conference - D. Gatewood	1,100.00
RQ12-02514	BRUCE SOBCHAK	CCCAOE Conference - B. Sobczak	850.00
RQ12-02516	KATE ALDER	CCCAOE Fall Conference - K. Alder	850.00
RQ12-02519	COAST FITNESS REPAIR SHOP	Fitness Equipment Repair	404.06
RQ12-02525	COACH AMERICA	* Bus for Emeritus Trip 10/6 booked	925.10
RQ12-02529	FHEG - SADDLEBACK BOOKSTORE	Bookstore Billing	569.73
RQ12-02530	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	CARE bookstore billing	282.57
RQ12-02532	NEWBEGINNINGS, INC.	K-12 Partnership Catering	1,252.59
RQ12-02534	LA NELL PEEBLES	Reimburse for postage	40.98
RQ12-02535	GARY RYBOLD	Conference Reimbursement - PSCFA - G. Rybold	523.16
RQ12-02536	MICHELLE SCHARF	Conference Reimbursement - UC Couns - M. Scharf	40.00

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Includes 09/07/2011 - 09/30/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02537	JULIE KIRK	Conf Reimb - 39th Incont Nazionale Madonn- J. Kirk	994.93
RQ12-02544	COACH AMERICA	* bus trip 10/12	1,366.00
RQ12-02551	W. MIKE DALE	Reimbursement - Shop Related Item	88.69
RQ12-02558	THOMAS L. SMITH	Reimburse for items purchased - CMT Classes	73.10
RQ12-02559	ROBERT CHABOYA	Reimbursement for electricity supplies	67.14
RQ12-02577	DOROTHY GARANT	Expense Reimburs - Kinesiology and Yoga Class Supp	72.98
RQ12-02580	ORANGE COUNTY BUSINESS COUNCIL	Pre-pay for conference: Economic Forecast	140.00
RQ12-02582	MADELYN JOHNSTON-PLESCIA CREATIONS BY MADELYN	Flowers for the Annual State of College Mtg	144.00
RQ12-02583	TIM HARDY	Tire machine repair	243.75
RQ12-02585	CARMENMARA HERNANDEZ-BRAVO	Instructional supplies-Spanish DVDs	108.06
RQ12-02586	VERIZON WIRELESS GOVERNMENT ACCOUNTS	Final invoice to be paid and close out Verizon	132.94
RQ12-02588	LARRY RADDEN	DPS-Speech Dept. Manuscripts	33.82
RQ12-02591	MICHAEL BENNETT	SUPPLIES FOR KNEA AREA	23.56
RQ12-02592	KATHLEEN WERLE	Reimbursement for books	152.85
RQ12-02593	JULIE ANDERSON	Reimbursement; BIO 20 supplies	12.87
RQ12-02603	WELLS FARGO #1606	Filter cards for theatre	400.00
RQ12-02608	WELLS FARGO #2078	Subscription to Orange County Business Journal	89.00
RQ12-02622	A LASER PRINTER SERVICE	Repair to FAX in Payroll	146.55
RQ12-02624	WELLS FARGO #3317 (DISTRICT)	Apple Store	29.99
RQ12-02645	ARLENE THOMAS	Reimbursement to Faculty	177.17
RQ12-02646	HALEY NGUYEN	Reimburse Faculty for Student Supplies, Groceries.	97.96
RQ12-02676	KATHLEEN WERLE	Reimbursement for paper - Accreditation Report	28.97
		<b>Total</b>	<b>143</b>
			<b>74,015.46</b>

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	141	71,367.46
12	Child Development Fund	1	313.00
40	Capital Outlay Fund	1	2,335.00
Total		143	<u>74,015.46</u>

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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Transfer of Budget Appropriations  
**ACTION:** Ratify

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**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
BR12-00036	01-5173-1-241-1-058-036-1305	LECTURER/GUEST SPEAKER	2,320.00	
	01-5691-1-241-1-058-036-1305	FIELD TRIPS/TOURS	2,000.00	
	01-5811-1-241-1-058-036-1305	CONTRACT SERVICES	6,000.00	
	01-2342-1-241-1-055-011-0604	NON-INSTR CLASS, OT		3,320.00
	01-4600-1-241-1-055-011-0604	NON-INSTR SUPPLIES & MATERIALS		1,000.00
	01-5271-1-241-1-055-011-0604	DISTRICT EVENTS		2,000.00
	01-5811-1-241-1-055-011-0604	CONTRACT SERVICES		4,000.00
			<b>10,320.00</b>	<b>10,320.00</b>
BR12-00037	01-6411-2-086-1-054-033-1230	NEW EQUIP TECHNOLOGY	7,912.00	
	01-5270-2-086-1-054-033-1230	CONFERENCE		7,912.00
			<b>7,912.00</b>	<b>7,912.00</b>
BR12-00039	01-4600-0-000-1-055-084-6891	NON-INSTR SUPPLIES & MATERIALS	5,500.00	
	01-5830-0-000-1-055-084-6891	ADVERTISING	4,500.00	
	01-5321-0-000-1-055-084-6891	ROYALTY FEES		10,000.00
			<b>10,000.00</b>	<b>10,000.00</b>
BR12-00042	95-4600-D-M37-1-036-000-6450	NON-INSTR SUPPLIES & MATERIALS	10,395.00	
	95-5811-D-M37-1-036-000-6450	CONTRACT SERVICES		10,395.00
			<b>10,395.00</b>	<b>10,395.00</b>
BR12-00043	01-1415-1-006-4-080-093-0502	HR NCLSRM FAC STI	1,200.00	
	01-1415-1-006-4-080-093-0502	HR NCLSRM FAC STI	1,800.00	
	01-1415-1-006-4-080-093-1008	HR NCLSRM FAC STI	2,400.00	
	01-1415-1-006-4-080-093-6310	HR NCLSRM FAC STI	3,000.00	
	01-1415-1-006-4-080-093-6310	HR NCLSRM FAC STI	23,406.00	
	01-1415-1-006-4-080-900-0934	HR NCLSRM FAC STI	2,400.00	
	01-1415-1-006-4-080-900-1402	HR NCLSRM FAC STI	2,500.00	
	01-1415-1-006-4-080-930-0956	HR NCLSRM FAC STI	2,400.00	
	01-2141-1-006-4-080-093-6310	RG CLERIC SAL	11,520.00	
	01-2342-1-006-4-080-093-6021	NON-INSTR CLASS, OT	2,500.00	
	01-2383-1-006-4-080-900-6470	HR SHORTTERM SAL	2,500.00	
	01-2383-1-006-4-080-900-6470	HR SHORTTERM SAL	5,000.00	
	01-3110-1-006-4-080-093-6011	STRS INSTR STAFF	1,000.00	
	01-3120-1-006-4-080-093-0502	STRS NON-INSTR STAFF	240.00	
	01-3120-1-006-4-080-093-0502	STRS NON-INSTR STAFF	360.00	
	01-3120-1-006-4-080-093-1008	STRS NON-INSTR STAFF	480.00	
	01-3120-1-006-4-080-093-6310	STRS NON-INSTR STAFF	600.00	
	01-3120-1-006-4-080-900-0934	STRS NON-INSTR STAFF	480.00	
	01-3120-1-006-4-080-900-1402	STRS NON-INSTR STAFF	500.00	
	01-3120-1-006-4-080-930-0956	STRS NON-INSTR STAFF	480.00	
	01-3220-1-006-4-080-900-6470	PERS NON-INSTR STAFF	1,000.00	
	01-4600-1-006-4-080-093-0502	NON-INSTR SUPPLIES & MATERIALS	500.00	
	01-4600-1-006-4-080-093-6310	NON-INSTR SUPPLIES & MATERIALS	300.00	
	01-4600-1-006-4-080-093-6310	NON-INSTR SUPPLIES & MATERIALS	400.00	
	01-4600-1-006-4-080-093-6310	NON-INSTR SUPPLIES & MATERIALS	1,500.00	
	01-4600-1-006-4-080-093-6310	NON-INSTR SUPPLIES & MATERIALS	2,000.00	
	01-5270-1-006-4-080-093-0303	CONFERENCE	550.00	
	01-5271-1-006-4-080-093-1402	DISTRICT EVENTS	200.00	
	01-5271-1-006-4-080-940-0506	DISTRICT EVENTS	200.00	
	01-5811-1-006-4-080-093-6310	CONTRACT SERVICES	1,200.00	
	01-5811-1-006-4-080-093-6310	CONTRACT SERVICES	2,000.00	
	01-5811-1-006-4-080-093-6310	CONTRACT SERVICES	3,600.00	
	01-5811-1-006-4-080-980-0934	CONTRACT SERVICES	200.00	
	01-5811-1-006-4-080-980-0934	CONTRACT SERVICES	200.00	
	01-5811-1-006-4-080-980-0934	CONTRACT SERVICES	750.00	
	01-5811-1-006-4-080-980-0934	CONTRACT SERVICES	1,750.00	
	01-5811-1-006-4-080-980-0934	CONTRACT SERVICES	1,800.00	
	01-5812-1-006-4-080-093-6470	CONTRACT SVCS SOFTWARE LICENSI	6,960.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	150.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	240.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	240.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	240.00	

Journal Number	Account	Description	From	To
BR12-00043	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	240.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	750.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	868.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	1,200.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	1,200.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	1,200.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	1,200.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	1,259.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	2,000.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	2,000.00	
	01-5999-1-006-4-080-900-6011	OPR EXP SRVS HOLDING	7,232.00	
	01-6411-1-006-4-080-093-0952	NEW EQUIP TECHNOLOGY	1,385.00	
	01-6412-1-006-4-080-093-0303	SOFTWARE	1,200.00	
	01-6412-1-006-4-080-093-0303	SOFTWARE	4,020.00	
	01-1413-1-006-4-080-900-6470	HR NCLSRM FAC PT		23,406.00
	01-1415-1-006-4-080-900-0599	HR NCLSRM FAC STI		1,800.00
	01-1415-1-006-4-080-900-0945	HR NCLSRM FAC STI		2,400.00
	01-1415-1-006-4-080-900-0953	HR NCLSRM FAC STI		2,400.00
	01-1415-1-006-4-080-900-0956	HR NCLSRM FAC STI		1,200.00
	01-1415-1-006-4-080-900-1006	HR NCLSRM FAC STI		2,400.00
	01-1415-1-006-4-080-900-1223	HR NCLSRM FAC STI		1,200.00
	01-1415-1-006-4-080-900-1305	HR NCLSRM FAC STI		2,500.00
	01-1415-1-006-4-080-900-2105	HR NCLSRM FAC STI		1,200.00
	01-1415-1-006-4-080-900-6480	HR NCLSRM FAC STI		3,000.00
	01-1415-1-006-4-080-940-0506	HR NCLSRM FAC STI		1,200.00
	01-1415-1-006-4-080-980-0934	HR NCLSRM FAC STI		1,200.00
	01-2131-1-006-4-080-900-6011	RG MANAGER SAL		11,520.00
	01-2342-1-006-4-080-900-4932	NON-INSTR CLASS, OT		2,500.00
	01-2383-1-006-4-080-900-4932	HR SHORTTERM SAL		2,500.00
	01-2383-1-006-4-080-900-6630	HR SHORTTERM SAL		5,000.00
	01-2383-1-006-4-080-900-6630	HR SHORTTERM SAL		7,232.00
	01-3120-1-006-4-080-900-0599	STRS NON-INSTR STAFF		360.00
	01-3120-1-006-4-080-900-0945	STRS NON-INSTR STAFF		480.00
	01-3120-1-006-4-080-900-0953	STRS NON-INSTR STAFF		480.00
	01-3120-1-006-4-080-900-0956	STRS NON-INSTR STAFF		240.00
	01-3120-1-006-4-080-900-1006	STRS NON-INSTR STAFF		480.00
	01-3120-1-006-4-080-900-1223	STRS NON-INSTR STAFF		240.00
	01-3120-1-006-4-080-900-1305	STRS NON-INSTR STAFF		500.00
	01-3120-1-006-4-080-900-2105	STRS NON-INSTR STAFF		240.00
	01-3120-1-006-4-080-900-4932	STRS NON-INSTR STAFF		1,000.00
	01-3120-1-006-4-080-900-6480	STRS NON-INSTR STAFF		600.00
	01-3120-1-006-4-080-940-0506	STRS NON-INSTR STAFF		240.00
	01-3120-1-006-4-080-980-0934	STRS NON-INSTR STAFF		240.00
	01-3220-1-006-4-080-900-6630	PERS NON-INSTR STAFF		1,000.00
	01-3220-1-006-4-080-900-6630	PERS NON-INSTR STAFF		868.00
	01-4300-1-006-4-080-900-6011	INSTR SUPPLIES & MATERIALS		2,000.00
	01-4600-1-006-4-080-900-4932	NON-INSTR SUPPLIES & MATERIALS		400.00
	01-4600-1-006-4-080-900-6470	NON-INSTR SUPPLIES & MATERIALS		1,500.00
	01-4600-1-006-4-080-900-6480	NON-INSTR SUPPLIES & MATERIALS		300.00
	01-4600-1-006-4-080-900-6630	NON-INSTR SUPPLIES & MATERIALS		2,000.00
	01-4600-1-006-4-080-900-6630	NON-INSTR SUPPLIES & MATERIALS		1,259.00
	01-4600-1-006-4-080-940-0506	NON-INSTR SUPPLIES & MATERIALS		500.00
	01-5271-1-006-4-080-900-0502	DISTRICT EVENTS		200.00
	01-5271-1-006-4-080-900-2105	DISTRICT EVENTS		200.00
	01-5271-1-006-4-080-940-0506	DISTRICT EVENTS		550.00
	01-5271-1-006-4-080-940-0506	DISTRICT EVENTS		150.00
	01-5374-1-006-4-080-940-0506	MEMBERSHIPS		750.00
	01-5811-1-006-4-080-900-1223	CONTRACT SERVICES		200.00
	01-5811-1-006-4-080-900-4932	CONTRACT SERVICES		1,200.00
	01-5811-1-006-4-080-900-6470	CONTRACT SERVICES		2,000.00
	01-5811-1-006-4-080-900-6630	CONTRACT SERVICES		3,600.00
	01-5811-1-006-4-080-920-0953	CONTRACT SERVICES		1,800.00
	01-5812-1-006-4-080-900-6021	CONTRACT SVCS SOFTWARE LICENSI		6,960.00
	01-5830-1-006-4-080-900-4932	ADVERTISING		750.00
	01-5830-1-006-4-080-920-0835	ADVERTISING		200.00
	01-5830-1-006-4-080-930-0956	ADVERTISING		1,750.00
	01-6411-1-006-4-080-900-6630	NEW EQUIP TECHNOLOGY		1,385.00
	01-6412-1-006-4-080-900-1006	SOFTWARE		2,000.00
	01-6412-1-006-4-080-900-1402	SOFTWARE		4,020.00
	01-6412-1-006-4-080-900-6470	SOFTWARE		1,200.00
			<u>116,500.00</u>	<u>116,500.00</u>



Journal Number	Account	Description	From	To
BR12-00051	95-4600-D-M34-1-056-000-0000	NON-INSTR SUPPLIES & MATERIALS	8,000.00	
	95-5173-D-M34-1-056-000-0000	LECTURER/GUEST SPEAKER		8,000.00
			<u>8,000.00</u>	<u>8,000.00</u>
BR12-00052	95-4600-D-M34-1-055-000-0000	NON-INSTR SUPPLIES & MATERIALS	169,940.00	
	95-4580-D-M34-1-055-005-1002	DUPL CHBACKS		1,000.00
	95-4600-D-M34-1-055-005-1002	NON-INSTR SUPPLIES & MATERIALS		3,000.00
	95-4600-F-M72-1-055-055-0000	NON-INSTR SUPPLIES & MATERIALS		500.00
	95-4600-F-M74-1-055-056-0000	NON-INSTR SUPPLIES & MATERIALS		100,000.00
	95-5173-D-M34-1-055-005-0000	LECTURER/GUEST SPEAKER		1,000.00
	95-5270-D-M34-1-055-011-0604	CONFERENCE		3,440.00
	95-5270-F-M72-1-055-055-0000	CONFERENCE		21,400.00
	95-5271-D-M34-1-055-005-1002	DISTRICT EVENTS		1,500.00
	95-5810-D-M34-1-055-005-1002	CONTRACT PRINTING		1,500.00
	95-5811-D-M34-1-055-000-0000	CONTRACT SERVICES		2,500.00
	95-5811-D-M34-1-055-046-1004	CONTRACT SERVICES		1,000.00
	95-5811-D-M34-1-055-046-1004	CONTRACT SERVICES		10,000.00
	95-5811-F-M73-1-055-046-0000	CONTRACT SERVICES		7,000.00
	95-5811-F-N07-1-055-046-0000	CONTRACT SERVICES		7,000.00
	95-6410-D-M34-1-055-000-0000	NEW EQUIPMENT		4,100.00
	95-7500-D-M34-1-055-011-0604	STUDENT FINANCIAL AID		5,000.00
			<u>169,940.00</u>	<u>169,940.00</u>
BR12-00053	01-5812-0-000-4-041-061-6110	CONTRACT SVCS SOFTWARE LICENSI	12,814.00	
	01-6120-1-045-4-025-000-6599	SITE (CNTRCT SRV)	83,100.00	
	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	158,200.00	
	01-2383-0-000-4-041-000-6773	HR SHORTTERM SAL		20,000.00
	01-5812-0-000-4-037-087-6120	CONTRACT SVCS SOFTWARE LICENSI		34,000.00
	01-5812-0-000-4-041-061-4900	CONTRACT SVCS SOFTWARE LICENSI		97,014.00
	01-5999-0-000-4-041-000-6011	OPR EXP SRVS HOLDING		20,000.00
	01-6411-1-045-4-041-061-4900	NEW EQUIP TECHNOLOGY		39,100.00
	01-6412-1-045-4-041-061-4900	SOFTWARE		44,000.00
			<u>254,114.00</u>	<u>254,114.00</u>
BR12-00056	01-6300-0-000-4-037-087-6120	LIBRARY BOOKS	15,131.00	
	01-5812-0-000-4-037-087-6120	CONTRACT SVCS SOFTWARE LICENSI		15,131.00
			<u>15,131.00</u>	<u>15,131.00</u>
BR12-00068	01-5651-0-000-1-043-095-6630	MAINT AGREEMNT	7,613.00	
	01-6410-0-000-1-043-095-6630	NEW EQUIPMENT		7,613.00
			<u>7,613.00</u>	<u>7,613.00</u>
BR12-00072	01-2141-2-021-4-026-083-6460	RG CLERIC SAL	9,759.00	
	01-2342-2-021-4-026-083-6460	NON-INSTR CLASS, OT		3,534.00
	01-2383-2-021-4-026-083-6460	HR SHORTTERM SAL		3,223.00
	01-3220-2-021-4-026-083-6460	PERS NON-INSTR STAFF		443.00
	01-3360-2-021-4-026-083-6460	MEDIC NINST EMPLY		98.00
	01-3520-2-021-4-026-083-6460	UNEMP NINST STAFF		109.00
	01-3620-2-021-4-026-083-6460	WCOMP NON-INSTRUCTIONAL		122.00
	01-5811-2-021-4-026-083-6460	CONTRACT SERVICES		2,230.00
			<u>9,759.00</u>	<u>9,759.00</u>
BR12-00074	01-2383-2-040-1-026-083-6460	HR SHORTTERM SAL	5,745.00	
	01-5812-2-040-1-026-083-6460	CONTRACT SVCS SOFTWARE LICENSI		5,745.00
			<u>5,745.00</u>	<u>5,745.00</u>
BR12-00075	01-4300-0-000-1-020-000-6630	INSTR SUPPLIES & MATERIALS	20,000.00	
	01-5271-0-000-1-020-000-6620	DISTRICT EVENTS		14,000.00
	01-5374-0-000-1-020-000-6620	MEMBERSHIPS		6,000.00
			<u>20,000.00</u>	<u>20,000.00</u>
BR12-00076	01-4344-0-000-1-059-087-6120	INSTR FEE-BASED SUPPLIES	4,000.00	
	01-6300-0-000-1-059-087-6120	LIBRARY BOOKS	11,000.00	
	01-4600-0-000-1-059-087-6120	NON-INSTR SUPPLIES & MATERIALS		4,000.00
	01-5812-0-000-1-059-087-6120	CONTRACT SVCS SOFTWARE LICENSI		11,000.00
			<u>15,000.00</u>	<u>15,000.00</u>

Journal Number	Account	Description	From	To
BR12-00078	01-2141-1-249-1-024-000-6499	RG CLERIC SAL	1,267.00	
	01-3420-1-249-1-024-000-6499	BENS NINST CLSSF	10,000.00	
	01-5900-1-249-1-024-000-6499	GRANTS/ALLOCATION	17,573.00	
	01-2342-1-249-1-024-000-6499	NON-INSTR CLASS, OT		8,049.00
	01-2342-1-249-1-024-000-6499	NON-INSTR CLASS, OT		1,267.00
	01-4200-1-249-1-024-000-6499	BOOKS/MAGAZINE & PERIODICALS		24.00
	01-4300-1-249-1-024-000-6499	INSTR SUPPLIES & MATERIALS		6,000.00
	01-4580-1-249-1-024-000-6499	DUPL CHBACKS		1,000.00
	01-4600-1-249-1-024-000-6499	NON-INSTR SUPPLIES & MATERIALS		2,500.00
	01-5271-1-249-1-024-000-6499	DISTRICT EVENTS		5,000.00
	01-5811-1-249-1-024-000-6499	CONTRACT SERVICES		5,000.00
			<b>28,840.00</b>	<b>28,840.00</b>
BR12-00079	01-2141-0-000-4-034-000-6771	RG CLERIC SAL	12,500.00	
	01-3420-0-000-4-034-000-6771	BENS NINST CLSSF	19,500.00	
	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING		32,000.00
			<b>32,000.00</b>	<b>32,000.00</b>
BR12-00082	40-6412-0-401-7-015-000-6780	SOFTWARE	26,000.00	
	40-5811-0-401-7-015-000-6780	CONTRACT SERVICES		26,000.00
			<b>26,000.00</b>	<b>26,000.00</b>
BR12-00083	01-1415-1-218-4-022-104-4930	HR NCLSRM FAC STI	13,861.00	
	01-6412-1-218-4-022-104-4930	SOFTWARE		13,861.00
			<b>13,861.00</b>	<b>13,861.00</b>
BR12-00084	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	39,270.00	
	01-5811-0-000-4-020-000-6790	CONTRACT SERVICES		39,270.00
			<b>39,270.00</b>	<b>39,270.00</b>
BR12-00088	40-6220-2-671-7-013-092-7100	BLDG (CNTRCT SRV)	6,517.00	
	40-6221-2-671-7-013-092-7100	BLDG (PLAN CHECK)	226.00	
	40-6222-2-671-7-013-092-7100	BLDG (BIDS/ADS)	208.00	
	40-6224-2-671-7-013-092-7100	BLDG (INSPECTION)	23,756.00	
	40-6226-2-671-7-013-092-7100	BLDG (ARCHITECT)	11,614.00	
	40-6227-2-671-7-013-092-7100	BLDG (MATRL TEST)	1,645.00	
	40-6299-2-671-7-013-092-7100	BLDG (CONTINGNCY)	11,945.00	
	40-5811-2-671-7-015-000-6780	CONTRACT SERVICES		55,911.00
			<b>55,911.00</b>	<b>55,911.00</b>
BR12-00089	95-4600-F-M74-1-055-056-0000	NON-INSTR SUPPLIES & MATERIALS	23,350.00	
	95-5270-F-M74-1-055-056-0000	CONFERENCE		1,750.00
	95-5508-F-M74-1-055-056-0000	LAUNDRY/DRY CLEANING		600.00
	95-5620-F-M74-1-055-056-0000	RENTS & LEASES		1,500.00
	95-5650-F-M74-1-055-056-0000	EQUIPMENT REPAIR		1,500.00
	95-5811-F-M74-1-055-056-0000	CONTRACT SERVICES		15,000.00
	95-6410-F-M74-1-055-056-0000	NEW EQUIPMENT		3,000.00
			<b>23,350.00</b>	<b>23,350.00</b>
BR12-00090	95-4600-D-M34-1-054-000-0000	NON-INSTR SUPPLIES & MATERIALS	10,000.00	
	95-5270-D-M34-1-054-033-1230	CONFERENCE		10,000.00
			<b>10,000.00</b>	<b>10,000.00</b>
BR12-00092	40-5811-2-671-7-015-000-6780	CONTRACT SERVICES	20,000.00	
	40-6411-2-671-7-015-000-6780	NEW EQUIP TECHNOLOGY		20,000.00
			<b>20,000.00</b>	<b>20,000.00</b>
BR12-00098	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	16,000.00	
	01-5811-0-000-4-021-062-6772	CONTRACT SERVICES		16,000.00
			<b>16,000.00</b>	<b>16,000.00</b>
			<b>925,661.00</b>	<b>925,661.00</b>

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Recommended for Ratification

By The Board of Trustees of South Orange County Community College District

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**Saddleback College**

Journal Number	BR12-00030	BR12-00045	BR12-00061
	BR12-00031	BR12-00046	BR12-00063
	BR12-00032	BR12-00047	BR12-00066
	BR12-00033	BR12-00048	BR12-00067
	BR12-00034	BR12-00049	BR12-00069
	BR12-00035	BR12-00054	BR12-00070
	BR12-00038	BR12-00055	BR12-00071
	BR12-00040	BR12-00058	BR12-00077
	BR12-00041	BR12-00059	BR12-00093
	BR12-00044	BR12-00060	BR12-00094

**Irvine Valley College**

Journal Number	BR12-00050	BR12-00065	BR12-00086
	BR12-00057	BR12-00073	BR12-00095
	BR12-00062	BR12-00080	BR12-00096
	BR12-00064	BR12-00081	BR12-00097

**District**

Journal Number	BR12-00085	BR12-00091	BR12-00099
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**TO:** Board of Trustees

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

**RE:** SOCCCD: September/October 2011 Contracts

**ACTION:** Ratification

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**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: 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 September/October 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**

U.S. Data Trust Internet Vault Live Order Agreement – To provide off-site data back-up storage for disaster recovery. South Orange County Community College District	\$72,000.00
Gartner, Inc. Service Agreement – To provide licensing and an advisor in the implementation of SharePoint. South Orange County Community College District	\$31,800.00
Dell Marketing, L.P. SOW Agreement – Installing and implementing the next phase of the video conferencing project. South Orange County Community College District	\$24,435.57
Janine Cirrito Consultant Agreement – Develop a video for faculty and counselors about the 'virtual community', work with the career development advisory committee to format and post information gathered from the STARS project, maintain & post information to the NING Network and report analytics to grant director each month. Irvine Valley College	\$15,000.00

<p>Crean Lutheran South High School Educational Service Agreement – To provide marketing, equipment and instructional materials for courses offered. Company to collect student tuition and pay college for all direct costs. Irvine Valley College</p>	<p>\$12,200.00 (revenue)</p>
<p>Tustin Unified School District Consulting Agreement – To provide additional support via a college counselor for academic counseling to early college students at Tustin and Beckman high schools for September 13, 2011 through June 30, 2012. Irvine Valley College</p>	<p>\$11,000.00</p>
<p>Tustin Unified School District Consulting Agreement – To provide additional support via a college counselor for academic counseling to early college students at Tustin and Beckman high schools for September 1, 2010 through June 30, 2011. Irvine Valley College</p>	<p>\$10,800.00</p>
<p>Kate Brooks Amendment No. 1 to Agreement – To extend the completion time and increase agreement amount for the Career Development Work-based Learning Linkages to Professional Organizations Grant. Irvine Valley College</p>	<p>\$10,000.00</p>
<p>Hansen Auctions &amp; Realty, California Auctioneer Auctioneer Consultant Contract Service Agreement - To conduct auction/sale of property deemed appropriate for sale. South Orange County Community College District</p>	<p>\$7,531.20 approximately</p>
<p>Rancho Santiago Community College District Sub-Agreement – To provide Faculty Entrepreneurship Project services for the creation of related courses and programs. Saddleback College</p>	<p>\$5,000.00</p>
<p>Nuventive, LLC Addendum to Software License Agreement – Cost for additional service visits. South Orange County Community College District</p>	<p>\$4,200.00</p>
<p>Kirkland Productions Performance Contract – Performance by Dr. John Corvino. Saddleback College</p>	<p>\$3,870.00</p>

Kirkland Productions Performance Contract – Performance by Stacey Lannert. Saddleback College	\$3,870.00
Vicenti, Lloyd & Stutzman, LLP Engagement Agreement – To provide forensic accounting and investigative services. South Orange County Community College District	\$3,500.00
Pearson VUE Authorized Center Agreement Addendum – Will perform Teacher Certification Test on behalf of The Evaluation Systems group. Fees paid by test taker and a portion returned to the college. Irvine Valley College	\$3,000.00 (revenue)
Tam-Witmark Music Library, Inc. License Agreement – Royalty payment for performance. Irvine Valley College	\$2,995.00
Authorized Repair Specialists Preventative Maintenance Agreement – To provide preventative maintenance services on equipment. Saddleback College	\$2,992.50
The Orange County Register Advertising Contract – For advertisement for time period of 8/1/2011 thru January 31, 2012. Irvine Valley College	\$2,500.00
PB Americas, Inc. Consultant Agreement for Labor Compliance Program – Provide labor compliance services for the SC Main Electrical Room Site Drainage project. Saddleback College	\$2,400.00
3M Library Systems Service Agreement – To provide equipment servicing of 3M products located at the college. Saddleback College	\$1,339.56
Computer Protection Technology Equipment Maintenance Renewal Agreement – To provide preventative maintenance, inspection, testing, cleaning, adjusting, lubricating, and other services necessary to reduce or eliminate premature equipment failure. South Orange County Community College District	\$1,320.00

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

California Community College Tax Offset Program Agreement – Recovers unpaid monies from tax refund payments. Saddleback College	\$125.00 (revenue)
St. Jude Medical Center Clinical Training Affiliation Agreement – To provide clinical training for students in health care education. Saddleback College	\$0.00
St. Jude Medical Center Clinical Affiliation Agreement-Amendment No. 1 – Recital Section C of the agreement amended to clarify relationship between the Hospital and School for the period 2/2012 through 1/2015. Saddleback College	\$0.00
St. Jude Medical Center Clinical Affiliation Agreement-Amendment No. 2 - Recital Section 3 of the agreement amended to clarify relationship between the Hospital and School for the period 2/20/2010 through 1/31/2012. 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:** Saddleback College and Irvine Valley College: 2012-13 Faculty Hiring

**ACTION:** Approval

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**BACKGROUND**

Saddleback College and Irvine Valley College are dedicated to serving the educational needs of their students and communities. The colleges best serve constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the missions of Saddleback College and Irvine Valley College is to increase the number of qualified full-time faculty at both colleges.

**STATUS**

Through the collegial consultation processes at Saddleback College and Irvine Valley College, new and replacement full-time faculty positions have been prioritized. The college presidents have reviewed the recommendations and present them to the board for approval as Exhibits A and B.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the announcement of positions and recruitment of new full-time faculty shown on Exhibits A and B, contingent upon funding, at Saddleback College and Irvine Valley College, for the 2012-2013 academic year.



**Saddleback College**  
**Full-Time Faculty Request List**  
**2012-2013 Academic Year**

<b>Division</b>	<b>Academic Discipline</b>	<b>Tenure Status</b>	<b>Position Type</b>	<b>Faculty Type</b>
Online Education and Learning Resources	Librarian	Tenure-Track	Replacement (Weisrock)	Non-Classroom
Fine Arts and Media Technology	Art Design	Tenure-Track	Replacement (Riley)	Classroom
Mathematics, Science, and Engineering	Physics	Tenure-Track	Replacement (Parsons)	Classroom
Mathematics, Science, and Engineering	Mathematics	Tenure-Track	Replacement (Summers)	Classroom
Mathematics, Science, and Engineering	Mathematics	Tenure-Track	Replacement (Tarui)	Classroom
Liberal Arts	English	Tenure-Track	Replacement (Lagatta)	Classroom
Liberal Arts	Journalism	Tenure-Track	Replacement (Reed)	Classroom
Liberal Arts	English	Tenure-Track	Replacement (Mazique)	Classroom
Liberal Arts	International Languages	Tenure-Track	Replacement (Friede)	Classroom
Business Science & Econ. & Workforce Development	Accounting	Tenure-Track	Replacement (DeAguero)	Classroom
Counseling and Special Programs	Counseling/Transfer	Tenure-Track	Replacement (Mikolajczak)	Non-Classroom
Counseling and Special Programs	Counseling	Tenure-Track	Replacement (Alford)	Non-Classroom
Counseling and Special Programs	Counseling	Tenure-Track	Replacement (Espinosa)	Non-Classroom
Mathematics, Science, and Engineering	Computer Science	Tenure-Track	Replacement (Carroll)	Classroom
Health Sciences and Human Services	Nursing	Tenure-Track	Replacement (Babusek)	Classroom
Health Sciences and Human Services	Nursing	Tenure-Track	Replacement (Belyea)	Classroom
Mathematics, Science, and Engineering	Physics	Tenure-Track	Replacement (Hughes)	Classroom
Mathematics, Science, and Engineering	Biology	Tenure-Track	Replacement (Clark)	Classroom
Kinesiology and Athletics	Dance	Tenure-Track	Replacement (Bessette)	Classroom
Fine Arts and Media Technology	Music	Tenure-Track	Replacement (Dominguez)	Classroom
Health Sciences and Human Services	Nursing	Tenure-Track	Replacement (Giguere)	Classroom
Liberal Arts	English	Tenure-Track	Replacement (Bruno)	Classroom
Liberal Arts	ESL	Tenure-Track	Replacement (Smith)	Classroom
Advanced Technology and Applied Science	Horticulture	Tenure-Track	Replacement (Johnson)	Classroom
Business Science & Econ. & Workforce Development	Business	Tenure-Track	Replacement (Newell)	Classroom
Fine Arts and Media Technology	Art	Tenure-Track	Replacement (Morgan)	Classroom
Social and Behavioral Sciences	Psychology	Tenure-Track	Replacement (Ferguson)	Classroom
Business Science & Econ. & Workforce Development	Computer Information Management	Tenure-Track	Replacement (Gillay)	Classroom
Fine Arts and Media Technology	Music	Tenure-Track	Replacement (Newman)	Classroom
Liberal Arts	Reading	Tenure-Track	Replacement (Altman)	Classroom
Fine Arts and Media Technology	Theatre Arts	Tenure-Track	Replacement (Fennell)	Classroom
Kinesiology and Athletics	Kinesiology/Athletics	Tenure-Track	Replacement (Hodges)	Classroom
Emeritus Institute	Kinesiology	Tenure-Track	Replacement (Cline)	Classroom
Counseling and Special Programs	Counseling/Career	Tenure-Track	New*	Non-Classroom
Business Science & Econ. & Workforce Development	Business	Tenure-Track	New*	Classroom
Business Science & Econ. & Workforce Development	Accounting	Tenure-Track	New*	Classroom
Kinesiology and Athletics	Dance	Tenure-Track	New*	Classroom
Business Science & Econ. & Workforce Development	Real Estate	Tenure-Track	New*	Classroom
Social and Behavioral Sciences	Sociology	Tenure-Track	New*	Classroom

\*New positions are in priority order

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
POSITION REQUEST LIST: IRVINE VALLEY COLLEGE  
FACULTY HIRING FOR 2012-2013 ACADEMIC YEAR**

<b>Priority</b>	<b>Discipline/Emphasis</b>	<b>Replacing</b>	<b>New Position</b>
<b>1</b>	Learning Center	Robert Kopecky	
<b>2</b>	English as a Second Language		X
<b>3</b>	Counselor (CTE)		X
<b>4</b>	Physics	Ernest Freund	
<b>5</b>	English		X
<b>6</b>	Anthropology		X
<b>7</b>	French		X
<b>8</b>	Chemistry		X
<b>9</b>	Art (Studio)	George Kyle	
<b>10</b>	English		X
<b>11</b>	Digital Media Art (Video)		X
<b>12</b>	Physics	Larry Oldewurtel	
<b>13</b>	Japanese		X
<b>14</b>	Counselor (Veterans)		X
<b>15</b>	Speech	Craig Grossman	
<b>16</b>	Biology		X
<b>17</b>	Economics		X
<b>18</b>	Journalism	Kathy Ledbetter	
<b>19</b>	Adaptive Kinesiology/CTE		X
<b>20</b>	Sign Language		X

\_\_\_\_\_  
Vice President for Instruction      Date

\_\_\_\_\_  
College President      Date

\_\_\_\_\_  
Academic Senate President      Date

\_\_\_\_\_  
Chancellor      Date

**TO:** Board of Trustees

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

**RE:** Saddleback College: James B. Utt Memorial Learning Resource  
Center Renovation: Use of Multiple Award Contracts for Furniture  
Purchases

**ACTION:** Approval

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### **BACKGROUND**

On January 20, 2009, the Board approved hiring gkkworks as the furniture consultant for the James B. Utt Memorial Library. gkkworks met with district and college staff for 15 months from October 2009 through January 2011 to define the college staff's furniture preferences. The equipment budget was referenced and maintained throughout this process.

California Government Code Section 6502 allows public agencies to take advantage of common contracting powers through the use of joint powers authority. These contracts have been competitively solicited by a lead public jurisdiction in accordance with public purchasing rules and regulations.

### **STATUS**

Furniture selections were reviewed with numerous local vendors. Each vendor provided the District with a proposal using public contracts available to them. gkkworks and district staff worked together with vendors to obtain best available pricing. The local vendors selected as being the most competitive were Corporate Business Interiors, United Interiors, McMurray Stern, OM Workspace and Architxture (Exhibit A).

Contract language contained in the CMAS contracts and the Glendale Unified School District agreement (Exhibit A) permits the District to purchase furniture from these resources. Contracts are available for review in the Facilities Planning and Purchasing department. Purchases will be made within the terms of these agreements.

Total cost of the equipment and furniture for the James B. Utt will not exceed \$2,135,000. Approximately \$2,000,000 or approximately 93% of the funding is expected to be reimbursed through the State equipment allowance. The remainder will be provided by the District's basic aid match.

Funding for the project is available through the approved project budget of \$21,124,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the use of the listed multiple award contracts including CMAS contracts and the Glendale Unified School District contract (Exhibit A) for furniture purchases pursuant to the conditions of the various agreements. This approval applies to purchases made within the term of the Agreement and is contingent upon verification of the availability of funds for each purchase. Estimated costs for the expenditures at the James B. Utt Library are \$2,135,000.

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

Multiple Award Contracts  
10-24-2011

Exhibit A

	Contract Type	Contract Number/Agency	Discount	Expiration
Allsteel	CMAS	4-09-71-0087A	74.50%	12/31/2013
Egan	CMAS	4-10-01-099B	57.70%	12/31/2011
Highmark	CMAS	4-05-71-0074A	58.70%	2/29/2012
Kimball	CMAS	4-11-71-0013F	60.00%	4/13/2012
McMurray Stern	CMAS	4-07-71-0021C	59.10%	1/31/2014
McMurray Stern	CMAS	4-09-71-0021E	45.50%	12/31/2012
Peter Pepper, Inc	CMAS	4-11-71-0047H	51.90%	8/31/2016
Teknion	CMAS	4-11-71-0117A	65.34%	6/30/2014
Vanerum Stelter, Architxture	Piggyback	Glendale Unified School District	53.50%	2/2/2012

**TO:** Board of Trustees

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

**RE:** ATEP: Change Order Request No. 1: Site Utility Severance and Demolition, Phase II, Bid No. 8

**ACTION:** Approval

---

### **BACKGROUND**

On April, 22, 2004, the Board of Trustees approved funding from basic aid for ATEP Demolition. On October 25, 2010, the Board of Trustees approved a contract with CST Environmental for Site Utility Severance and Demolition at ATEP in the amount of \$600,000. CST Environmental changed the name of their firm prior to the contract approval and the agreement was released under the firm's new name, NCM Demolition and Remediation, LP.

### **STATUS**

Exhibit A describes the required modifications contained in Change Order Request (COR) No. 1. Approval of this COR will result in a decrease of \$50,000 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$550,000.

Funds are available within the approved project budget which is \$7,000,000. Other costs covered by this project budget include additional demolition phases, architectural fees, inspections and testing.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1 (EXHIBIT A) for Site Utility Severance and Demolition at ATEP and authorized staff to execute the corresponding change orders with the contractor which will result in a decrease of \$50,000 in the total project cost. The revised contract total amount is \$550,000.

## ATEP Drainage Ditch

Exhibit A

Board Change Order No. 1

October 24, 2011

BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT
General Contractor	NCM Demolition and Remediation, LP		\$600,000.00	\$0.00	-\$50,000.00	\$550,000.00
	404 North Berry Street CA 92821 Brea,	TOTAL	600,000.00			550,000.00

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	10/3/2011	Return of unused allowance	district	reviewed	(\$50,000.00)	
		TOTAL THIS CHANGE ORDER REQUEST			-\$50,000.00	

**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:** 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**

The 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 September 15, 2011 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the September 26, 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 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*

Adopted: 6-25-07

Reviewed:

# 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 (up to \$100,000 or as revised by the Board of Trustees) for the district, subject to ratification by the Board. In emergency situations, the Chancellor may sign contracts over this designated amount, subject to ratification.
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-Contracts

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: Board Policy Revision: BP-1900-Alcoholic Beverages

**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**

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

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on October 13, 2011 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

# 1900

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

COMMUNITY RELATIONS

## ALCOHOLIC BEVERAGES

The Chancellor/or designee is authorized to approve as appropriate and permitted by law the serving of alcoholic beverages at District sites if the alcoholic beverages ~~is~~ are for use at ~~F~~foundation fund-raising events.

Alcoholic beverages at District sites are permitted if the alcoholic beverage is for use during a fundraiser held to benefit the College/District/~~ATEP~~ Foundations that have obtained a license under the Business and Professions Code to do so provided that no alcoholic beverages can be acquired, possessed or used at a football game or other athletic contests sponsored by the district, ~~(BPC 25608).~~

### *Reference:*

*Business and Professions Code Sections ~~24045.4, 24045.6, and 25608~~ 24045.3, 24045.6 and 25608*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.6**  
**DATE: 10/24/11**

**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>
Cook, Jonathan	MA/Economics	Economics/IVC	II/6	01/09/12
Gamache, Tracy	MA/Sociology	Sociology/IVC	II/6	01/09/12
Massey, Bonnie	MA/Sociology	Sociology/IVC	II/6	01/09/12

#### **EQUIVALENCY**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Ghanbarpour, Christina	MA/Social Sciences	History/SC	II/6	01/09/12

Equivalency is based on Bachelor of Arts degree in East Asian Studies from Barnard College in New York, and a Master of Arts degree in Social Sciences from the University of Chicago. Ms. Ghanbarpour has successfully completed graduate level coursework in World History at the University of California, Irvine, (UCI) and is in the process of completing her doctoral dissertation in East Asian History, expecting to be awarded the degree in History before her spring assignment begins. Ms. Ghanbarpour experience includes Teaching Assistant at UCI, and teaching History courses at Chapman University.

Hall, David A.	No degree	Theatre Arts/SC	I/6	10/17/11
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Equivalency is based on coursework completed in Theatre at Chapman University and extensive professional experience in the field. Mr. Hall has completed all the coursework necessary to receive a Bachelor of Arts degree in Choral Conducting, Music Education, and Composition at Chapman University. He is currently the Artistic Director of Musical Theatre University, as well as an instructor for The Young American College of the Performing Arts (formerly California Pacific College of the Performing Arts). Mr. Hall previously taught at the Orange County High School for the Performing Arts, and has been a private vocal coach for the past fifteen years. In the past five years, he has been the Artistic Director of the Fashion Island Tree Lighting Ceremony, and one of his original choral pieces will be premiered by the Torrance Civic Chorale this winter.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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>
<sup>1</sup> Meyer, H. Fred	MS/Physics	Physics/SC	V/11	09/26/11
Monacelli, Brian	PhD/Optics	CACT/ATEP/IVC	V/6	09/15/11
Oxenham, Gwendolyn	MFA/Creative Writing	English/IVC	II/6	10/17/11
Summers, Marya	MFA/Creative Writing	English/SC	II/6	10/03/11

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Camelot, Allison	Chair, Sociology/SC	\$ 2,800.00	08/22/11-12/18/11
Cesareo-Silva, Claire	Write Report/Accreditation/SC	5,000.00	08/22/11-12/18/11
Cesareo-Silva, Claire	Co-Chair Anthrop/Chair CCS/SC	1,800.00	08/22/11-12/18/11
Cosgrove, Robert	<sup>2</sup> Accreditation Writing Team/SC	2,286.00	08/22/11-12/18/11
Cubbage-Vega, April	Chair, Women's/Gender Stud/SC	1,300.00	08/22/11-12/18/11
Fox, Lindsay	Chair, Fashion/SC	1,721.00	01/09/12-05/09/12
Garcia, Renee	Co-Chair, Anthropology/SC	1,800.00	08/22/11-12/18/11
Lovett, Margot	Chair, History/SC	4,900.00	08/22/11-12/18/11
Smith, Maureen	Co-Chair, Geography/SC	1,200.00	08/22/11-12/18/11
Stone, Lee Ann	Chair, Library/IVC	1,721.00	08/22/11-12/19/11
Terranova, John	Facilitate ECP Classroom/IVC	100.00	08/15/11-12/09/11
Walsh, Daniel	Co-Chair, Geography/SC	1,200.00	08/22/11-12/18/11
Woodward, Kenneth	Chair, Economics/SC	3,200.00	08/22/11-12/18/11
Wegenek, Amira	Chair, Psychology/SC	3,900.00	08/22/11-12/18/11
Zeoli, Katie	Facilitate ECP Classroom/IVC	100.00	08/15/11-12/09/11

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>
Callum, Oceana	Reading Challenge/ESL Essays/SC	08/22/11-12/18/11
Chao, Iris	Reading Challenge/ESL Essays/SC	08/22/11-12/18/11
Morris Freshwater, Linda	Reading Challenge/ESL Essays/SC	08/22/11-12/18/11

<sup>1</sup> Father of Katherine Meyer-Canales, Full-Time Physics Instructor for the Mathematics, Science and Engineering Division, Saddleback College. Mr. Meyer was previously hired in the Fall Semester, 2009 in a temporary, one semester, sabbatical leave replacement position for the Division of Mathematics, Science, and Engineering, Saddleback College.

<sup>2</sup> Correction to item submitted to the Board of Trustees on September 26, 2011, this item is to replace reassigned time of 5 LHE requested in May, 2011 for the Fall, 2011 semester. Saddleback College revised request with reimbursement in part as a stipend and the remainder in reassigned time of 3 LHE.



**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Camelot, Allison	Co-Coordinator, Outreach/Perkins/SC	625.00	08/22/11-12/18/11
Camelot, Allison	Co-Coordinator, Outreach/Perkins/SC	625.00	01/09/12-05/17/12
Huggins, Barbara	Faculty Handbook/SC	1,721.00	08/22/11-09/30/11
Hughes, Luther	Faculty Concert/Foundation/SC	125.00	08/29/11-08/29/11
Huntington, John	Concert Hour/ASG Funding/SC	200.00	09/01/11-09/01/11
Loftus, Nicole	Co-Coordinator, Outreach/Perkins/SC	625.00	08/22/11-12/18/11
Loftus, Nicole	Co-Coordinator, Outreach/Perkins/SC	625.00	01/09/12-05/17/12
Monacelli, Brian	Liason Optics/Photonics Certif./IVC	1,000.00	11/01/11-12/16/11
Pile, Randal	Concert Hour/ASG Funding/SC	200.00	11/03/11-11/03/11
Tanriverdi, Fawn	Coordinator CalWORKS/TANF/IVC	3,442.00	01/09/12-05/17/12
Zebley, Matthew	Faculty Concert/Foundation/SC	125.00	08/29/11-08/29/11
Zebley, Matthew	Concert Hour/ASG Funding/SC	200.00	10/06/11-10/06/11

**D. WORKLOAD BANKING**

1. CHAMBERS, ELIZABETH, ID #2519, Sociology Instructor, Pos #1019, Academic Faculty Salary Column V, Step 25, School of Social and Behavioral Sciences, Irvine Valley College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
2. GOLDBERG, PATRIZIA, ID #1181, Business Law Instructor, Pos #3911, Academic Faculty Salary Column V, Step 30, Division of Business Science and Economic and Workforce Development, Saddleback College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
3. STUFFLER, MARTHA, ID #1717, Economics Instructor, Pos #2253, Academic Faculty Salary Column V, Step 19, School of Social and Behavioral Sciences, Irvine Valley College, is requesting a leave of absence for the Spring, 2012 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
4. WOODWARD, KENNETH, ID #1011, Economics Instructor, Pos #1727, Academic Faculty Salary Column V, Step 30, Division of Social and Behavioral Sciences, Saddleback College, is rescinding his request for a leave of absence for the Spring, 2012 Semester, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program. This leave was approved by the Board of Trustees on August 29, 2011.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.7**  
**DATE: 10/24/11**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A 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. HAYASHIBARA, LEO is to be employed as Senior Lab Technician, Astronomy, Pos #3733, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 20 hours per week, 12 months per year, effective October 10, 2011. This is a replacement position for Gregory Dickinson, who resigned.
- b. VAN DYKE, RANDY is to be employed as Lab Technician, Communication Arts, Pos #3333, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Range 122, Step 1, 26 hours per week, 11 months per year, effective October 17, 2011. This is a replacement position for Matt Brodet, who received a change in status.

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>
Anzlovar, Barbara	Office Assistant/SC	113/1	09/14/11
Belardes, Yvonne	Receptionist/SC	113/1	08/31/11
Belardes, Yvonne	Office Assistant/SC	113/1	08/31/11
Brandao, Erick	Senior Lab. Technician, Astronomy/SC	130/1	08/22/11
Branstetter, Penny	Custodian/SC	113/1	09/01/11
Cubillos-Bezanilla, S.	Office Assistant/SC	113/1	08/31/11
Jensen, Jon	Financial Aid Specialist/IVC	125/1	09/01/11
Lee, Christopher	Laboratory Technician, Language/IVC	122/1	08/29/11
Mumm, Robert	Lighting and Sound Designer/SC	132/1	09/28/11

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>
<sup>1</sup> Aboga A, Kimverly	Child Dev. Center Aide/SC	\$ 10.00	01/01/12-06/30/12
Abrahams, Lawrence	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Ackelberry, Haylee	Adapt. Kines. Aide/IVC	11.50	01/01/12-06/30/12
Agortsas, Alexander	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Aldape, Timothy	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
Aldrich, David	TMD Aide/IVC	10.50	01/01/12-06/30/12

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<sup>1</sup> Step Daughter of Wesley Thomas, Senior Child Development Specialist, Children's Center, Office of Student Services, Saddleback College.

## A. NEW PERSONNEL APPOINTMENTS

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>
Algozzini, David	Adapt. Kines. Aide/SC	\$ 8.50	01/01/12-06/30/12
Amos, Jay	Coaching Aide/SC	15.00	01/01/12-06/30/12
Angstrom, Preston	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
<sup>2</sup> Arendts, Erika	Clerk - Short Term/IVC	12.00	01/01/12-06/30/12
Arevalo, Sylvia	Project Specialist/SC	20.00	01/01/12-06/30/12
Arkell, Simon	Coaching Aide/SC	15.00	01/01/12-06/30/12
Armstrong, Tracey	Adapted Kines. Aide/SC	11.50	09/20/11-06/30/12
Artemov, Tatyana	Project Specialist/SC	16.00	01/01/12-06/30/12
Azar, Mursel	Project Specialist/SC	18.00	01/01/12-06/30/12
<sup>3</sup> Baggs, Trudi	Special Proj. Coord./SC	35.00	01/01/12-06/30/12
Bailey, Michael	TMD Aide/SC	9.00	01/01/12-06/30/12
Baird, Daniel	TMD Aide/SC	18.00	01/01/12-06/30/12
Barnes, Kyle	Coaching Aide/SC	15.00	01/01/12-06/30/12
Barrientos, Belem	Project Specialist/SC	9.50	01/01/12-06/30/12
Bauer, Randall	Coaching Aide/IVC	15.00	09/30/11-06/30/12
Bausch, Kathryn	TMD Aide/SC	8.50	01/01/12-06/30/12
Booker, Nicholas	Coaching Aide/SC	15.00	01/01/12-06/30/12
Boutte, Rhonda	TMD Aide/SC	11.50	01/01/12-06/30/12
Bracken, Nancy	TMD Aide/IVC	20.00	01/01/12-06/30/12
Brock, Eric	Coaching Aide/SC	15.00	01/01/12-06/30/12
Brown, Darryl	Coaching Aide/SC	15.00	01/01/12-06/30/12
Brown, Lucy	Clerk - Short Term/SC	15.00	01/01/12-06/30/12
Brown, Megan	TMD Aide/SC	9.50	01/01/12-06/30/12
Browne, Johanna	Project Specialist/SC	8.50	01/01/12-06/30/12
Buchea, Jason	Project Specialist/IVC	14.00	01/01/12-06/30/12
Butcher, Donald	Coaching Aide/SC	15.00	01/01/12-06/30/12
<sup>4</sup> Callian, Sarah	Project Specialist/IVC	15.00	01/01/12-06/30/12
<sup>4</sup> Callian, Ted	ST Campus Security Off./IVC	18.00	01/01/12-06/30/12
Cappuccilli, Anthony	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Caras, Amber	TMD Aide/SC	9.50	01/01/12-06/30/12
Carey, Peter	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Carpenter, Allison	Project Specialist/IVC	13.00	01/01/12-06/30/12
Carson, Clayton	Coaching Aide/SC	15.00	01/01/12-06/30/12
Carter-Ortega, Mary	Clerk - Short Term/SC	11.00	01/01/12-06/30/12
<sup>5</sup> Casillas, Meghan	Project Specialist/SC	18.00	01/01/12-06/30/12
Castro, Metzli	Outreach Aide/SC	11.50	08/15/11-06/30/12
Catalano, Torri	Coaching Aide/SC	15.00	01/01/12-06/30/12

<sup>2</sup> Sister of Sophie Miller, Executive Assistant, Office of the President, Saddleback College.

<sup>3</sup> SOCCCD PERS Retire.

<sup>4</sup> Siblings, both work for the Office of Safety and Security, Irvine Valley College.

<sup>5</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Office of Admissions, Records and Enrollment Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Cervantes, Martha	Project Specialist/SC	\$ 15.50	01/01/12-06/30/12
Choe, Samuel	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Ciago, Ronald	Project Specialist/IVC	20.00	01/01/12-06/30/12
Clemensen, David	TMD Aide/SC	20.00	01/01/12-06/30/12
Concepcion, Alexandra	Project Specialist/IVC	16.00	01/01/12-06/30/12
Conway, Carolina	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
Conway, Jason	Project Specialist/SC	10.50	09/20/11-06/30/12
Cooper, Alexandra	TMD Aide/IVC	8.50	01/01/12-06/30/12
<sup>6</sup> Cosmakos, Rachel	Project Specialist/SC	16.00	01/01/12-06/30/12
Crocker, Jared	Coaching Aide/SC	15.00	01/01/12-06/30/12
Cuevas, Mary Lynn	Project Specialist/SC	9.50	01/01/12-06/30/12
<sup>7</sup> Dang, Hanh Quyen	Project Specialist/SC	11.50	01/01/12-06/30/12
Davis, Edwin	Coaching Aide/SC	15.00	01/01/12-06/30/12
De Foy, Jessica	Clerk - Short Term/SC	12.00	01/01/12-06/30/12
De Michele, Xavier	TMD Aide/SC	8.50	01/01/12-06/30/12
DeRosas, David	Project Specialist/SC	12.50	09/20/11-06/30/12
Dhillon, Rajanpal	Project Specialist/SC	16.00	01/01/12-06/30/12
Dill, Laura	Coaching Aide/SC	15.00	01/01/12-06/30/12
Dinh, Amber	Project Specialist/SC	16.00	01/01/12-06/30/12
Donahue, Beatriz	Clerk - Short Term/IVC	8.50	01/01/12-06/30/12
Dunstan, William	Project Specialist/SC	12.50	01/01/12-06/30/12
Dwinell, Patti	Clerk - Short Term/SC	13.00	01/01/12-06/30/12
Ebol, Anne Kathreane	Outreach Aide/SC	11.50	08/15/11-06/30/12
El Ahmar, Nidal	Clerk - Short Term/IVC	10.50	01/01/12-06/30/12
Ellis, Reggie	Coaching Aide/SC	15.00	09/20/11-06/30/12
Esteban, Greg	Coaching Aide/SC	15.00	01/01/12-06/30/12
Faulkner, Bryn	Project Specialist/SC	13.00	09/01/11-06/30/12
Fauls, Matthew	TMD Aide/SC	8.50	01/01/12-06/30/12
Fellner, John	Project Specialist/SC	9.00	01/01/12-06/30/12
Fickenschier, Joshua	Project Specialist/IVC	20.00	01/01/12-06/30/12
Fitzgerald, Anne	Project Specialist/District	20.00	01/01/12-06/30/12
Fletcher, Jenny	Adapt. Kines. Aide/IVC	9.00	01/01/12-06/30/12
Flippin, Mark	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Florentino, Yesenia	Project Specialist/SC	14.00	01/01/12-06/30/12
Formaneck, Donald	TMD Aide/IVC	20.00	01/01/12-06/30/12
Fox, Geoffrey	Coaching Aide/SC	15.00	01/01/12-06/30/12
Fox, Jill	Clerk - Short Term/SC	14.00	01/01/12-06/30/12
Galkina, Dzhulyetta	Outreach Aide/SC	12.50	01/01/12-06/30/12
Garcia Carmona, Javier	Project Specialist/SC	9.50	01/01/12-06/30/12

<sup>6</sup> Daughter of Pete Cosmakos, Independent Contractor for Community Education, Saddleback College.

<sup>7</sup> Sister of Hoang-quyen Dang, Financial Aid Specialist, Financial Aid, Office of Student Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Garcia, Erika	Project Specialist/SC	\$ 12.50	09/20/11-06/30/12
Garey, Jason	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Gaynor-Walsh, M.	Project Specialist/SC	20.00	01/01/12-06/30/12
Geier, Brian	Adapt. Kines. Aide/SC	20.00	01/01/12-06/30/12
Gibbs, Shannon	Project Specialist/IVC	15.00	01/01/12-06/30/12
Gibson, Patrick	Project Specialist/SC	12.50	01/01/12-06/30/12
Givarginzia, Matthew	Project Specialist/IVC	16.00	01/01/12-06/30/12
Gonzalez, Deyanira	Project Specialist/SC	16.00	01/01/12-06/30/12
Graham, Paul	Clerk - Short Term/IVC	8.50	01/01/12-06/30/12
Gronau, John	Project Specialist/IVC	15.00	01/01/12-06/30/12
Groover, Michael	TMD Aide/SC	9.50	01/01/12-06/30/12
Gross, Rachel	TMD Aide/SC	9.50	01/01/12-06/30/12
Guadarrama, Edgar	Project Specialist/IVC	12.50	01/01/12-06/30/12
Guerrero, Jorge	Special Proj. Coord./SC	25.00	01/01/12-06/30/12
Harris, Ashleigh	TMD Aide/SC	8.50	01/01/12-06/30/12
Harris, Ashley	Adapt. Kines. Aide/IVC	9.00	01/01/12-06/30/12
Hartman, Randi	Coaching Aide/SC	15.00	01/01/12-06/30/12
Hartwell, Keith	Outreach Aide/SC	11.50	09/15/11-06/30/12
Hastings, Emily	TMD Aide/SC	9.50	01/01/12-06/30/12
Haven, Nancy	Clerk - Short Term/IVC	8.50	01/01/12-06/30/12
Hazavei, Ali	TMD Aide/IVC	8.50	01/01/12-06/30/12
Hellriegel, John	Project Specialist/SC	18.00	01/01/12-06/30/12
Hernandez, Joany	TMD Aide/SC	10.50	01/01/12-06/30/12
Hodosh, Seth	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
Holland, Larry	Coaching Aide/SC	15.00	01/01/12-06/30/12
Holt, Delainey	Project Specialist/SC	13.00	01/01/12-06/30/12
Hood, Ryan	TMD Aide/IVC	12.50	01/01/12-06/30/12
Hoormazdi Mob., Mehr.	Clerk - Short Term/SC	10.00	01/01/12-06/30/12
Hooshmand, Chris	Project Specialist/IVC	16.00	01/01/12-06/30/12
Hughes, Jacob	Adapt. Kines. Aide/SC	9.50	01/01/12-06/30/12
Hunter, Patrick	Project Specialist/SC	8.50	09/20/11-06/30/12
Hutton, Marie	Project Specialist/SC	9.50	09/27/11-06/30/12
Hyde, Heidi	TMD Aide/SC	10.50	01/01/12-06/30/12
Inglehart, Ciara	Coaching Aide/SC	15.00	01/01/12-06/30/12
Irion, Jacob	Coaching Aide/SC	15.00	01/01/12-06/30/12
Laity, Hayley	Outreach Aide/SC	10.50	09/29/11-06/30/12
LaLonde, Mia	CDC Aide/SC	12.00	09/08/11-06/30/12
Lee, Adriana	Clerk, Short-Term/SC	15.00	09/15/11-06/30/12
McCann, Samantha	TMD Aide/IVC	10.50	08/29/11-06/30/12
<sup>8</sup> McClain, Connie	Project Specialist/SC	20.00	09/12/11-06/30/12
McMackin, Kelly	CDC Aide/SC	12.00	09/15/11-06/30/12

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<sup>8</sup> SOCCCD PERS Retiree

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2011/2012** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Medling, Jane	Project Specialist/SC	\$ 12.50	09/21/11-06/30/12
Modrynski, Jason	Adapted Kines. Aide/SC	10.50	09/22/11-06/30/12
Moyhi, Jasmine	CDC Aide/SC	12.00	09/08/11-06/30/12
Ong, Cassandra	Project Specialist/SC	12.50	09/27/11-06/30/12
Paulis, Monique	Project Specialist/SC	12.50	09/20/11-06/30/12
Phillips, Sky	Project Specialist/SC	10.50	09/01/11-06/30/12
Runde, Jessica	TMD Aide/IVC	20.00	09/15/11-06/30/12
Schafer, Alexis	Project Specialist/SC	14.00	08/15/11-06/30/12
Uy, Vincent	Project Specialist/SC	12.50	09/21/11-06/30/12
Valentino, Nicholas	Project Specialist/SC	9.50	09/29/11-06/30/12

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>
Ahmadi Talesh, Tina	09/01/11-06/30/12
Burke, Helen	09/30/11-06/30/12
Han, Grace	09/16/11-06/30/12
Kim, Dahye	09/01/11-06/30/12
Korsund, Jennifer	09/09/11-06/30/12
<sup>9</sup> Leftwich, Denham	09/23/11-06/30/12
Liang, Sheryne	09/30/11-06/30/12
Masoumi, Tahereh	09/01/11-06/30/12
Nikooardestani, Ghazal	09/26/11-06/30/12
Rystov, Alice	09/01/11-06/30/12
Terp, Matthew	09/15/11-06/30/12
Toombs, Berdena	09/16/11-06/30/12
Tran, Alex	09/20/11-06/30/12

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>
Budai, Rachel	Model/SC	\$ 22.00/hr	09/29/11-06/30/12
Caruso, Karen	Clinical Skills Spec./SC	30.00/hr	09/19/11-06/30/12
Dodd, Timothy	Clinical Skills Spec./SC	30.00/hr	09/27/11-06/30/12
Grimalda, Andrew	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12

<sup>9</sup> Husband of Helene Gizel Leftwich, Senior Administrative Assistant, Liberal Arts, Saddleback College, and son-in-law to Virginia Helen Locke, Director of Student Affairs, Irvine Valley 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>
Haynes, Chris	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12
McCaughey, Colin	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12
McGinley, Patricia	Clinical Skills Spec./SC	30.00/hr	09/21/11-06/30/12
Noceti, Jason	Clinical Skills Spec./SC	30.00/hr	09/20/11-06/30/12
Sharar, Erica	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. ADMISSIONS AND RECORDS SPECIALIST I, Pos #2736, Classified Bargaining Unit Salary Range 116, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization within the department as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2011. (Position approved: September 30, 2002)
2. ADMISSIONS AND RECORDS SPECIALIST I, Pos #3743, Classified Bargaining Unit Salary Range 116, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to eliminate this part-time, 28 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization within the department as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2011. (Position approved: June 25, 2007)
3. ADMISSIONS AND RECORDS SPECIALIST II, Pos #3264, Classified Bargaining Unit Salary Range 120, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization within the department as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2011. (Position approved: February 27, 2006)
4. LIBRARY ASSISTANT I, Pos #3922, Classified Bargaining Unit Salary Range 115, School of Library Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective November 1, 2011. (Position approved: August 26, 2008)
5. MULTIMEDIA TECHNICIAN, Pos #2707, Classified Bargaining Unit Salary Range 126, Media Services, Office of Technology Services, Irvine Valley College, seeks authorization to eliminate this 40 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective October 25, 2011. (Position approved: September 30, 2002)



**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS - Continued**

6. MULTIMEDIA TECHNICIAN, Pos #3239, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to eliminate this 40 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective October 25, 2011. (Position approved: February 27, 2006)
7. MULTIMEDIA TECHNICIAN, Pos #3288, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to eliminate this 25 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective October 25, 2011. (Position approved: February 27, 2006)
8. MULTIMEDIA TECHNICIAN, Pos #3359, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to eliminate this 40 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective October 25, 2011. (Position approved: February 27, 2006)
9. OFFICE ASSISTANT, Pos #4418, Classified Bargaining Unit Salary Range 113, Student Development, Office of Student Services, Saddleback College seeks authorization to eliminate this part-time, 29 hours per week, 12 months per year position from its staff complement, effective September 12, 2011. (Position approved: August 29, 2011)
10. RECEPTIONIST, Pos #3409, Classified Bargaining Unit Salary Range 113, Office of Human Resources, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective October 25, 2011. (Position approved: February 27, 2006)
11. SENIOR ADMINISTRATIVE ASSISTANT, Pos #3396, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective October 25, 2011. (Position approved: February 27, 2006)
12. VETERANS SPECIALIST, Pos #4404, Classified Bargaining Unit Salary Range 126, Financial Aid, Office of Student Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective November 1, 2011. (Position approved: February 28, 2011)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. ADMISSIONS AND RECORDS SPECIALIST II, Classified Bargaining Unit Salary Range 120, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement pursuant to a reorganization within the department as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2011.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -**  
Continued

2. ADMISSIONS AND RECORDS SPECIALIST II, Classified Bargaining Unit Salary Range 120, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement pursuant to a reorganization within the department as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2011.
3. CAREER DEVELOPMENT WORK-BASED LEARNING LINKAGES TO PROFESSIONAL ORGANIZATION, PROGRAM ASSISTANT, CATEGORICAL, a grant funded position, Classified Bargaining Unit Salary Range 118, Career Technical Education and Workforce Development, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective October 1, 2011. This position is funded by Career Development Work-Based Learning Linkages to Professional Organizations with employment contingent upon the availability of these grant funds. (Exhibit B, Attachment 1)
4. COMPUTER/AUDIOVISUAL TECHNICIAN, Classified Bargaining Unit Salary Range 126, Media Services, Office of Technology Services, Irvine Valley College, seeks authorization to establish a 40 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.5 of the C.S.E.A. contract, effective October 25, 2011. (Exhibit B, Attachment 2)
5. COMPUTER/AUDIOVISUAL TECHNICIAN, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to establish a 40 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.5 of the C.S.E.A. contract, effective October 25, 2011. (Exhibit B, Attachment 2)
6. COMPUTER/AUDIOVISUAL TECHNICIAN, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to establish a 25 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.5 of the C.S.E.A. contract, effective October 25, 2011. (Exhibit B, Attachment 2)
7. COMPUTER/AUDIOVISUAL TECHNICIAN, Classified Bargaining Unit Salary Range 126, Media Services, Office of College Technology, Saddleback College, seeks authorization to establish a 40 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.5 of the C.S.E.A. contract, effective October 25, 2011. (Exhibit B, Attachment 2)
8. HEALTH CENTER NURSE, Classified Bargaining Unit Salary Range 136, Student Health Center, Office of Student Services, Saddleback College, seeks authorization to establish and announce a part-time, 10 hours per weeks, 12 months per year position to its staff complement, effective October 25, 2011.

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION - Continued**

9. HUMAN RESOURCES ASSISTANT, Classified Bargaining Unit Salary Range 121, Office of Human Resources, District seeks authorization establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective October 25, 2011. This item is contingent upon approval by the Board of Trustees of item B10 of this agenda.
10. HUMAN RESOURCES SPECIALIST, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective October 25, 2011. This item is contingent upon approval by the Board of Trustees of item B11 of this agenda.
11. INTERNATIONAL STUDENT PROGRAM TECHNICIAN, Classified Bargaining Unit Salary Range 125, School of Admissions and Records, Irvine Valley College, seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective October 25, 2011.
12. LIBRARY ASSISTANT I, Classified Bargaining Unit Salary Range 115, School of Library Services, Irvine Valley College, seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective November 1,
13. NIGHT CUSTODIAL SUPERVISOR, Classified Management Salary Range 04, Facilities Custodial, Office of Physical Plant, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position, with 5% shift differential, to its staff complement, effective October 25, 2011.
14. OFFICE ASSISTANT, a categorical grant funded position, Classified Bargaining Unit Salary Range 113, Office of Community Education, Saddleback College seeks authorization to establish a part-time, 28 hours per week, 12 months per year position to its staff complement, effective October 25, 2011. Employment in this position is contingent upon the availability of grant funding by Community Education.
15. SENIOR VETERANS SPECIALIST, Classified Bargaining Unit Salary Range 130, Office of Student Services, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.15 of the C.S.E.A. contract, effective October 31, 2011. (Exhibit B, Attachment 3)
16. STUDENT DEVELOPMENT OFFICE ASSISTANT, a categorical grant funded position, Classified Bargaining Unit Salary Range 121, Student Development, Office of Student Services, Saddleback College seeks authorization to establish and announce a full-time, 29 hours per week, 12 months per year position, effective September 12, 2011. This position is funded by the Associated Student Government (ASG) with employment contingent upon the availability of these funds and is also contingent upon the approval by the Board of Trustees of item B9 of this agenda.

**D. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION**

1. LIBRARY ASSISTANT II, Pos #3933, Classified Bargaining Unit Salary Range 119, 20 hours per week, 12 months per year, School of Library Services, Irvine Valley College seeks authorization to permanently increase hours to 40 hours per week, 12 months per year, effective November 1, 2011. This position is assigned to Jeanette Murillo, ID #17074. (Position approved: August 26, 2008)

**E. AUTHORIZATION TO REORGANIZE REPORTING STRUCTURE FOR CLASSIFIED POSITIONS**

1. Program Assistant, Categorical, Pos #3906, Classified Bargaining Unit Salary Range 118, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position from reporting to Dean of Counseling Services and Special Programs, to begin reporting to the Dean of Business Science, Economic and Workforce Development, in support of the realignment of the responsibilities for the Career Technical Education programs within the Division, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective October 1, 2011. This position is assigned to Tracy McConnell, ID #13022, with employment contingent upon the availability of funding from the Career Technical Education, Community Collaborative Grant. (Position Approved: June 24, 2008)
2. Program Specialist, Categorical, Pos #4216, Classified Bargaining Unit Salary Range 130, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position from reporting to Dean of Counseling Services and Special Programs, to begin reporting to the Dean of Business Science, Economic and Workforce Development, in support of the realignment of the responsibilities for the Career Technical Education programs within the Division, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective October 1, 2011. This position is assigned to Mary Anstadt, ID #10795, with employment contingent upon the availability of funding from the Career Technical Education, Community Collaborative Grant. (Position Approved: April 27, 2009)
3. Program Technician, Categorical, Pos #4241, Classified Bargaining Unit Salary Range 122, 29 hours per week, 10 months per year, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to reorganize the reporting structure for this Classified Bargaining Unit position from reporting to Dean of Counseling Services and Special Programs, to begin reporting to the Dean of Business Science, Economic and Workforce Development, in support of the realignment of the responsibilities for the Career Technical Education programs within the Division, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective October 1, 2011. This position is assigned to Jennifer Gleizer, ID #16521, with employment contingent upon the availability of funding from the Career Technical Education, Community Collaborative Grant. (Position Approved: March 25, 2010)

**F. RECLASSIFICATION**

- a. HALL, EZEKIEL, ID #13567, Veterans Specialist, Pos #4404, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, is to be reclassified to Senior Veterans Specialist, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, effective November 1, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B10 and C13 of this agenda.
- b. NGUYEN, VINCENT, ID #8500, Admissions and Records Specialist I, Pos #2736, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, is to be reclassified to Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective November 1, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B1 and C1 of this agenda.
- c. FOUNDS, RICK, ID #9971, Multimedia Technician, Pos #3239, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, is to be reclassified to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, effective October 25, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B6 and C5 of this agenda.
- d. HAZZARD, RUBY, ID #16706, Receptionist, Pos #3409, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Office of Human Resources, District, is to be reclassified to Human Resources Assistant, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Office of Human Resources, District, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective October 25, 2011. This item is contingent upon approval by the Board of Trustees of items B10 and C9 of this agenda.
- e. LAKOW, WILLIAM, ID #10173, Multimedia Technician, Pos #3288, Classified Bargaining Unit Salary Range 126, Step 6, 25 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, is to be reclassified to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, 25 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, effective October 25, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B7 and C6 of this agenda.

**F. RECLASSIFICATION - Continued**

- f. LEVINSON, MARC, ID #3275, Multimedia Technician, Pos #2707, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of Technology Services, Irvine Valley College, is to be reclassified to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of Technology Services, Irvine Valley College, effective October 25, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B5 and C4 of this agenda.
- g. MANLEY, DANA, ID #1823, Multimedia Technician, Pos #3359, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, is to be reclassified to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Media Services, Office of College Technology, Saddleback College, effective October 25, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B8 and C7 of this agenda.
- h. ZAKARYAN, KARINE, ID #11437, Admissions and Records Specialist I, Pos #3743, Classified Bargaining Unit Salary Range 116, Step 6, 28 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, is to be reclassified to Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, with a permanent increase in hours at full-time, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective November 1, 2011, Pursuant to Article 8.15 of the C.S.E.A. contract and defined in Title V Education Regulation, Section (c), Recruitment 53021. This reclassification is contingent upon approval by the Board of Trustees of item B2 and C2 of this agenda.

**G. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT**

- a. ESTERLY, NANCY, ID #18070, Accounting Assistant, Pos #4310, Classified Bargaining Unit Salary Range 118, Step 1, 25 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, has been given a temporary change in hours to 40 hours per week, without entitlement to health and welfare benefits, pursuant to Article 7.3.1.1 and 9.3 of the C.S.E.A. Contract, effective September 6, 2011 through November 30, 2011.
- b. MURILLO, JEANETTE, ID #17074, Library Assistant II, Pos #3933, Classified Bargaining Unit Salary Range 119, Step 2, 20 hours per week, 12 months per year, School of Library Services, Irvine Valley College, is to be given a permanent increase in hours to 40 hours per week, 12 months per year, effective November 1, 2011, pursuant to Article 7.3.2 of the C.S.E.A. Contract. This item is contingent upon the approval by the Board of Trustees of item D1 of this agenda.

**G. CHANGE OF STATUS - Continued**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. ALBA, DANIEL, ID #17501, Custodian, Pos #4365, Classified Bargaining Unit Salary Range 113, Step 1, 25 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Irvine Valley College, has been granted a lateral transfer to Custodian, Pos #1113, Facilities Custodial, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective October 1, 2011. This is a replacement position for David Mora, who resigned.
  - c. LING, JYUEGUANG, ID #16323, Library Technician, Pos #4265, Classified Bargaining Unit Salary Range 125, Step 2, 19 hours per week, 12 months per year, School of Library Services, Irvine Valley College has been granted a lateral transfer to Library Technician, Pos #1377, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 125, Step 2, 40 hours per week, 12 months per year, effective November 1, 2011. This is a replacement position for Moira Mc Gee, who resigned.

**H. OUT OF CLASS ASSIGNMENTS**

1. ABBOTT, EMERSON, ID #2249, Groundskeeper, Pos #2793, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Irrigation Specialist, Pos #2702, Classified Bargaining Unit Salary Range 129, Step 2, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, effective September 12, 2011 through September 28, 2011. This is a temporary reassignment for Dennis Wyche, who was on leave.
2. ABBOTT, EMERSON, ID #2249, Groundskeeper, Pos #2793, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Groundskeeper, Pos #3455, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, Facilities Grounds, Office of Physical Plant, Saddleback College, effective October 1, 2011. This is a temporary reassignment for Brian Mc Mahon, who is on leave.
3. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, Pos #3429, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Fiscal Office, Office of Business Services, District, has been given a temporary change in assignment to Executive Assistant to the Office of the Vice Chancellor, Pos #4409, Classified Bargaining Unit Salary Range 4, Step 4, 40 hours per week, Office of the Vice Chancellor of Business Services, District, effective October 10, 2011 through October 21, 2011. This is a temporary reassignment for Cheryl Dobbie, who was on leave.
4. ARREOLA, JOSE, ID #1888, Lead Groundskeeper, Pos #3455, a temporary assignment, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, temporary assignment ended effective September 30, 2011, returned to permanent assignment as Groundskeeper, Pos #2794, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Saddleback College, effective October 1, 2011.

**H. OUT OF CLASS ASSIGNMENTS - Continued**

5. ARAUJO, ROBERTO, ID #13594, Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Night Custodial Supervisor, Pos #3043, Classified Management Salary Range 4, Step 1, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, effective September 7, 2011. This is a temporary reassignment for Anthony Rodgers, who is on leave.
6. BROOK, RYAN, ID #15302, Administrative Assistant, Pos #3524, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3242, Classified Bargaining Unit Salary Range 127, Step 3, 40 hours per week, School of Kinesiology, Health and Athletics, Irvine Valley College, effective September 29, 2011. This is a temporary reassignment for Corine Reymond, who has been temporarily reassigned.
7. NGUYEN, JOHNNY, ID #14563, Custodian, Pos #3106, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, effective September 12, 2011. This is a temporary reassignment for Roberto Araujo, who has been temporarily reassigned.
8. NUNEZ, MARIA, ID #12242, Extended Opportunity Program Specialist, Pos #4347, a temporary assignment, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, EOPS, School of Guidance and Counseling, Irvine Valley College, temporary assignment ended effective September 30, 2011, returned to permanent assignment as Counseling Office Assistant, Pos #4273, Classified Bargaining Unit Salary Range 115, Step 6, 40 hours per week, 12 months per year, EOPS, School of Guidance and Counseling, Irvine Valley College, effective October 1, 2011.
9. ORLICH, VICTORIA, ID #16839, Program Assistant, Categorical, Pos #3988, Classified Bargaining Unit Salary Range 118, Step 4, 20 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, has been given a temporary change in assignment to Administrative Assistant, Pos #3524, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, effective September 29, 2011. This is a temporary replacement for Ryan Brook, who has been temporarily reassigned.
10. PEEBLES, LA NELL, ID #14211, Human Resources Associate, Confidential, Pos #3058, Classified Management Salary Range 02, Step 9, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Executive Assistant to the Vice Chancellor, Pos #3162, Classified Management Salary Range 04, Step 7, 40 hours per week, Office of the Vice Chancellor of Human Resources, District, effective September 29, 2011 through October 7, 2011. This was a temporary reassignment for Beverly Johnson, who was on leave.



**H. OUT OF CLASS ASSIGNMENTS - Continued**

11. ZAKARYAN, KARINE, ID #11437, Admissions and Records Specialist I, Pos #3743, Classified Bargaining Unit Salary Range 116, Step 6, 28 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective September 26, 2011 through October 31, 2011. This is a temporary replacement for Pamela Kite, who retired.

**I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. MUELLER, MARY E., ID #10073, District Director of Fiscal Services, Classified Management Salary Range 10, Step 10, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District, resignation effective December 30, 2011 and retirement effective December 31, 2011. Payment is authorized for any compensated time off. (Start date: May 12, 1999)
2. MATHAVORN, TOM, ID #13054, Financial Aid Specialist, Pos #3683, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, resignation effective September 30, 2011. Payment is authorized for any compensated time off. (Start date: April 29, 2004)
3. PARMER, HARRY, ID #6375, Director of Safety and Security, Chief of Police, Pos #3005, Classified Management Salary Range 07, Step 10, 40 hours per week, 12 months per year, Office of Safety and Security, Saddleback College, resignation effective December 30, 2011 and retirement December 31, 2011. Payment is authorized for any compensated time off. (Start date: May 16, 1994)

**J. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Abbott, Ashton	Akita, Sara	Alston, Malcolm
Altstatt, Tessa	An, Jaymian	Anderson, Travis
Ansari, Sara	Antonitis, Edward	Arenado, Natalie
Arenal, Michael	Arnold, Sydney	Ashworth, Bradley
Baker, Dustin	Bancroft, Devin	Barber, Courtney
Barkema, Kaylin	Barker, William	Beckley, Kathryn
Bejar, Hashim	Benjoya, Jana	Berger, Amy
Bernier, Dylan	Bell, Jason	Bertsch, Sunoo
Bilen, Lauren	Bill, Derek	Bishop, Jonathan
Blyleven, Timothy	Boarman, Nicole	Bohn, Kirsten
Boundon, Michael	Boyle, Tanner	Brady, Cody
Bradley, Kyle	Bran, Victor	Brenner, Alexander
Brown, Riley	Buckler, Max	Budrovic, Jenna
Byrne, Travis	Cade, Anthony	Caldwell, Erin
Callahan, Caitlin	Camiolo, Amanda	Carman, Veronica
Carpenter, Erica	Carrell, Hannah	Caruso, Nicolette
Castillo, Amber	Cefah, Giuseppe	Chilton, Matt

**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Cicco, Bryan	Cigarroa, Edmur	Cincotta, Kristine
Clifton, Shane	Cook, Jesse	Conlon, Kevin
Constable, Alyssa	Conway, Clayton	Corbin, Aaron
Corbin, Josh	Cordova, Jeremy	Cortes, Jonathan
Costa, Patrick	Crews, Brittney	Crosby, Madison
Cruzado, Maria	Currie, Danielle	Darnall, Angela
De Koeyer, Jonathan	Dela Cruz, Alexandria	Deming, Sara
Dena, Ariana	De Sasia, Xabier	Desiano, Michael
Diemer, Michael	Doone, Nick	Dorman, Hilary
Dubeau, Steve	Dunham, Taylor	Dunn, Morgan
Eastvold, Haylee	Ehrlich, Kaitlyn	Eickhof, Corinne
Embry, Norman	Emerson, Megan	England, Chelsea
England, Sydney	Erdinc, Kerem	Estrada, Justin
Evans, Adrienne	Fazilat, Faisal	Fike, Veda
Finney, Kyle	Fisher, Brian	Fisk, Zsaqlene
Fitch, Carson	Fitzsimons, Lauren	Fitzpatrick, Kevin
Fong, Jonathan	Forrester, Kingsley	Fouch, Bryan
Franscell, Michael	French, Victoria	Friedberg, Dean
Funk, Garrett	Gala, Ryan	Galvez, Maria-Rosa
Garcia, Alyssa	Garcia, Garrett	Garcia, Luis
Gardea, Gina	Geach, Raymond	Gemayel, Linda
Georgy, Alexandra	Germain, Ryan	Germann, Vicente
Gesiriech, Gannon	Getz, Raymond	Ghafari, Ashkan
Gille, Alexandria	Gille, Alexis	Gille, Ashley
Gomez, Adilene	Gonzalez, Alexia	Gonzalez, Gabriela
Grane, Zach	Green, Micah	Gregory, Levi
Guite, Melanie	Hajduk, Rebekah	Hamasaki, Jordan
Harb, James	Hashemi, Millad	Havlena, Kaitlyn
Hayes, Levi	Hayward, Joseph	Healy, Greg
Hearn, Christina	Heinsius, Jennifer	Henderson, Randy
Herrero, Cristofer	Hirsch, Alyssa	Hitchcock, Logan
Holden, Austin	Hollaway, Suzanne	Holt, Corinne
Holyoak, Caitlyn	Hood, Alyssa	Horne, Trever
Huang, Grace	Ilic, Irena	Imari, Mehrsa
Iraza, Derek	Jahangir, Arash	Jankowski, Alexandra
Johnson, David	Johnson, Nicholas	Jones, Emery
Jones, Kevin	Juric, Ashley	Justice-Werve, Sebastian
Jystad, Amy	Kafaipour, Natasha	Kalagian, Wayne
Karbasion, Heliya	Kawile, Gabrielle	Kebler, Andrew
Kelleher, Michael	Kellogg, Brady	Kemp, Leif
Key-Marer, Sarah	Kindel, Amanda	Kirkpatrick, Kenneth
Klamecki, Brian	Koehler, Brian	Krieghoff, Austin
La Briola, Kirk	Landvogt, Corey	La Tourette, Matthew
Laur, Heidi	Laurel, Christopher	Leavell, Justine
Le Clair, Amanda	Ledford, Steven	Lee, Ryan

**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Leitner, Jeanie	Leland, Jacob	Lisch, Wyatt
Liu, Christina	Long, Shelby	Lynn, Jeff
MacDonald, Cameron	MacDonald, Kevin	Madison, Serena
Maglalang, Jon-Paul	Manina, Paul	Marmolejo, Ivan
Martin, Michelle	Massoumi, Bahareh	Maune, John
Mayo, Kameron	McAnlis, Allen	McCall Woolsey, Taylor
McCandless, Ashley	McClure, Kaitlin	McCoy, Curtis
McDonald, Daniel	McDuff, Marshall	Medina, Roxana
Mehrabian, Steven	Merlino, Alec	Meussner, Jimmy
Miller, Briana	Milosch, Trevor	Mink, Jeffrey
Moghadas, Michael	Moriarty, Riley	Moshrefi, Arya
Mosk, Brady	Mota Flores, Luis	Mulder, Austin
Mutchnick, Megan	Nalezny, Franz	Narciso, Julian
Nava, Santos	Nelson, Hannah	Nguyen, Amy
Nordfelt, Andrew	Norris, Devon	Norton, Will
O'Brien, Mackenzie	Ocampo, Andres	Ogden, Colton
Olivieri, Melanie	Ortiz, Juan	Park, Peter
Parvinnia, Parham	Pasoz, Shaun	Patino, Danieli
Pedinoff, Lauren	Pereida, Claudio	Perez, Jeremy
Perlman, Maxwell	Peterson, Nicky	Pinedo, Victor
Poff, Kyle	Porter, Matthew	Pourabolgha Semianas, Helia
Pratt, Sean	Quach, Austin	Quechenberger, Engelbert
Rabas, Alyssa	Raessner, Cole	Ramirez, Ana
Ramirez, Edgar	Ramirez, Jose	Ramirez, Samantha
Rankins, Jenalle	Ranta, Kevin	Real, Jasmin
Richardson, Brandon	Ring, Garrett	Robichaud, Sara
Rockriver, Branden	Rodriguez, Andrew	Rodriguez, Robert
Roell, Brandon	Rosen, Anne	Rossi, Nicholas
Rossow, Chantelle	Rossow, Chelsea	Runels, Emily
Rush, Kelly	Samsami, Emon	Sandoval, Marco
Seaminaci, Michael	Scott, Frances	Schack, Jake
Sherdil, Kyle	Schober, Thomas	Schooler, Clinton
Schwartz, Hannah	Semione, Michael	Shephard, Robert James
Sierra, Estefania	Slye, Hayley	Smith, Bryan
Snyder, Jeremy	Sperry, Madeline	Spiegel, Cody
Squirek, Anthony	Staeheli, Nadja	Stark, Kyle
Stearns, Todd	Steshetz, Kamden	Stevens, Andrew
Straub, Spencer	Streeter, Elise	Strickland, Cade
Stueben, Nancy	Sullivan, Michael	Swanson, Amanda
Swanson, Jaime	Taporco, Michael	Taylor, Allan
Tejeda, Christa	Thiercof, Joey	Thomas, Jarrett
Thompson, Jacob	Tiernan, Brooke	Todaro, Daniel
Tolle, Nicholas	Townsend, Nick	Trumble, Danielle
Tschopp, Anthony	Valenzuela, Kyle	Varastch, Ashley
Vasquez, Noe	Villavisencio, Jason	Walker, Kelsey

**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Wales, Brittny	Ward, Henry	Wardle, Devon
Wardle, Issbelle	Ware, Eric	Waters, Jennifer
Weiser, Justin	Wheeler, Jennifer	Whitaker, Alyssa
Whittemore, Katie	Wickstrom, Julie	Wiedeman, Brandon
Williams, Luke	Williams, Thaddaeus	Willis, Jessica
Wilson, Zach	Winninghuff, Olivia	Wise, Kalena
Witzel, Ashley	Wolf, Kyle	Wolfe, Ivy
Wong, Brian	Woo, Brianna	Woo, Wonjung
Woods, Christopher	Woog, Russell	Woolsey, Michael
Yearwood, Drew	Yi, Chen	Yocky, Alex
York, Nathan	Yould, Tanner	Zaker, Yash
Zaldivar, Victoria	Zimmerman, Jeffrey	Zimmerman, Joshua

Advanced Technology and Applied Science, Saddleback College

Aguilar, Osvaldo	Frost, Jack	Moore, Harvey
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Counseling Services and Special Programs, Saddleback College

Avalos, Arceli	Bordere, David	Bowen, Valerie
Bradford, Judy	Forrest, Cathy	Goodman, Gaylin
Larson, Christine	LuPher, Anton	Pallante, Paloma
Raynor, Nora	Sherman, Rocky	Razzo, Carlos
Schmedeke, Charles	<sup>10</sup> Stuetz, Michael	

Veterans Office, Office of College Fiscal Services, Saddleback College

Cone, Daniel

Fine Arts, Saddleback College

Armstrong, Tracey	Bayless, Mike	Farris, Dylan
Gieselman, Dana	Gieselman, Mary	McGauley, Katherine

Liberal Arts, Saddleback College

Axel, Carol

Learning Assistance Prog., Online Education and Learning Resources, Saddleback College

Adkins, Mauricette	Asghar, Ali	Eghterafi, Omid
Hosseiny, Habib	Idris, Hehal	Martin, Daniel
McGee, Florence	Montgomery-Pool, Edie	Phan, Luan
Rueda, Eric	Schleissner, Pamela	Silva, William Frank
Stempel, Emil	White, Alan	

Library, Online Education and Learning Resources, Saddleback College

Farsadzadeh, Farinaz	Salimi, Leila
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<sup>10</sup> Son of Richard Stuetz, Part-time Lecturer, Kinesiology and Athletics, Saddleback College and SOCCCD STRS Retiree.

**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2011/2012 academic year.

Fine Arts, Irvine Valley College  
Gateley, Robert

Guidance and Counseling, Irvine Valley College  
Lee, Sunyoung

Health, Kinesiology and Athletics, Irvine Valley College  
Mizukawa, Toshihiro

Public Information and Marketing, Irvine Valley College  
Pena, L. Adrian

South Orange County Community College District

**CAREER DEVELOPMENT WORK-BASED LEARNING LINKAGES TO PROFESSIONAL ORGANIZATIONS PROGRAM ASSISTANT – CATEGORICAL FUNDED – ID #-Classified Bargaining Unit Salary Range 118**

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 general supervision of the Project Director for the “Career Development Work-Based Learning Linkages to Professional Organizations” (CDWBLLO) grant, provides computer-based operational and support services on behalf of the assigned grant funded program; performs a variety of administrative office support duties of a general or specialized nature; and provides information and assistance to program participants, including colleges, employers, professional associations, and the general public.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. The incumbent works with project directors and administrators to implement the activities of a grant program. Duties include project administrators by performing computer-based processing and other administrative support functions that further the goals of the grant program and support state-wide activities and duties.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide word processing and other computer operation services in support of the assigned grant funded program; produce letters, manuals, syllabi, handbooks, program materials, board agendas, position announcements and reports; create and maintain originals of documents; distribute finished materials as appropriate.
2. Participate in preparing a variety of required and comprehensive reports within the assigned grant funded area.
3. Serve as receptionist for assigned grant funded program; receive office and telephone callers; provide material and information in response to requests for information related to program; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
4. Follow up on registration problems for the assigned grant funded area; respond to questions and inquiries from participants regarding registration guidelines and procedures.
5. Provide assistance to participants and staff in the orientation process; attend orientation meetings, collect participant paperwork, make copies of documents as necessary and respond to questions and inquiries.
6. Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
7. Design, develop and prepare a variety of graphics, brochures, flyers, charts and other documents utilizing desktop publishing hardware and software.
8. Maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
9. Provide program information to participants, colleges, employers, and professional associations; assist in preparing program materials; receive, sort, and deliver materials.
10. Perform related duties as required.

South Orange County Community College District  
Page 2 - Career Development Work-Based Learning Linkages to Professional Organizations Program  
Assistant – Categorical Funded

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:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheet, database, desktop publishing, and web development programs, methods, and techniques.

Basic principles of business letter writing and basic report preparation.

Methods and standards used in processing State, District, and College paperwork.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper correspondence etiquette.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative and office policies and procedures.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

Respond to requests and inquiries from participants, employers, and professional associations; effectively present information in person, via internet, or on the telephone to all project constituents.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES:

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

Education/Training:

Equivalent to the completion of the twelfth grade. Completion of college level course work in business administration or a related field is highly desirable.

Experience:

Two years of specialized clerical or office experience preferably involving extensive public contact.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

South Orange County Community College District  
Page 3 - Career Development Work-Based Learning Linkages to Professional Organizations Program  
Assistant – Categorical Funded

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed primarily in a standard office setting, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with participants, staff, employers, and professional associations.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Prepared by: Johnson and Associates, June, 2006

Approved by the Board of Trustees, June 26, 2006

Revised by David Gatewood: Sept 9, 2011 (Based on the "Program Assistant" position prepared by Johnson & Associates: June, 2006.)



South Orange County Community College District

**COMPUTER/AUDIOVISUAL TECHNICIAN – ID # - Classified Bargaining Unit Salary Range 126**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under general supervision from higher level supervisory and/or management staff , performs a variety of professional and technical services in the installation, testing, operation, and maintenance of desktop computers and instructional audiovisual systems; provides technical assistance in the deployment, maintenance, repair and upgrading of desktop computers, audio equipment, video recording and display equipment, computer based multimedia systems, and teleconferencing systems; delivers and picks up equipment; performs maintenance and repair on audiovisual equipment; and participates in the training of college staff and instructors in the use of audiovisual systems and computer based equipment.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class within the Network Technician series. Employees within this class are distinguished from the Network Technician I-III in that the latter positions take on progressive responsibility to organize, coordinate, and oversee the college's labs, network and server environments. Employees at the Computer/Audiovisual Technician level work in coordination with the Network Technicians 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.

1. Deploy and relocate computer workstation hardware and peripherals for faculty, staff and student laboratories.
2. Install, set up, test, and operate a variety of audiovisual equipment including multimedia computer systems, video cameras, data projection systems, audio systems, and teleconferencing systems.
3. Assist in the analysis and basic troubleshooting of technical problems in the operations of desktop computer equipment; initiate appropriate corrective action as directed by management and senior network staff.
4. Document and make reports of hardware installations, failures, and upgrades.
5. Perform preventive maintenance on desktop computer related equipment.
6. Escalate computer hardware and application issues to the appropriate IT personnel and provide appropriate documentation for trouble shooting steps completed via centralized help desk software.
7. Oversee and perform maintenance and repair of audiovisual equipment; clean equipment; replace filters; troubleshoot problems; coordinate major repairs with outside vendors as necessary including dropping off and picking up equipment.
8. Respond to inquiries and requests for information from students, faculty, staff and visitors; provide information and suggestions for use of audiovisual equipment; resolve complaints in an efficient and timely manner.
9. Assist in monitoring support request via email, phone, and/or ticket system; attempt resolution or route to second level support technician.
10. Assist in maintaining schedules of equipment to be used for various instructional purposes; schedule and confirm dates for audiovisual systems operation and use.
11. Check out software from library as necessary for instructional use; deliver and pick up equipment to and from classrooms; deliver and pick-up multimedia equipment to off campus sites as necessary.
12. Tape instructional programs and/or duplicate video tapes for instructors' use as necessary.

South Orange County Community College District  
Page 2 - Computer/Audiovisual Technician

REPRESENTATIVE DUTIES

13. Research and recommend to higher level college staff suitable audiovisual hardware, software and/or services; set up or install equipment and implement service; participate in user training and assistance.
14. Maintain an inventory of all audiovisual equipment; maintain records of loaned equipment.
15. Ensure adherence to safe work practices and procedures including the safe operation of all equipment.
16. 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:

Principles, practices, techniques and procedures of audiovisual operations, maintenance and repair.  
Desktop computer operating systems and applications.  
Operational characteristics of audiovisual equipment and tools.  
Principles of desktop computer hardware and technical repair skills.  
Office procedures, methods, and equipment including computers.  
Principles of analog and digital electronic circuitry.  
Principles of data storage and maintenance.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Occupational hazards and standard safety practices.

Ability to:

Troubleshoot and repair mechanical digital audio visual equipment and multimedia equipment.  
Operate audio equipment, video recording and display and equipment, computer based multimedia systems.  
Deliver multimedia equipment using standard handling procedures.  
Translate technical terms into non-technical language.  
Understand computer terms and acronyms.  
Learn new processes and procedures.  
Perform heavy lifting and maneuvering.  
Respond to complex requests for information and assistance.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in computer technology, video production or a related field.

Experience:

Two years of experience in desktop computer support and audiovisual operations.  
License or Certificate:

Possession of a valid California Driver's license and proof of insurability.

South Orange County Community College District  
Page 3 - Computer/Audiovisual Technician

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed in indoor and outdoor environments; travel from site to site; exposure to noise, dust, unpleasant odors, and inclement weather conditions; occasional exposure to risks controlled by safety precautions. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and multimedia equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

July, 1988 Ralph Andersen & Associates  
Revised: June, 2005 Johnson & Associates  
Revised: Forsberg Consulting Services, September, 2011 – replaces Multimedia Technician

South Orange County Community College District

SENIOR VETERANS SPECIALIST - ID # - Classified Bargaining Unit Salary Range XXX

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, performs the more complex duties supporting the daily operations of the College Veterans Office; serves as primary Certifying Official, working directly with Veterans and the Veterans Administration; provides information and assistance to students regarding Veterans Administration benefits; develops and implements methods of communicating information to new and returning Veterans; monitors Veteran academic progress; coordinates assigned activities with other departments, divisions, and outside agencies; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Veterans Specialist series. This level is distinguished from the Veterans Specialist by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordination of daily office operations, representing the College to outside individuals and organizations, and providing technical supervision over lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and perform duties with minimal direction that require the use of judgment and discretion in decision making.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform the more complex duties supporting the daily operations of the College Veterans Office; train assigned employees in their areas of work including processing of student applications for Veterans benefits.
2. Provide training and direction to assigned employees; review and verify work performed for accuracy, proper work methods, techniques and compliance with applicable standards and regulations.
3. Respond to the more complex questions and inquiries regarding Veterans Administration benefits and tuition fees; resolve issues appropriate to level of authority.
4. Plan and execute veteran outreach programs and conduct orientation sessions for new and potential veteran students; answer questions and provide information concerning the College's expectations for academic achievement goals as it relates to veteran enrollment.
5. Plan, organize, and implement College recruitment events focused on the returning veteran population.
6. Assist Public Information and Marketing staff in establishing marketing plans related to outreach activities and services for veteran students; assist Public Information and Marketing staff in coordinating veteran recruitment announcements; assist in the development and evaluation of veteran public relations and marketing goals.
7. Research and develop methods for providing support services to veteran students with special needs or disabilities; perform specialized duties as needed.
8. Develop relationships with military entities from which to recruit potential veteran students; ensure a favorable image of the College through organized marketing campaigns and information dissemination.
9. Conduct orientation, assessment, and advisement/guidance sessions, both on and off campus, for new and potential veteran students to answer questions and provide information concerning the College's expectations for both academic and personal goals; participate in activities to expand and enhance the veteran services program.

South Orange County Community College District  
Page 2 - Senior Veterans Specialist

REPRESENTATIVE DUTIES

10. Process student applications for Veterans benefits; advise applicants of their entitlement, regulations and policies pertaining to their enrollment; document status changes; provide assistance for questions and inquiries.
11. Monitor Veteran academic progress; post grades; update files at semester completion for progress or delinquency; notify student of reinstatement procedures; certify student courses; submit annual requests for approval of college Veterans education program.
- 12.
13. Prepare a variety of letters, documents, reports and requisitions; produce and ensure timely submission of veteran transactions and reports.
14. Perform general clerical work; answer phones; enter information into computer; maintain files and records; receive, sort and distribute mail.
15. Provide assistance to all college divisions and departments relating to the Veterans program.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive College Veterans Office.  
Federal, state, and local laws, policies, procedures, rules and regulations pertaining to Veterans Administration benefits.  
Principles of lead supervision and training.  
Methods and techniques of public relations.  
Principles and practices of accounting.  
Principles and procedures of financial record keeping and reporting.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar and punctuation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Lead, organize, and review the work of staff.  
Coordinate the daily functions of the College Veterans Office.  
Independently perform the most difficult work of the unit related to Veterans Administration benefits.  
Interpret and apply applicable federal, state, District and local policies, procedures, laws and regulations.  
Analyze and verify a variety of financial data and evaluate veteran students' entitlement eligibility.  
Examine and verify financial documents and reports.  
Respond to difficult inquiries and requests from students regarding Veterans Administration options and programs.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Work independently in the absence of supervision.  
Adapt to new technologies and learn applicable software applications.  
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 - Senior Veterans Specialist

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 finance, accounting, business administration or a related field.

Experience:

Three years of increasingly responsible experience directly related to working with Veterans and veterans benefits.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Prepared by: Forsberg Consulting Services, October, 2011

**TO:** Board of Trustees

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

**RE:** SOCCCD: SOCCCD Faculty Association Academic Employee Master Agreement

**ACTION:** Approval

---

### **BACKGROUND**

The prior collective bargaining agreement between South Orange County Community College District (District) and the South Orange County Community College District Faculty Association (SOCCCDFA) expired June 30, 2010. District and SOCCCDFA agreed to work under conditions of the previous agreement from 7/1/2010 through June 30, 2011. The District and SOCCCDFA negotiators have reached a tentative agreement for the period of July 1, 2011 through June 30, 2014. SOCCCDFA completed a ratification election on October 18, 2011.

### **STATUS**

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. A final copy of the Tentative Agreement is attached as Exhibit A. The costs of the agreement with SOCCCDFA for the three-year period, as displayed in Exhibit B, are estimated to be the current cost of \$68,722,170.00, plus the increase of \$1,022,407.00, for a total estimated cost of \$69,744,577.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Tentative Agreement as presented in Exhibit A.

## South Orange County Community College District



# ACADEMIC EMPLOYEE MASTER AGREEMENT ~~2007~~2011-~~2010~~2014



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## **ARTICLE I AGREEMENT**

- I.** The Articles and Provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the South Orange County Community College District ("District") and the South Orange County Community College District Faculty Association, an affiliate of CTA/NEA ("Association" or "SOCCCDFA"), an employee organization.
- II.** This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (EERA).
- III.** This Agreement shall remain in full force and effect from July 1, ~~2007~~ 2011 until June 30, ~~2010~~ 2014, subject to provisions for reopened negotiations in Article XIII, Re-Opener Clause.

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**ARTICLE II**  
**EFFECT OF AGREEMENT**

The articles of this Agreement shall be final and binding on both parties.

### **ARTICLE III SEVERABILITY**

#### **I. General Provisions**

##### **A. Savings Clause**

If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Any invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.

##### **B. Replacement for Severed Provision**

In the event of suspension or invalidation of any article or section of the Agreement, the District and the Association will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such article or section.

## **ARTICLE IV DEFINITIONS**

### **ACADEMIC YEAR**

The traditional fall and spring semesters of a school year which are consistent with the 178 total instructional days as specified in the Academic Calendar.

### **ACADEMIC CALENDAR**

The published academic calendar developed by the Academic Calendar Committee. The Academic Calendar specifies when classes are in session, Flex/in-service/staff development days, holidays and final exam periods.

### **ADMINISTRATION**

The College or District employees who are declared management employees by the Board of Trustees.

### **AGREEMENT (MASTER)**

The negotiated contract between the District and the Association.

### **ASSOCIATION**

South Orange County Community College District Faculty Association.

### **BOARD POLICY**

A policy approved by the Board of Trustees.

### **CHANCELLOR**

South Orange Community College District chancellor.

### **CLOCK HOUR**

Sixty (60) minutes.

### **COLLEGE**

The college (Irvine Valley College, Saddleback College) where a faculty member has a primary assignment.

### **COLLEGE SERVICE**

An activity and/or service that fulfills the faculty member's contracted service obligation.

### **COMMITTEE**

Any standing or ad hoc college and/or District group duly constituted to address one or more college and/or District concerns in which participation fulfills in whole or in part a faculty member's contracted committee activity obligation .

### **CONTACT HOUR**

Fifty (50) clock minutes of a sixty (60) minute scheduled classroom activity.

### **DAILY RATE OF PAY**

The annual contract salary divided by the number of duty days of the individual faculty member under the contract.

**DAY**

A “day” (for the purpose of Article XXV – Grievance Procedures) is any day on which the District administrative offices are open for business.

**DEAN**

The administrator assigned to a specific division/school at a college.

**DEPARTMENT CHAIR**

A full-time faculty member who, under the supervision of a dean, administers an academic department.

**DISTANCE EDUCATION (DE)**

Instruction in which the instructor and student are separated by a distance so that they interact primarily through the assistance of communication technology. A DE course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term.

**DISTRICT**

The entire South Orange County Community College District consisting of Irvine Valley College, Saddleback College, their off-campus sites, and ATEP.

**DUTY DAYS**

The District has adopted a 178-day Academic Calendar (per. Ed. Code, §41420 and §41422) within which each full-time faculty member fulfills his/her contracted workload as specified in Articles XIV (Assignment, etc.) and XV (Workload).

**EDUCATION CODE (ED. CODE)**

The California Education Code.

**EERA**

The Educational Employment Relations Act as recorded in Chapter 10.7, §3450-§3549 of the Government Code.

**EXTRA DUTY DAYS**

Additional days beyond a faculty member’s normal contractual assignment during which designated faculty members as perform duties (see Article XV).

**FACULTY**

All full- and part-time academic employees who are included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

**FACULTY MEMBER**

A full- or part-time academic employee who is included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

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**FLEX ACTIVITIES**

Flex activities are in lieu of classroom, preparation, and office hour assignment time and, therefore, attendance is required for full-time faculty members (5 CCR §55726).

**FULL-TIME**

A faculty member employed by the District on a full-time contract.

**GRIEVANCE**

Is a formal written allegation by a grievant who alleges a violation of a specific article, section, or provision of this Agreement.

**GRIEVANT**

Is any faculty member(s) who claim(s) to have been aggrieved by an alleged violation of this Agreement.

**IMMEDIATE FAMILY**

Is the mother, father, stepparent or legal guardian, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, or grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse or domestic partner of the employee, or any relative living in the immediate household of the employee.

**IMMEDIATE SUPERVISOR**

Is the lowest level administrator who has immediate supervision of the grievant and who has been designated by the District to address a grievance at Level I as specified in Article XXV (Grievance Procedures).

**INSTRUCTOR**

An employee who is included in the appropriate bargaining unit as defined in Article V, and therefore covered by the terms and provisions of this Agreement.

**LECTURE HOUR EQUIVALENT (LHE)**

A unit of measure used to establish each full-time faculty member's annual contractual workload.

**OSH**

A unit of measure ("One Semester Hour") used to establish a full-time faculty member's overload assignment and rate of pay, and the assigned workload and rate of pay for part-time faculty, and all Summer Session assignments and rate of pay. One (1) OSH equals 16.6 assigned hours.

**OSH RATE (OF PAY)**

The rate of compensation for OSH as indicated in the Regular Term Hourly Schedule and the Summer School Hourly Schedule of the Academic Hourly schedule (Appendix A).

**PART-TIME**

A faculty member employed by the District who works less than a full-time workload.

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**PRESIDENT**

College president for each campus in the District.

**SALARY SCHEDULE**

The Academic Salary Schedule, the Regular Term Hourly Schedule, and Summer School Hourly Schedule, as set forth in Appendix A.

**SOCCCD**

South Orange County Community College District.

**STRS**

State Teachers Retirement System

**TRC – TENURE REVIEW COMMITTEE**

A committee composed of the Dean and tenured faculty members assigned to assist probationary faculty members through the tenure process.

**VICE CHANCELLOR**

The Vice Chancellor of Technology and Learning Services, or the Vice Chancellor of Human Resources of the SOCCCD.

**VICE PRESIDENT**

The Vice President of Instruction or Vice President for Student Services for each campus in the District.

**WORKLOAD**

A measurement in LHEs of a faculty member's assignment.

**WORKSITE**

A physical location where a faculty member performs and completes some or all of their academic assignment(s). Example: A nurse in a clinical setting in a local hospital.



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## **ARTICLE V RECOGNITION**

The District recognizes the Association as the exclusive representative of full-time and part-time academic employees of the District, including librarians and counselors, for the purposes of meeting and negotiating. Management, confidential, classified, and supervisory employees, as defined by the Educational Employment Relations Act, shall be excluded from the bargaining unit.

## ARTICLE VI ASSOCIATION RIGHTS

### I. General Provisions

- A. The Association and its duly authorized college representatives shall have, upon yearly approval, the free use of college equipment and building facilities for Association business at any reasonable time, which shall include evening hours. Such equipment shall include, but shall not be limited to computers, duplicating equipment, calculators, telephone/fax, and audiovisual equipment.
- B. The District shall provide reasonable bulletin board space for Association use in each building housing faculty members, and in all faculty lounges and dining areas.
- C. The Association and its college representatives shall have the right to use the college mail distribution services, including e-mail, for Association communications, and shall be provided access to all faculty mailboxes for such use through appropriate methods.
- D. Duly-authorized Association representatives shall be free to conduct official Association business as necessary to the performance of Association responsibilities to members of the bargaining unit, including grievance representative activities, on college property.
- E. Names, job titles, home addresses, and telephone numbers of all full-time and part-time faculty members shall be provided to the Association within approximately thirty (30) days of the first day of each recognized academic term, i.e., fall and spring semester, unless release of specific information is disallowed by particular faculty.
- F. The District and the college administration shall consult with the Association on new or modified fiscal or budgetary programs when this information is of concern to the Association as it relates to items determined to be in the scope of representation under the EERA.
- G. Reassigned time without loss of compensation shall be provided to Association members for negotiations and conducting Association business. Schedules of those faculty members receiving reassigned time shall be mutually arranged by the faculty members, the supervising College administrators and the District so as to minimize disruption to the educational process and with the intent of allocating reasonable periods of time for negotiations and the conducting of Association business. The following apply:
  1. The Association will provide the names of faculty members receiving the reassigned time to supervising College administrators and District no later than May 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.
  2. The Association will receive thirty-six (36) LHE, or in years when the parties are in formal negotiations to establish a new collective bargaining agreement, forty-eight (48) LHE, to be utilized by no more than five (5) negotiating team members and the Association President and/or designee(s) and/or the Association Grievance Chairs.

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3. The Association will have the right to purchase up to twelve (12) additional LHE from the District, to be utilized by no more than five (5) negotiating team members and the Association President and/or designee(s), at the rate of one (1) OSH for one (1) LHE of reassignment.

3.4. Two (2) additional OSH will be added for summer use only:

- a. One (1) OSH for the President;
- b. One (1) OSH for the Chief Negotiator.

**H.** Association officers or their designee(s) may be granted up to three (3) days of paid leave or shall be entitled to three (3) days of unpaid leave to be used for local, state, or national conferences, or for conducting other business pertinent to the Association's affairs. These representatives shall be excused from their duties upon a minimum of a two (2) days advance notice to the college president by the Association President or designee.

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## **ARTICLE VII MANAGEMENT RIGHTS**

Except as limited by the specific and express terms of the EERA and/or this Agreement, the Board hereby retains and reserves unto itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law. The parties agree that all customary and usual rights, powers, functions, and authority possessed by management are vested in the Administration, and the Administration shall continue to exercise such rights, powers, functions, and authority during the period of this Agreement.

## **ARTICLE VIII NEGOTIATION PROCEDURES**

### **I. General Provisions**

- A.** Either the District or the Association may notify the other in writing, between March 1 and May 1 in the year that this contract expires, of its request to modify, amend, or terminate the agreement. Negotiations shall thereafter commence in accordance with the law.
- B.** Either party may use the services of outside consultants to assist in the negotiations.
- C.** Negotiations shall take place at mutually agreed upon times and places.
- D.** Any tentative agreement reached between the parties shall be put in writing and signed by both parties. Ratification of the Agreement, both by the District and Association, shall occur at a regularly scheduled meeting of these respective bodies or at a special meeting called within a reasonable period of time.
- E.** Upon request by the Association President, or his/her designee, the District shall provide one copy of any clearly non-confidential District, county, or state reports or documents. The District shall also provide one copy of all budgetary information that it develops and/or produces that is necessary and reasonable for the Association to fulfill its role as the exclusive bargaining representative. All such reports shall be delivered to the Association in a timely manner.

**ARTICLE IX  
UNIT STABILITY**

- I.** Should any new positions be established during the terms of this Agreement, the placement of those positions in or out of the bargaining unit shall be determined according to Article V. If not covered in Article V, placement shall be negotiated with the Association. Should the issue not be resolved within thirty (30) days of the establishment of a new position, it shall be submitted to PERB.
- II.** Except as set forth below, no position or job title filled by a faculty member, or the duties and responsibilities delineated in the job announcement for which the faculty member was hired, shall be altered during the term of the agreement without mutual agreement between the District and the Association unless that position or job title has been permanently vacated. A faculty member's duties and responsibilities delineated in the job announcement for which the faculty member was hired may be modified by the District while the faculty member is in his/her position if the change is necessary to provide the faculty member with a full load which is within the faculty member's minimum qualifications.
- III.** When the District determines that a vacancy within the bargaining unit shall be filled, the Association shall be notified within ten (10) days of the District's determination. Said vacancies shall be posted for a minimum of ten (10) days prior to being filled. Vacancies in full-time positions which occur during the term of this agreement will be filled by full-time faculty members to meet the base annual full-time faculty obligation number as determined by the Office of the Chancellor of California Community Colleges (California Community College System Office).

## **ARTICLE X ORGANIZATIONAL SECURITY**

### **I. General Provisions**

- A.** The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join, and participate in employee organizations. Neither party shall exert pressure on or discriminate against an employee regarding such matters.
- B.** Membership in the Association is not compulsory. Except as provided elsewhere in this Agreement, all members of the bargaining unit, or in the case of new bargaining unit members hired during this Agreement, on or before the sixtieth (60<sup>th</sup>) day following the beginning of the school year, or the execution of the collective bargaining agreement, whichever is later, as a condition of employment or of continued employment, shall elect one of the following:
  - 1. Become a member of the Association; or
  - 2. Not become a member but pay a service fee:

Non-members of the Association may pay to the Association, during the term of this Agreement, a service fee in the amount equal to the Association's annual dues for representing such employees. Such amount shall be verified and submitted in writing to the District within thirty (30) days after the effective date of this Agreement and at the beginning of each successive school year.
  - 3. Neither become a member nor pay a service fee.
- C.** The interpretation, application, administration, and enforcement of this Article shall be in accordance with the requirements of the Government Code, Chapter 10.7 of Division 4, Title 1, 3540, as amended, and construed by the Public Employment Relations Board, federal, and state courts, and to the extent that it does not conflict with any federal or state laws.
- D.** Exceptions to Section B above shall be:
  - 1. Part-time Faculty Association members electing Option B1 or B2 shall pay a prorated service fee in the same ratio as their part-time service bears to full-time service.
  - 2. Full-time bargaining unit members hired during the school year shall be required through direct payment or deduction authorization, only a pro rata amount of the membership dues or service charge. Such pro rata shall be based on a maximum of ten (10) school months (September through June) and the number of months remaining in the school year. A month shall be determined if more than 51 percent of the teaching days in that month remain after the faculty member commences employment.
- E.** A faculty member shall be responsible to the Association for a full year's payment from the date of election when electing to pay Association dues or a service fee.

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- F.** A faculty member may execute a District Authorization form to the District for deductions from his/her pay for the purpose of paying Association fees or dues. Such deductions must be voluntary, and the faculty member may revoke such authorization at any time. The deductions permitted under the authorization shall be:
1. **Association member:** The annual dues of the local Association, including state and national organizations, but excluding all other charges, including fines and assessments.
  2. **Non-members:** A certified amount of the cost as verified in Section B2 above.
  3. Such deductions shall be made only upon submission of the District form to a designated representative of the District duly completed and executed by the faculty member.
    - a. Deductions shall be made in equal installments on each pay day after receipt of authorization.
    - b. By the fifteenth (15<sup>th</sup>) day of each succeeding month, the District shall transmit the monies to the Association.
- G.** The Association shall hold the District harmless on account of any monies deducted and remitted to the Association pursuant to this section.
- H.** As a condition of the effectiveness of this Article, the Association agrees to defend, indemnify and hold harmless the District, Board of Trustees, each individual member of the Board of Trustees, and all administrators in the District, harmless against any and all claims, demands, costs, lawsuits, judgments, or other forms of liability, and all court or administrative agency costs that may arise out of or by reason of action taken by the District for the purpose of complying with this Article.



**ARTICLE XI**  
**PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS**

**I. General Provisions**

- A.** Any faculty member who is a member of the Association or who has applied for membership may sign and deliver to the District Payroll Office an appropriate written authorization requesting deduction of unified Chapter/CTA/NEA dues. Such authorization shall continue in effect from year to year unless revoked in writing between July 1 and September 1 of any year. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the faculty member each month for ten months beginning with the first regular salary check of the academic year.
- B.** Faculty members who sign such an authorization after the commencement of the academic year shall have their dues prorated for the remainder of that academic year.
- C.** With respect to all sums deducted by the District pursuant to authorization by the employee, the District agrees to remit monthly, within fifteen (15) days following the date of deduction on the member's pay warrant, such monies to the Association's designee accompanied by an alphabetical list of faculty members for whom such deductions have been made.
- D.** The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- E.** Upon receiving appropriate written authorization from the faculty member, the District shall deduct appropriate amounts from the salary of the faculty member and make appropriate remittance to annuities, credit union accounts, savings bonds, or any other plans or programs approved by the Association and the District.

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## **ARTICLE XII BOARD POLICIES**

In the event the District desires to change a Board Policy which affects a term or condition of employment, as defined by Government Code Section 3543.2, the District will, prior to making such a change, notify the Association of the proposed change, and provide it with a reasonable opportunity to negotiate the change, to the extent such change is within the scope of representation.

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**ARTICLE XIII  
REOPENER CLAUSE**

- I.** Both parties (District and Association) have agreed that the scope of the EERA leaves some room for interpretation. In an effort to expedite the negotiations process, the Articles contained herein constitute an agreement on the scope of the EERA. However, should PERB or the courts rule on items not covered in this contract, the Association and the District agree to meet and negotiate in good faith those provisions so ruled in scope.
- II.** Any item so negotiated and agreed to by both the District and the Association shall become a part of this Agreement and shall not cancel or invalidate any other part of the Agreement.

**ARTICLE XIV  
ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND  
PROFESSIONAL DUTIES**

**I. Right of Assignment**

- A. The Dean has the right to assign and/or approve each full-time faculty member's workload.
- B. The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s).
- C. The Dean and faculty member will mutually agree to office hours, and committee/college service hours.
- D. The Dean will give first consideration to full-time faculty members for additional assignments such as overload, summer session, special projects.

**II. Contract Year**

A contract year for full-time faculty members shall be 178 days divided into the traditional fall and spring semesters as published in the Academic Calendar.

**III. Hours of Service**

Full-time faculty members are expected to work no less than thirty-six (36) hours per week for their 30 LHE yearly assignment. A typical semester workload shall be comprised of:

**A. Lecture Assignment:**

- 1. Fifteen (15) hours per week of classroom or equivalent instruction.
- 2. Fifteen (15) hours per week for grading, record keeping, student advising, appointments, classroom preparation, and other professional duties as assigned.
- 3. Five (5) office hours per week during each week of the semester, including finals' week.
- 4. One (1) hour per week of committee and/or college service.

**B. Non-Lecture Assignment:**

- 1. Thirty (30) hours per week, including finals week, of direct student contact, outreach, and program specific assignments.
- 2. Five (5) office hours per week.
- 3. One (1) hour per week of committee and/or college service.

**IV. Professional Duties within the Hours of Service**

**A. Each faculty member shall:**

- 1. Comply with their individual workload assignments.
- 2. Take responsibility for curriculum and program development, updates, and technical/program reviews.

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3. Read, respond to, evaluate all student work, and report final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.
  4. Respond to student academic concerns.
  5. Report all personal absences to the Dean.
  6. Participate in program review and college accreditation processes as appropriate.
  7. Complete his or her Flex obligation, calculated at 4.2 hours per Flex day as designated in the Academic Calendar.
- B. Full- and part-time faculty members are encouraged to attend and participate in:**
1. Both Fall and Spring District-wide Opening Sessions convened by the Chancellor.
  2. Both Fall and Spring opening sessions convened by the College President.
  3. Regularly scheduled departmental, division, school meetings convened by the Dean.
  4. Professional development activities offered throughout the Flex calendar.
  5. Commencement.

## **ARTICLE XV WORKLOAD**

### **I. Workload**

#### **A. General Provisions**

All faculty members covered by the Master Agreement are by definition instructional/teaching faculty, and their regular contracted duties and responsibilities are instructional and teaching in nature. This applies to all full-time and part-time faculty, and includes all mediated and classroom instructors as well as all faculty whose normal or occasional duties and activities are non-traditional or non-classroom in nature, such as counselors, librarians, learning disability specialists, learning assistance instructors, student health center nurse(s), and any and all others who are included in the Academic Employee bargaining unit within the District.

### **II. Instructional activities**

#### **A. Lecture**

Instructional activity in which the workload is divided between student contact activities and preparatory activities, including but not limited to lecture preparation, course material development, responding to student work and grading.

#### **B. Laboratory**

Instructional activity complementary to a lecture course and delivered separately from the lecture course, in which the workload is divided between student contact activities and preparatory activities, including but not limited to laboratory preparation, course material development, responding to student work and grading. Instruction is normally delivered on a group basis. Laboratory assignments are characterized by the need for preparatory time for the faculty member and issuance of a grade for work completed in the laboratory by the student. The grading criteria should be outlined in the Course Outline of Record and Syllabus providing some weight to the final grade. Both preparatory time and the issuance of a grade are part of laboratory instructional activities.

#### **C. Learning Centers/Tutorial**

Instructional activities such as learning assistance or learning centers, in which the assignment is fulfilled entirely by student contact activities, with no preparatory activities. Instruction is normally delivered on an individual basis.

#### **D. Library, Counseling Services, and Learning Disability Specialists**

Instructional activities such as library services, counseling services, and learning disability services in which the assignment is fulfilled primarily by student contact activities within an assigned period.

~~III. During the term of this Agreement, the parties will select a consultant to conduct an organizational assessment. The purpose of the assessment will be to recommend how classes taught during the 2007/08 school year as "lecture," "laboratory," and "tutorial" should be allocated under the revised definitions set forth above. Upon completion of the study, the recommendations of the consultant will be presented to the parties for their review and negotiations with the goals of resolution and implementation.~~

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**III. Lecture and Laboratory Assignments:** Full-time faculty members who instruct lecture and laboratory courses will be assigned 30-32 LHE per academic year.

The normal workload for full-time faculty shall be thirty (30) LHE per year, normally assigned as fifteen (15) LHE per semester. If load is over 30 LHE, OSH will be paid for LHE in excess of 30, but not to exceed 32. The final adjustment payment will be paid on the last working day of April to allow for adjustments from the fall and spring loads. LHE in excess of 30, but not exceeding 32, which are part of a faculty member's normal load will not be considered overload, and will not limit the overload as allowed in this Agreement.

The normal number of separate course preparations for a normal full-time faculty member's workload per semester shall not exceed three (3). In special situations, with the agreement of the faculty member, a faculty member may teach more than three (3) separate preparations.

- A. Lecture and laboratory instruction will be calculated on a contact hour (50 minute).
- B. One Lecture Hour Equivalent (1 LHE) shall be defined as one semester hour of lecture instruction.
- C. Lecture and laboratory workloads will be 30-32 LHE per academic year, calculated and compensated according to the following ratios:

	<u>Contact Hours</u>	<u>LHE for load</u>
Lecture	1	1
<u>Chemistry, Biology, Physics</u>		
<u>Geology and Nursing Laboratory*</u>		
	1	1
<u>Other Laboratory</u>	1.2 (5/6)	1

Example: Chemistry 1A, 5/3/6 Digital Photography 5/6 (unit/s lecture/lab per week)

3 Hours Lecture = 3 LHE  
 6 Hours Laboratory = 5 LHE  
 8 LHE for load

\*Workload of one (1) contact hour for one (1) LHE of load for Chemistry, Biology, Physics, Geology and Nursing Laboratory courses will become effective in the fall semester of 2012. Prior to that time workload for such assignments will be on the same basis as other laboratory courses set forth above (ie., 1.2 contact hours for 1.0 LHE).

**D. Lecture Provisions:**

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1. The Dean will determine and approve course cancellations.
2. The minimum course enrollment will be twenty-two (22).
3. The Dean may authorize a course with less than the minimum enrollment for conditions such as academic and/or pedagogic rationale, safety, limited number of workstations, mandated program limits, academic sequential programs, and inter-collegiate athletics.
4. **Large Lecture Assignments:** Large lecture courses will have an enrollment of more than 45 students. The following conditions apply:
  - a. Large lecture courses must be pre-approved and scheduled by the Dean.
  - b. Large lecture compensation will be calculated by the Dean on Census Day using the formula in 'e' below.
  - c. The course must be listed in the general catalog of the college and offer units.
  - d. Consent of the faculty member(s) is required.
  - e. An enrollment of forty-six (46) to sixty (60) and for every increment of fifteen (15) thereafter (for example, 61-75), one (1) additional OSH (overload) shall be assigned to the faculty member's workload (Refer to Section V, B, of this Article).
  - f. Large lecture compensation will not apply to the ten (10) OSH overload limit.
5. **Small Lecture Assignment (Contracted Classes):** Small lecture courses are established when there are extenuating circumstances and will enroll four (4) but less than twenty-two (22) students. The most common cause for engaging a small lecture class would occur when a class is scheduled to be canceled, and the class is needed to meet specific needs of the students affected. The following conditions apply:
  - a. Enrollments will be monitored by the Dean.
  - b. Mutual consent of the faculty member and the Dean is required.
  - c. The course must be listed in the general catalog of the college and offer units.
  - d. The course must be well planned and structured, and follow the approved course outline on file with the state.
  - e. An individual course contract will be established between the Dean and the faculty member. The contract will include the total number of hours, meeting dates and times.
  - f. Small lecture compensation will be pro rated per enrollment and paid according to rate specified in Appendix B.



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6. **Team teaching course:** The total LHE assigned to the team that teaches the course shall not exceed the total LHE assigned to the course. A team-taught course will normally have a maximum enrollment of forty-five (45) students. This maximum enrollment will not be exceeded without the permission of the faculty members. In the event that a team-taught course is identified as a large lecture course (refer to Section III, D, 4, and V, B, of this Article), the total large lecture compensation will be distributed as the LHE is distributed among the team that teaches the course.
7. **Directed (independent) Study:** Directed study is designed to accommodate students who have schedule conflicts and are nearing completion of their degree. All academic employees are eligible to instruct a directed study course(s). The following conditions apply:
  - a. The Dean will identify and/or approve all directed study sections.
    - i. A syllabus and student contract for each study section must be on file with the Dean.
    - ii. A project, test, paper and/or presentation must be successfully completed by each student.
  - b. Consent of the faculty member is required.
  - c. Directed study sections may involve from one (1) to no more than three (3) students.
  - d. The assigned faculty member shall meet with the student(s) for a minimum of eight (8) contact hours during the semester.
  - e. The time scheduled for directed study section may not coincide with the faculty member's other assignments.
  - f. Directed study sections will not count toward the faculty member's contractual workload.
  - g. The faculty member shall be compensated at the appropriate hourly/OSH rate as described in Appendix A for eight (8) contact hours (see 'd' above).
8. **Cooperative Work Experience (CWE):** CWE is a course which is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students. The following conditions apply:
  - a. Enrollments and the combination of sections will be monitored and determined by the Dean on Census Day for workload.
  - b. Mutual consent of the faculty member and the Dean is required.
  - c. Three (3) LHE (see subsection e, iii below) of CWE will be the maximum assignment per semester as part of a full-time workload and/or one OSH of CWE the maximum for overload.
  - d. The assignment can be either counted toward load or overload as approved by the Dean.

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- e. A faculty member may teach one (1) CWE class, consisting of one or more sections, each semester as part of his/her workload. The assignment will be calculated as follows:
  - i. Nine (9) to seventeen (17) students enrolled, one (1) LHE assigned.
  - ii. Eighteen (18) to twenty-seven (27) students, two (2) LHE assigned.
  - iii. Twenty-eight (28) to thirty-five (35) students, three (3) LHE assigned.
- f. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
- g. Compensation for CWE sections will be based on the receipt of the documentation.

9. **Productivity Incentive and Class Averaging:** If a faculty member has an average of forty-five (45) students per class, nine (9) above the current average of thirty-six (36), or a total of two-hundred twenty-five (225) students for the semester, he/she shall be allowed to teach the total of 225 students in no fewer than four separate classes.

If a faculty member has an average of thirty (30) students per class or greater (150 students per semester), he/she shall be allowed to teach one (1) class which does not meet the minimum enrollment of twenty-two (22) provided he/she still has 150 students.

This agreement does not change the contract language requiring twenty-two (22) students as minimum class enrollment.

- IV. **Non-Lecture Assignments:** Faculty members who provide tutorial, library, counseling and learning disability services will be assigned 30 LHE per academic year. Workload hours will focus on direct student contact, outreach, and program specific assignments. The Dean has the right to assign to and/or approve of each full-time faculty member's workload. The Dean and faculty member will mutually agree to office hours, and committee/college service hours.

- A. Tutorial coordinators, librarians, learning disability specialists, and counseling hours will be calculated on a clock hour (60 minutes) basis (or portions thereof).

	<u>Clock Hours</u>	<u>LHE for Load</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	2	1
Counseling	2	1
Learning Disability	2	1

- B. Lecture instruction (refer to Section III, of this Article):

Counselors and Librarians may include a maximum of 6 LHE of lecture courses per semester within their workload assignment.

Learning Disability Specialists' assignments may vary.

- C. Learning Center Instruction: All Learning Center assignments will be exclusively tutorial.

#### V. Other General Workload Provisions

- A. Extra Duty Days: Selected full-time faculty members are identified to work additional duty days in addition to those which constitute their regular contractual assignment.

1. During the Extra Duty Days, the faculty member assigned to extra duty days shall perform regular and normal instructional activities. Specific activities for this additional time will be mutually agreed upon in advance by each faculty member and his/her Dean.
2. All activities that constitute Extra Duty Days may not coincide with the faculty member's contractual workload assignments, scheduled overload, summer assignments, stipend assignments or reassigned time.
3. All faculty members obligated to work Extra Duty Days will have their salaries adjusted to reflect the additional time. Such adjustments will be made on a per diem basis, and the total amount of base salary plus adjustments constitutes the contracted salary for that individual.
4. Full-time faculty members assigned to extra duty assignments will receive the following extra duty days:

<u>Assignment(s)</u>	<u>Extra Days</u>
Baseball, Head Coach	20 days
Baseball, Assistant Coach	20 days
Basketball, Head Coach	20 days
Badminton, Head Coach	16 days
Choral (vocal) Music	9 days
Counselor	17 days (10 days scheduled immediately prior to the start of the fall academic calendar, and the equivalent of 7 days, to be agreed upon by the faculty member and the Dean)
Cross Country, Head Coach	16 days
Fast Pitch Softball, Head Coach	20 days
Football, Head Coach	20 days
Football, Assistant Coaches	20 days
Golf, Head Coach	16 days

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Instrumental Music	16 days
Learning Disability Specialist	17 days (10 days scheduled immediately prior to the start of the fall academic calendar, and the equivalent of 7 days, to be agreed upon by the Specialist and the Dean)
Pep Squad Advisor	9 days
Soccer, Head Coach	20 days
Swimming, Head Coach	20 days
Tennis, Head Coach	16 days
Track, Head Coach	20 days
Volleyball, Head Coach	16 days
Water Polo, Head Coach	16 days

In the event of post-season play, each full-time coach of that sport will receive one additional extra duty day compensation for each week of post season play. This compensation will be provided to the faculty member starting within sixty (60 days) after the post season play is completed and prorated over the annual contract.

**B. Overload:** The Dean will give first consideration to full-time faculty members for overload assignment(s). Overload assignments may not exceed ten (10) OSH per semester.

1. Only full-time faculty members can work overload.
2. Summer school assignments do not constitute an overload assignment.
3. Overload assignments will be calculated and compensated by the following ratios:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1

	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

**C. Instructional Assignments Outside of the Traditional Fall and Spring Semesters:**

Faculty members may accept assignments during instructional terms offered outside of the traditional spring and fall semesters, for instance, during the summer or during a winter intersession between traditional fall and spring semesters. For the purposes of this article, an instructional term is defined as a specific period during which a specific class meets, follows an approved Course Outline of Record (COR), and a final grade is assigned. Multiple instructional terms of differing lengths may be offered during a specific period outside of the traditional spring and fall semesters; for instance, there may be more than one instructional term offered during the summer. The following conditions apply:

1. The Dean will give first consideration to full-time faculty members who meet minimum qualifications within their respective organizational unit.
2. Assignments for instructional sessions outside of the traditional fall and spring semesters are not considered overload assignments.
3. Faculty members may teach up to eighty percent (80%) of a full-time instructional load per instructional term. However, if multiple terms overlap, the total instructional load an instructor holds during the combined overlapping terms may not equal more than eighty percent (80%) of a full-time instructional load. Requests to teach more than eighty percent (80%) of a full-time instructional load may be approved by the faculty member's dean on a case-by-case basis. Credit for large lecture as described in Section III.D.4 of this article will not count within the eighty percent (80%) limitation.
4. Compensation will be provided in accordance with will be calculated and compensated with OSH pay in accordance with Appendix A according to the following ratio:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1

	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

**C.D. Cooperative Work Experience (CWE):** A CWE assignment will be limited at one (1) CWE, consisting of one or more sections, class for summer. The following conditions apply:

1. The CWE course is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students.
2. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
3. The faculty member will be compensated at the rate of one contact hour's pay for each student.

In addition, the instructor will be required to make two (2) job-site visitations and to conduct two (2) student conferences per student per semester. For a combination of two (2) job-site visitations and two (2) student conferences, the instructor will be compensated with one (1) contact hour's pay.

4. Compensation for CWE sections will be based on the receipt of the documentation.
5. Summer assignments will be calculated and compensated by the ratio found in Section VI, subsection G of this Article.

**D.E. Unpaid Work Exchange:** Each Dean will maintain a pre-approved agreed upon substitute list. Faculty members may request an exchange in writing. The request form (Appendix C) must have the signatures of both parties.

It is agreed that the exchange is on an hour-for-hour basis and will be completed before the end of the following semester. A faculty member may participate in no more than four (4) unpaid exchanges during any academic year. Unpaid faculty exchanges will not affect regular compensation or leaves as described in Article XXIX, Leaves.

## **VI. Compensated Duties Beyond Instructional Assignments**

- A. Faculty members may accept additional duties and responsibilities in a specific activity including but not limited to chairing, directing, or coordinating.
- B. Forms of Compensation for Duties beyond Instructional Assignments
  1. Stipend: When a faculty member accepts a stipend assignment the following conditions apply:
    - a. The Dean will assign and approve all stipends in his/her area.
    - b. All stipends will be in addition to the faculty member's workload assignment.
    - c. Faculty members must sign a stipend contract which will require the faculty member to verify completion and/or satisfaction of the assignment under penalty of perjury.
  2. Reassigned Time: Reassigned time is intended for those faculty members performing duties which require additional time, and a corresponding reduction in the amount of time assigned to normal contractual duties.
    - a. Reassigned time may be recommended by the College President and approved by the Chancellor.

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- b. Faculty members must sign a reassigned time contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment. The faculty member will be required to provide evidence of completion and/or satisfaction of the assignment to the appropriate administrator.
- c. Faculty members receiving reassigned time will be eligible for additional workload assignments.
- d. The Dean and faculty member will develop a work schedule that will provide the appropriate time for the faculty member to complete the activities identified in the reassigned project.  
  
For example: If a faculty member's reassignment activities include scheduled meetings for every Tuesday during the semester, at a time during which there is no assigned contractual duty, then there shall be no conflicts with the assignment.
- e. The reassigned time allocated to the bargaining unit as described in Article VI, Section G, may not be converted to a stipend.

**C. Department Chair Compensation**

- 1. Effective in the spring semester of 2012 and thereafter, subject to agreement between chair and appropriate dean and approval by the appropriate Vice President, chair duties will be compensated by stipend or reassignment or a combination thereof. If a chair accepts reassignment, he or she may not be assigned classes as overload while he or she serves as chair with reassignment. Chairs with reassignment may still accept large lecture OSH. Chairs with reassignment may, in exceptional circumstances, have a portion of a class compensated as overload as necessary to make load.
- 2. Compensation for department chairs will be based on OSH. Stipend compensation will be paid based upon the highest OSH rate from the Regular Term Hourly Schedule (Appendix A).
- 3. The amount of OSH to be provided for each department chair shall be based on an averaging formula, using data based upon the first census of the fall semester from the preceding year, and incorporating the four main components of chair duties, as described in Appendix G.

**D. Certain specific faculty positions are designated as "Coordinator" positions (for example, EOPS coordinator). Those specific positions may receive up to 100% reassignment as required by the coordinated program, as determined by the appropriate Vice President.**

**VII. Part-time Workload:** The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s). Part-time faculty members may be assigned lecture and non-lecture workload assignments. The following conditions apply:

- A. Part-time faculty members may accept employment and workload assignments. However, there are no guarantees for part-time assignments. The following consideration, order of employment (offer), and conditions apply in order of priority:**

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1. Full-time faculty members will receive their assigned workloads and appropriate overload(s) for the fall and spring semesters, and full-time faculty will have been given first consideration for summer assignments.
2. Then, after full-time faculty members have received appropriate load and overload, faculty members who accepted the Retirement Incentive Plan of 2011 will be given consideration (right of refusal) for up to ten (10) OSH per semester, upon request and depending upon availability, for the 2011-2012 academic year.
- 2.3. Then consideration shall be given to returning part-time faculty who have received a rating of good-satisfactory or better on their last during the prior four-three consecutive evaluations periods.
- 3.4. All other part-time faculty will be considered for assignment.
- B. The Dean may cancel the assignment of any part-time faculty member to provide a full workload (15 LHE) assignment to a full-time faculty member.
- C. The Dean may not cancel the assignment of any part-time faculty member for the purpose of providing a full-time faculty member with overload.
- D. A maximum assignment will be no more than nine (9) equivalent LHE (60%) per semester (Calif. Ed. Code section 87482.5) excluding ancillary activities (see Article XVI, II, D). Effective January 1, 2009, a maximum assignment will be no more than sixty-seven percent (67%) of a full-time workload, or ten (10) equivalent LHE, per semester (Calif. Ed. Code, §Section, 87482.5).
- D.E. Part-time faculty members may provide service in professional ancillary activities and be compensated for such services which will not impact their status as a temporary employee (Calif. Ed. Code, §Section, 87482.5).
- E.F. A retiree from the District who seeks part-time assignments will be required to have a medical certificate on file with Human Resources (see Calif. Ed. Code, §Section, 87408.5).
- F.G. **Cooperative Work Experience (CWE):** A CWE assignment will be limited at one (1) CWE class, consisting of one or more sections, for part-time faculty members. The following conditions apply:
  1. The CWE course is part of the existing state approved curriculum and will enroll at least one (1) but no more than thirty-five (35) students.
  2. The faculty member must submit all appropriate documentation according to CCR, Title V, Section 55253.
  3. The faculty member will be compensated at the rate of one contact hour's pay for each student.
  4. In addition, the instructor will be required to make two (2) job-site visitations and to conduct two (2) student conferences per student per semester. For a combination of two (2) job-site visitations and two (2) student conferences, the instructor will be compensated with one (1) contact hour's pay.



5. Compensation for CWE will be based on one or both of the following two types of documents:

- a. All documentation from '1' above.
- b. Documentation regarding on-site visits, student conferences, documentation of student success.

6. All CWE compensation will be paid at the end of the semester assignment.

**G.H.** Part-time assignments will be calculated and compensated with OSH pay by the following ratio:

	<u>Contact Hours</u>	<u>Hours of Pay</u>
Lecture	1	1
Laboratory	1	1
	<u>Clock Hours</u>	<u>Hours of Pay</u>
Tutorial(as described in Article XV, Section II, subsection C above)	2	1
Library	1	1
Counseling	1	1
Learning Disability	1	1

## VIII. Course Content and Copyright Materials

### 1. Course outline and course content

- a. Course Outline of Record (Curriculum) as described in 5 CCR §55002, is the property of the District.
- b. Any instructional material developed by a faculty member to instruct, support, and/or deliver courses, including DE courses, shall remain the exclusive property of that faculty member, unless the faculty member and the District have reached a prior alternative agreement regarding ownership of specific instructional material.
- c. The college will have the right of "non-exclusive license" to course content for a period of one year after course completion only for the purpose of allowing students to complete a course for which the content was created and when the faculty member is no longer available to complete the course.

### 2. Copyright Ownership

- a. Any material created outside of the faculty member's employment with the District is the exclusive property of the faculty member.

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- b. Unless the faculty member and the District reach a specific alternative agreement prior to the creation of the material, any material created by a faculty member using District resources or support remains the exclusive property of that faculty member.

## **ARTICLE XVI PART-TIME FACULTY**

### **I. General Provisions**

Each part-time faculty member shall be covered by all of the provisions of this agreement which relate to part-time, temporary, and partial contracts.

**II. Right of Assignment:** The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s) each semester (see Article XV, Section VII).

**III. Workload** (see Article XV)

**IV. Evaluations** (see Article XVII)

### **V. Part-time Faculty Consideration in Filling Full-Time Faculty Vacancies**

**A. Information regarding academic full-time vacancies at all colleges in the District shall be made available to all part-time faculty on the District Web page and for those who request it from Human Resources.**

**B. Part-time faculty members who apply for a vacant position will be granted an interview. The following conditions apply:**

1. The part-time faculty member must possess the required minimum qualifications for the position.
2. The part-time faculty member must have provided ten (10) or more semesters of service to the district.
3. The part-time faculty member must have received an overall rating of 'GOOD' or better in their most recent evaluation.
4. Points earned in the paper review process will move forward to the next step. In the event when a candidate's paper review score is less than the cut score for interviews, the candidate will be informed and can elect to continue with the interview process or have his/her name removed from the interview list.
5. There will be no other special advantage in the process.

**VI. Benefits** (see Article XXVII)

**VII. Wages** (see Article XXX)

## **ARTICLE XVII EVALUATIONS**

### **Probationary, Tenured and Part-Time**

#### **Purpose**

The primary purpose of the evaluation of faculty is the continued improvement of instruction and instructional support services.

#### **I. Probationary Evaluation**

The four-year probationary period will provide sufficient time for the new faculty member to understand the expectations for tenure, to develop the skills and acquire the experience to participate successfully in the educational process, and to use appropriate resources for professional growth and development. Faculty recommended for tenure, therefore, must reflect this standard of excellence in their performance of faculty duties and interaction with students and colleagues.

##### **A. Three-Step Process**

It is essential that each probationary faculty member take full responsibility for the appropriate portions of his/her tenure review process. The three steps are:

##### **1. Tenure Review Committee (TRC)**

A Tenure Review Committee (TRC) will follow the candidate(s) through the four probationary years. Members of this committee have an obligation to commit to the timeframe, uphold the confidentiality of the tenure review process, uphold the principles of equal employment opportunities, promote and respect diversity, review appropriate documents, and conduct fair and unbiased evaluation for the purpose of reaching a tenure decision.

In instances where a department/division/school has multiple probationary faculty in the tenure review process at the same time, so that it would be difficult to compose multiple tenure review committees, the Dean and affected Department Chair(s) may elect to combine committees. In such instances, the combined TRC will contain at least one member who can reasonably be expected to have sufficient disciplinary expertise to evaluate each probationary faculty member assigned to that committee for evaluation.

Appointment to a TRC will count toward fulfillment of a faculty member's college service obligation, and may be eligible for Flex credit as appropriate.

The TRC will be appointed by the Dean and will be comprised of three persons:

- a. The Dean and a minimum of two (2) tenured faculty members from the Department and/or Division/School, or related department and/or Division/School. The appointment of faculty will follow consultation and consensus between the Dean and the department/school chair(s).

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b. The TRC will:

- i. Conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the Dean.
  - a) The faculty member and Dean will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her abilities.
  - b) Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
  - c) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
  - d) Evaluations are to be based primarily on the observation described in subsection (b) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The TRC may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
- ii. Review items relevant to the instructional duties assigned to the probationary faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
- iii. Complete a summary report.
- iv. If the faculty member's<sup>2</sup> performance is unsatisfactory or needs improvement(s), the TRC will develop a plan of action, follow-up activities, dates of completion, and measurable outcomes to address these issues.
- v. Meet with the probationary faculty member to discuss the summary report.
- vi. Forward recommendation(s), with appropriate supporting documentation to the Vice President and President.

**2. Student Evaluation**

- a. Student evaluations will be arranged through the appropriate Vice President's office, and be obtained in each class, or for those faculty who engage in instruction outside of the traditional classroom, in the equivalent of a class, per year during the time covered by this evaluation period. The objective will be to determine the student response to areas such as the fulfillment of the stated and distributed course objectives, effective communication, and respect for students' rights and needs.
- b. These student evaluations will be made available for the faculty member to review, and may be shared with the TRC at the discretion of the probationary faculty member.
- c. The student evaluations are the property of the probationary faculty member, and will be returned to the probationary faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the TRC in the completion of the formal evaluation except as specified in subsection b above, or included in the probationary faculty member's personnel file.

**3. Administration Review**

Annually, the appropriate Vice President, Dean, or designee will review all data and documents provided by the TRC as compiled through the tenure review process.

- a. The Dean will forward recommendation(s), including his/her recommendations, to the Vice President.
- b. The Vice President will:
  - i. review recommendation(s),
  - ii. forward recommendation(s), including his/her recommendations, to the President.
- c. The President will:
  - i. review recommendation(s),
  - ii. forward recommendation(s), including his/her recommendations, to the Chancellor.
- d. The Chancellor will:
  - i. review recommendation(s),
  - ii. forward recommendation(s), including his/her recommendations, to the Board of Trustees.

**B. Evaluation Timelines**

The Vice President or Dean will initiate the course of action to establish the tenure review process for each new hire.

**1. First Academic Year**

- a. The Dean meets with the new faculty member (and throughout the four year process as appropriate).
- b. A TRC is identified by the Dean for each new faculty member.
- c. The TRC meets with the faculty to discuss the process, format, objectives, timelines and expectations.
- d. Observations are made by all TRC members.
- e. Post-visit discussions to be held with the faculty member.
- f. Student evaluations are to be conducted.
- g. The TRC reaches its recommendation and completes a written report.
- h. The recommendation of renewal or non-renewal is submitted by the Dean to the Vice President and the President no later than February 1<sup>st</sup>.
- i. Letter of non-renewal or one (1) year renewal will be sent no later than March 15<sup>th</sup>.

**2. Second Academic Year**

- a. Follow d, e, f, g and h of the first year.
- b. Second semester (see Item I, section B, subsection 1i above) a letter of non-renewal or two (2) years renewal will be sent no later than March 15<sup>th</sup>.

**3. Third Academic Year**

- a. Follow d, e, f, g and h of the first year.

**4. Fourth Academic Year**

- a. Follow d, e, f, g and h of the first year.
- b. Documentation of all employment conditions such as, completion of degree along with all the appropriate materials to the Director of Human Resources no later than February 1<sup>st</sup>.
- c. Second semester (see Item I, section B, subsection 1i above) a letter of tenure or non-renewal sent no later than March 15<sup>th</sup>.

**II. Tenured Faculty Evaluation**

The tenured faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

**A. Two-Step Process**

**1. Student Evaluation**

- a. Student evaluations will be arranged through the appropriate Vice President's office, and be obtained in each class, or for those faculty who engage in instruction outside of the traditional classroom, in the equivalent of a class, per year during the time covered by this evaluation period.
- b. These student evaluations will be made available for the faculty member to review.
- c. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

**2. Administration Review**

- a. The appropriate Vice President, Dean, or designee will make scheduled classroom/worksite/electronic visits as described below, complete a formal evaluation, and confer with the tenured faculty member.
  - i. The faculty member and Vice President, Dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her abilities.
  - ii. Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
  - iii. Each evaluation may include information relevant to the instructional duties assigned to the faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
  - iv. A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.
  - v. Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.



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- vi. Evaluations are to be based primarily on the observation described in subsection (ii) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

**B. Evaluation Timelines**

1. The Vice President or Dean will initiate the tenured faculty evaluation process every ~~two (2)~~three (3) years.
2. The evaluation process must be completed within one year of its initiation, or the process must begin anew.

**C. Follow-up Procedures**

Any tenured faculty member receiving an overall rating of unsatisfactory -or requires improvement(s) will be evaluated again within twelve (12) -months. All recommended improvement(s) will be in the faculty -member's plan of action. The plan of action will outline the detail(s) of activity for enhancement(s), date(s) of completion for each activity, and -material(s) which will be acceptable as documentation of action(s) completed.

In the subsequent evaluation, if the faculty member does not receive an overall rating of "Good" or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall "Good" or better.

**III. Part-Time Faculty Evaluations**

The part-time faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, and to provide the part-time faculty member a basis for professional growth and development.

**A. Two-Step Process**

**1. Student Evaluation**

- a. Each part-time faculty member shall have student evaluations conducted by the appropriate Vice President or designee in at least one course during the first semester of his/her first assignment at that college. Subsequent student evaluations shall take place every other semester in which an instructional assignment is held.

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- b. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, and will not be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

## 2. Administration Review

The Vice President, Dean, or designee will make scheduled classroom/worksite/electronic visits as described below, complete a formal evaluation, and confer with the part-time faculty member.

- a. The part-time faculty member and Vice President, Dean or designee will mutually agree on the course(s) in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her teaching abilities.
- b. Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.
- c. Part-time faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- d. Evaluations are to be based predominantly on the observation described in subsection (b) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
- e. The evaluation of the part-time faculty member may be completed by a full-time faculty member as the designee of the Vice President or the dean, under the following circumstances:
  - i. The full-time faculty member is tenured,
  - ii. The full-time faculty member is in good standing with an evaluation of "Satisfactory" or better on his or her most recent evaluation,
  - iii. The full-time faculty member is approved by the appropriate dean,
  - iv. Department chairs will have the first right of refusal for all evaluations of part-time faculty members in their areas,

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i.v. In the event that an evaluation results in the determination that the evaluated part-time faculty member "needs improvement," the evaluation process will revert to the dean, who will complete the evaluation.

**B. Evaluation Timelines**

1. Each part-time faculty member shall be evaluated during the first semester of his/her first assignment at that college.
2. Subsequent reviews will be every ~~fourth~~ sixth semester during which an instructional assignment is held, and no fewer than one in every four years.

**~~Development of New Student Evaluation Instruments~~**

~~Within ninety (90) days from the adoption of this Agreement, the Vice Chancellor of Technology and Learning Services will convene a group, including but not limited to representatives of the Association and the administration, to develop student evaluation instruments.~~

~~The new student evaluation instruments will begin use starting with the 2008/09 school year.~~

## **ARTICLE XVIII PERSONNEL FILES**

### **I. General Provisions**

- A.** The District shall not base any punitive action against a faculty member upon materials which are not contained in the faculty member's personnel file. Any punitive action against a faculty member shall be taken in conformance with legal requirements.
- B.** There shall be only one official personnel file for each faculty member. This file shall be locked in a central location.

### **II. Access to Files and Release of Personnel Information**

- A.** The faculty member shall have access to his/her file at reasonable intervals and at reasonable times, with reasonable advance notice subject to the following restrictions:
  - 1. The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.
  - 2. The employee shall not have the right to inspect materials the access to which is specifically excluded by federal or state regulation or statute.
- B.** Representatives of the Association shall have access at reasonable intervals and at reasonable times, with reasonable advance notice to said file with the faculty member's written authorization.
- C.** Management's access to a faculty member's personnel file shall be restricted to authorized administrators, authorized personnel office staff, and the faculty member's immediate supervisor. The information and contents of a faculty member's personnel file may not be released to anyone else without the faculty member's express prior written consent, or in order to comply with a legal requirement such as a court order.

### **III. Placement of Material in Personnel Files**

- A.** Any material placed in a faculty member's file must be signed and dated. A copy shall be given to the faculty member prior to the time of insertion in the personnel file.
- B.** Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter into his or her personnel file, and have attached to any derogatory statement, his or her own comments. A faculty member who alleges that information in his/her personnel file is false or erroneous, shall have the right to file a grievance for the purpose of having such information rectified or expunged. Nothing herein shall limit the right of a faculty member to grieve disciplinary actions, including but not limited to documents which are punitive or disciplinary in nature.
- C.** A faculty member shall have the right to place in the file such material, within reason, as he/she determines may have a bearing on his/her position as a faculty member.

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## **ARTICLE XIX TRANSFERS**

### **I. General Provisions**

A lateral transfer refers to any administrative or Board action which results in the movement of a faculty member from one immediate supervisor or site to another. A transfer may be initiated by the faculty member ("voluntary") or by the District ("involuntary").

### **II. Voluntary Lateral Transfers:** A faculty member may request a voluntary lateral transfer to a new or vacated position to take effect at the beginning of the next academic semester.

- A.** The request for voluntary lateral transfer may be initiated at any time.
- B.** All requests for voluntary transfers shall be considered on the basis of (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority.
- C.** No faculty member shall be overtly or indirectly coerced by management to seek a voluntary lateral transfer.
- D.** If a voluntary transfer request is denied, the faculty member, upon request, shall be provided with the reasons for the denial.

### **III. Involuntary Lateral Transfers:** Transfers shall not be punitive or disciplinary in nature. They shall be based on the educational needs of the District.

- A.** A faculty member may be involuntarily laterally transferred provided (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority have been appropriately considered.
- B.** Faculty members to be involuntarily laterally transferred shall have the right to indicate preferences from a list of vacancies, and the District shall honor such requests on the basis of (1) required minimum qualifications, (2) reasonableness, and (3) seniority.
- C.** A faculty member to be involuntarily laterally transferred shall be given the reasons for the transfer.
- D.** An involuntary lateral transfer shall result in compensation at the appropriate compensatory step and column.

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## **ARTICLE XX TRAVEL**

### **II. General Provisions**

- A.** Faculty members shall be reimbursed for all actual and necessary expenses incurred while on District approved travel as defined in Board Policy.
- B.** Current IRS rates will be used for private automobile mileage reimbursement.
- C.** Faculty members shall be covered under Worker's Compensation Insurance as provided by law.
- D.** If the District requires a faculty member to drive a District vehicle and special California driver's license is required to drive that vehicle, the District shall pay the costs involved in obtaining the license, including the cost of the license.

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## **ARTICLE XXI SAFETY**

### **I. General Provisions**

- A.** Faculty member safety is a primary concern of the District and the Association.
- B.** The District agrees to comply with applicable federal, state, and local laws and regulations affecting faculty member safety in providing and maintaining safe working conditions and equipment.
- C.** A faculty member who notices any unsafe condition(s) shall report the condition immediately to the immediate supervisor or the Campus Safety Coordinator.
- D.** Each faculty member shall adhere to the District's safety rules and policies for the well-being of the students and faculty member of the District, and shall attend all scheduled District safety training sessions which are related to their assignments, as required by law, regulation or for insurance/risk management compliance.

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**ARTICLE XXII  
LAY-OFF PROCEDURES**

**I. General Provisions**

Should the District institute a layoff of full-time faculty, the statutory guarantees contained in the Education Code as applicable to Community College Districts are incorporated into this Agreement and shall apply.

**A. Faculty Service Areas (F.S.A.)**

All faculty in the South Orange County Community College District are in one Faculty Service Area (F.S.A.).



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**ARTICLE XXIII  
DISCIPLINE PROCEDURES**

**I. General Provisions**

- A.** The statutory guarantees contained in the California Education Code applicable to the disciplining of District full-time faculty members are incorporated into this Agreement and shall apply to tenured and non-tenured faculty.
- B.** No full-time faculty member shall be dismissed or penalized unless the District has fulfilled its obligations to evaluate such faculty member in accordance with the procedures outlined in Article XVII, Evaluations.

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**ARTICLE XXIV  
FEDERAL AND STATE STATUTES REGARDING HARASSMENT AND  
DISCRIMINATION**

The Board of Trustees and the Faculty Association agree that the District will strictly adhere to federal and state statutes and guidelines regarding sexual harassment and discrimination.

## **ARTICLE XXV GRIEVANCE PROCEDURES**

### **I. General Provisions**

A grievance is a formal written allegation by a grievant who alleges a violation, misapplication or misinterpretation of a specific article, section, or provision of this Agreement.

- A.** The purpose of this procedure is to secure, at the lowest possible level, an equitable resolution of a grievance. Both parties agree that these proceedings will be kept as informal and confidential as appropriate at any level of the procedure.
- B.** Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations and procedures not contained within this Agreement, and/or actions for which another process is provided by law (e.g., discrimination) must be undertaken under separate processes.
- C.** This grievance procedure may be used to dispute a decision regarding the granting of tenure.
- D.** Nothing contained herein will be construed as limiting the right of any faculty member having a grievance to discuss the matter informally with the appropriate member of the administration, and to have the grievance adjusted without intervention by the Association, provided that the adjustment is consistent with the terms of this Agreement and that the Association has been given an opportunity to review the grievance, the proposed resolution, and state its view.
- E.** Prior to filing a grievance at Level I below, the grievant is encouraged to discuss the potential grievance with his/her dean or appropriate supervisor, either directly or through the Association's grievance representative or designee, with intent to resolve the grievance informally.  
  
If the grievant is not satisfied with the disposition of the potential alleged grievance at the informal level, the grievant may file a formal grievance in accordance with the provisions of Section IV(A) of this article.
- F.** The grievant may be represented by an Association representative at all levels of the grievance procedure under Section IV below. Should the Association waive its rights to be present and/or state its view at any one stage of the procedure, the Association shall retain the right to do so at any or all subsequent stages of the grievance procedure.
- G.** If a grievance arises from action or inaction by the District administration, the aggrieved person shall submit such grievance directly to the Association and the Chancellor or designee, and if necessary this grievance shall continue as specified in Level III (see Item IV, Section C, below).

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- H. If the grievance arises from action or inaction by the Chancellor, the grievance shall be submitted directly to the Association and to the Chancellor or designee. In the event that the grievance is not resolved between the grievant and/or the Association and the Chancellor or designee, the grievance will be submitted to the Board of Trustees through the Board President. If necessary, this grievance shall continue as specified in Level IV (see Item IV, Section D, below).
- I. No reprisals of any kind will be taken by the Board, the Chancellor, any member or representative of the administration of the District, or by the Association, its officers or its members against any aggrieved person, any party in interest, any member of the Association, or any other participant in the grievance procedure by reason for such participation.

## II. Scheduling of grievance meetings

- A. Every effort will be made to schedule meetings for the processing of grievances at times that will not interfere with the regular assigned duties of the participants.
- B. In accordance with Article VI (Association Rights), the Association representative will, upon reasonable notice to the appropriate dean, be released from duties without loss of pay to attend meetings.
- C. If the grievance meeting must be held at a time which conflicts with the grievant's assigned duties, upon reasonable notice to the appropriate dean, the grievant will be released to attend the meeting. Any District employee who is requested by any party of interest to appear in such meetings or hearings as a witness shall, upon reasonable notice to appropriate dean or supervisor, be released from assigned duties to attend the meeting.

## III. Time Limits

- A. All grievances should be processed in an expeditious and timely manner.
- B. Should the grievant fail to comply with the established time limits at any step, he/she shall forfeit all rights to process the existing grievance.
- C. Should the District or its designated representatives fail to respond to a grievance within established time limits at any step, the grievant is entitled to proceed to the next step.
- D. Any time limits set forth herein shall begin the day following the receipt of a written decision.
- E. Time or procedural steps may be waived at any step by mutual written agreement.

## IV. Grievance Procedure

### A. Level I – Immediate Supervisor

- 1. Within one (1) year after the occurrence of the act or omission giving rise to the grievance, the grievant shall present his/her grievance in writing to the appropriate Association grievance chair and the immediate supervisor on the District grievance form (Appendix D). The grievance shall contain a clear and concise statement of the grievance, the circumstances involved, including

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any supporting evidence, the specific sections of this Agreement alleged to have been violated, the affected employee(s) and the specific remedy sought.

2. Within ten (10) days of receiving the grievance the immediate supervisor may request a formal conference to discuss the grievance. The immediate supervisor shall render a decision to the grievant in writing within ten (10) days of receiving the grievance, or of the date that the grievance conference was held, whichever is later.

**B. Level II – President or Designee**

1. In the event the grievant is not satisfied with the decision, if provided, at Level I, the decision may be appealed on the grievance form to the President, within ten (10) days of receiving the Level I decision, or when it should have been received.
2. In order to be processed or considered, the appeal shall include copies of the original grievance and decision, if rendered, and the reason for the appeal.
3. The President, or designee, shall hold a conference with the grievant upon request of either party. The President, or designee, shall communicate the decision about the grievance to the grievant in writing on the grievance form within ten (10) days of receiving the appeal and forward a copy of the response to Faculty Association.
4. The President's designee shall not be any person who has previously ruled on the grievance at any of the previous levels.

**C. Level III – Chancellor or Designee**

1. If the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision to the Chancellor, or designee, on the grievance form within ten (10) days of receipt of the decision at Level II, or of when the decision should have been received.
2. The appeal shall include a copy of the original grievance and appeals with decision rendered, and reasons for the appeal.
3. The Chancellor, or designee, shall hold a conference with the grievant upon request of either party. The Chancellor, or designee, shall communicate the decision to the grievant in writing on the grievance form within fifteen (15) days of receiving the appeal and forward a copy of the response to Faculty Association.
4. The Chancellor's designee shall not be any person who has previously ruled on the grievance at any previous level.

**D. Level IV – Arbitration**

1. Where the grievant and Faculty Association wish to proceed to arbitration, a request shall be made to the Director of Human Resources within ten (10) days of receipt of the Chancellor's, or designee's, decision or of the date the decision should have been received. Should the Faculty Association and the District be unable to mutually agree on the selection of an arbitrator:

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- a. Within five (5) days the Human Resources Office shall request a list of seven (7) arbitrators from the State Mediation and Conciliation Service.
  - b. Within ten (10) days after receipt of the list, a representative of the District and a representative of Faculty Association shall alternately strike names from the list until only one name remains.
2. Upon selection of the arbitrator, the Human Resources office shall contact the selected arbitrator to schedule a hearing at the earliest convenience of the arbitrator and the parties.
3. Arbitrator expenses, including any per diem fees, actual and necessary travel and subsistence expense, and other fees and expenses shall be paid equally by the District and the Faculty Association.
4. If either party so requests, the arbitrator shall specifically rule upon the appropriateness of arbitration of contested issues prior to the hearing on the merits of the grievance. If the parties cannot agree upon a statement of the issues to be arbitrated, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.
5. The arbitrator may render a decision only regarding the interpretation of the provision or provisions of this Agreement at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of this Agreement. The arbitrator shall be without power or authority to make any decision that requires the District or the administration to perform an illegal act.
6. After a hearing and after both parties have had an opportunity to make written or oral arguments, the arbitrator shall submit, in writing, to all parties, his or her findings and award. The award of the arbitrator shall be binding on the Board of Trustees unless a court of competent jurisdiction directs otherwise.
7. Arbitrator's Recommendation
  - a. The Board shall adopt the arbitrator's recommendation at its next regular meeting after receipt, providing a minimum of ten (10) days elapse from receipt to the Board meeting.
  - b. The Chancellor may meet with the grievant and representatives to discuss other alternative solutions, if the arbitrator's decision would result in a proven financial hardship for the District. Any meeting to discuss alternative solutions does not release the District from the binding award recommended by the arbitrator unless agreed to in writing by the District and Faculty Association.

## **ARTICLE XXVI BONDED SABBATICAL AND PROFESSIONAL DEVELOPMENT**

### **I. Bonded Sabbatical**

At the discretion of the Board of Trustees, upon the recommendation of the District Sabbatical Committee, the District may grant a sabbatical to eligible faculty members (Calif. Ed. Code, Sections 87767 and 87768).

#### **A. Purpose**

A sabbatical is to allow for the professional enhancement of the faculty member. Such professional enhancement shall be to the benefit of the faculty member, his/her college, students, and/or to the District. The value of what the faculty member may contribute following his/her return includes, but is not limited to, the areas of pedagogy, curriculum development, and the culture of the college and the community it serves.

#### **B. Length of Sabbatical**

A sabbatical leave may take one of two possible forms:

1. One semester at full pay and employee benefits, or
2. One academic year at two-thirds pay and full employee benefits.

#### **C. Eligibility**

1. Any tenured full-time faculty member who has served the District for at least six (6) consecutive years without a break in service (Calif. Ed. Code, Section 87768) is eligible for a sabbatical. No more than one such sabbatical may be granted in each seven year period.
2. An eligibility list will be prepared by the Human Resources Office no later than September 15<sup>th</sup> of the preceding year and sent to the Sabbatical Committee chair.

#### **D. Acceptable Sabbatical Projects**

A sabbatical may be granted for any of the following purposes:

1. Professional study related to assigned discipline(s) or for the purpose of retraining when there is a scheduled phase-out in a discipline and/or program.
2. Completion of courses for an advanced degree related to assigned discipline(s) or in advanced studies related to higher education.
3. Special project, research or assignment that relates to the goals and mission of the College and District.
4. Travel related to assigned discipline, course and/or program of faculty member.

**E. Sabbatical Committee**

The Sabbatical Committee will consist of one (1) faculty member from each Division/School, one (1) administrator from each college who will be appointed by the college President, and the appropriate Vice Chancellor, who will also serve as co-chair. Committee members will elect a chair and have one (1) vote each. The Committee shall have as its sole responsibility the handling of matters pertaining to bonded sabbaticals.

The Sabbatical Committee shall meet during September each year to establish procedures and policies within the scope of this Master Agreement. The Committee shall also establish all timelines for the application and approval process provided that all recommendations for sabbaticals shall be forwarded to the Chancellor no later than December 20<sup>th</sup>.

**F. Application Process**

1. Faculty members shall be notified by the Sabbatical Committee of their eligibility to apply for a sabbatical and provided with instructions for completing the application form and the final report. In addition, faculty members will be informed of all necessary deadlines and procedures.
2. The faculty member shall discuss the proposed sabbatical project with division/school peers, Department Chair, Division/School Dean, appropriate Vice President, and solicit input/feedback.
3. The faculty member shall submit to the college President a copy of his/her sabbatical proposal (or a rough draft thereof) for input and feedback. The President may provide comments and indicate one of the following:
  - a. **SUPPORT:** The sabbatical proposal (with input as indicated) can be forwarded to the committee.
  - b. **NON-SUPPORT:** The sabbatical proposal will be returned to the faculty member with recommendations to warrant the President's support.
    - i. In the event where the College President does not support a sabbatical proposal, the faculty member may:
      - a) reconsider the President's input and resubmit the sabbatical proposal to the President, or
      - b) rescind the sabbatical proposal, or
      - c) forward the sabbatical proposal to the Sabbatical Committee with the President's comments and non support.
4. The faculty member shall submit his/her sabbatical proposal with all required forms and documents to the Sabbatical Committee prior to the deadline date.



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5. Under exceptional circumstances, the Sabbatical Committee may choose to consider late applications. The Committee has the sole responsibility for determining the criteria for exceptional circumstances and whether or not it will consider a late application.
6. If the applicant makes changes to the proposal after it has been reviewed by the committee, the co-chairs will discuss the changes with the college president and seek his/her support for the changes.

G. Approval Process

1. Following procedures and guidelines established by the Sabbatical Committee and set forth herein, the Committee shall approve (or disapprove) each sabbatical application by a majority vote of the Committee and forward their approved list to the College President.
2. The names of approved applicants for a sabbatical shall be forwarded to the Chancellor for recommendation to the Board of Trustees no later than December 20<sup>th</sup>.
3. The Board of Trustees may grant a sabbatical (Calif. Ed. Code, Sections 87767 and 87768) to eligible faculty members whose applications have been approved by the Sabbatical Committee.
4. Each faculty member shall be notified on or before March 1<sup>st</sup> regarding the acceptance or rejection of their application.
5. In the event there are multiple sabbatical requests in the same department for the same period, the Dean may defer an approved sabbatical so as not to interfere with the regular operation of a department, subject to the following conditions:
  - a. A deferred sabbatical must be granted within one (1) year of the date on which the deferred sabbatical was due to commence.
  - b. Faculty members will retain their cycle of sabbatical eligibility based on the approval date of the application.
  - c. When a sabbatical deferral is necessary, faculty members approved for their first sabbatical will receive priority.
  - d. When a sabbatical deferral is necessary, and all affected faculty members have previously received a sabbatical, in the absence of a mutual agreement to the contrary among the affected faculty members, priority will be given to the most senior faculty member as determined by the District-assigned faculty seniority number.

**A. Number of Sabbaticals and Priority Determinations**

1. The number of semesters available for faculty sabbaticals shall be calculated as 4.63% of the full-time faculty semester/year obligation as reported by the Chancellor's Office, California Community Colleges to the District in the fall of that academic year (CCR, Title 5, Sections 51025, (a)(-1) and 53302). Deferred sabbaticals according to Section G.5 will not be reflected in the 4.63% allocation for the next academic year.
2. The determination of the number of semesters available for sabbaticals for any given academic year shall be made by rounding up after the multiplication process takes place.  
Example:  
 $4.63\% \times 255 \text{ (faculty)} = 11.8 \times 2 = 23.6 \text{ or } 24 \text{ semesters}$
3. The Sabbatical Committee will assign priority to proposed sabbatical projects as follows:
  - a. A first time applicant will be given priority over applicants who have had a previous sabbatical.
  - b. Thereafter, applicants will be determined by seniority of service and by the quality of the proposal as ranked by the Sabbatical Committee.
  - c. In the event of a tie when all previous criteria have been met, the tie shall be broken by a majority vote of the Sabbatical Committee.
4. A list of alternates shall be established and maintained by the Sabbatical Committee, in the event that a change of plan of a faculty member or increases in the total number of full-time faculty members employed permits additional available sabbatical semesters.

**B. Length and Conditions for a Sabbatical**

1. The recipient of a one semester sabbatical will be compensated at his/her regular salary and employee benefits; a two-semester sabbatical at two-thirds regular salary and full District-provided benefits. Year-long sabbaticals shall reduce the District contribution to STRS. Faculty members wishing to maintain full service credit with STRS must contact STRS.
2. Salary while on sabbatical shall be paid on a monthly basis during the academic year.
3. Faculty members cannot assume any other, additional full-time employment while on sabbatical, unless it is an integral part of their approved sabbatical. If this provision is violated, all compensation and the cost of employee benefits must be returned to the District.

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4. Faculty members granted sabbatical shall not be authorized to perform additional professional services such as overload, overtime, part-time assignment, stipend, and grants for District pay. Nor will the District furnish equipment or materials, pay travel costs, or provide remuneration other than the sabbatical compensation during the period of the sabbatical. The Board may, upon application, grant exception to this provision.
5. A sabbatical shall be counted as experience for advancement on the salary schedule.
6. Academic credits earned while on sabbatical or professional development activity may be used toward salary increments the following academic year, in accordance with the existing board policies.

**C. Guarantees**

1. The faculty member must agree to return to the District for a period of service equal to twice the period of the sabbatical (i.e., -one semester sabbatical requires one (1) year additional service; a full academic sabbatical requires two (2) years additional service) (Calif. Ed. Code, Section 87770).
2. The faculty member shall be returned to the same or comparable position held at the time the sabbatical was granted. If conditions arise which would make it necessary to change the faculty member's assignment, the faculty member shall be notified, whenever possible, before the change becomes effective. Nothing in this paragraph is intended to be in conflict with Calif. -Ed. Code, Section 87774.
3. The written agreement between the District and the faculty member includes a bond paid for by the District. The bond covers pay and the District's cost of employee benefits. If the bond is forfeited, any repercussions from the bonding company are the sole responsibility of the faculty member (Calif. -Ed. Code, Sections 87770 and 87771).

**D. Evidence of Completion**

1. Upon completion of the sabbatical and within sixty (60) days of the faculty member's return to duty, a narrative report shall be submitted to the Sabbatical Committee for review and acceptance (or non-acceptance). This report will include:
  - a. a record of the activity such as, transcripts of study completed a copy of the product developed, and/or an evaluation of the project pursued;
  - b. a discussion of its impact on teaching and learning;
  - c. a description of how the sabbatical information will be used in a professional development plan;
  - d. a narrative on how the information contributes to the benefit of the students and to the District.

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2. If the approved sabbatical project contains an implementation process or the Sabbatical Committee would like a follow-up report, the faculty member will provide the information requested in the time line provided.
3. The faculty member must schedule a minimum of one presentation(s) at a venue such as Flex Week, Division/School meetings, College Sabbatical Forum, and/or at a professional organization(s) meeting.
4. The Board of Trustees and/or the Sabbatical Committee may invite representative faculty members to make presentations of their sabbatical project/activity at Board of Trustees meetings.

**E. Status Changes Relating to an Approved Sabbatical**

Once the faculty member has been approved by the Board of Trustees for a sabbatical activity, it is the faculty member's responsibility to inform in writing the Sabbatical Committee Chair and the appropriate Vice Chancellor of any change(s) in status with the sabbatical from the time the faculty member knows or should have known of a change.

**1. Project**

In the original application, the faculty member requests time to complete a project with a stated outcome; however, circumstances, conditions, etc. identified in the application sometimes change. The faculty member must submit a request for change to the Sabbatical Committee, College President, and Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

**2. Extenuating Circumstances**

In the event that an extenuating circumstance occurs (such as, natural disaster, long term family illness) that may impact the content and/or timelines of the sabbatical project, the faculty member must report such change to the Sabbatical Committee, College President, Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

**3. Serious or Long-Term Illness/Injury of the Faculty Member**

It is the responsibility of the faculty member to notify the Director of Human Resources and the appropriate Vice Chancellor within thirty (30) days from the onset or change in physical condition.

**II. Professional Development**

At the discretion of the Board of Trustees, the District may grant a faculty member a paid or unpaid leave of absence of up to two (2) years for professional development which may include, but shall not be limited to, additional schooling and/or training, participation in faculty exchange programs, a project/activity that would benefit the College and/or District, involvement in research efforts and acceptance of long-term assignments to other higher education institutions, agencies, corporations, foundations, or government (Calif. -Ed. Code, Section 87768).

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- A.** Absence shall not be included as service in computing the six (6) years before or after a sabbatical.
- B.** Absence shall not be deemed a break in service.
- C.** Upon return, a faculty member will return to the same or comparable position.
- D.** The faculty member will receive credit for annual salary increments, employee benefits, including, but not limited to, insurance and retirement benefits, to the extent not expressly prohibited by law.

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## ARTICLE XXVII BENEFITS

### I. Health Insurance

The District shall pay 100 percent of the health insurance premium for faculty members working 75 percent or more of a full-time faculty contract and their eligible dependents. The coverage provided shall meet the specifications on file at the District Business Office.

### II. Part-Time Faculty Health Insurance

The purpose of this program is to provide an opportunity for the individual part-time faculty member to receive an allowance to secure medical coverage of their own choosing. The District shall provide a maximum allowance of \$175~~450~~ per month, to a maximum of \$1,750~~4,500~~ per year. This allowance is toward a voluntary health insurance program of the faculty member's individual arrangement and choice for the part-time faculty member who meets the following criteria:

- A. The faculty member must be employed for a minimum of 12 OSH in the District in the 12-month period ending at the end of the prior semester (summer session counts toward meeting this requirement).
- B. The faculty member must have been employed in the District for five semesters during a period of three years immediately preceding the end of the prior semester (summer session does not count toward meeting this requirement).
- C. The faculty member must work a minimum of three OSH in the District during the semester for which the District contribution is to be made.
- D. Eligibility is reviewed each semester.
- E. Each semester the faculty member must submit his/her assignment schedule, evidence of enrollment, and the cost of the voluntary medical plan to the District Business Office in order to be eligible for the District allowance. The District paid allowance will not exceed the actual cost of the voluntary program.

~~Effective with the beginning of the semester following the implementation of this agreement, the District's allowance will be increased to \$175 per month, to a maximum of \$1,750 per year.~~

The District allowance will cease if the employee no longer meets the requirements of the above criteria. In addition, the foregoing District allowance will not be available to employees who are receiving retiree medical benefits from the District.

The District allowance shall be paid through payroll and will be prorated over the number of paychecks received by the eligible faculty member each semester.

### III. Dental Insurance

The District shall pay one hundred percent of the premium for dental insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

**IV. Vision Insurance**

The District shall pay one hundred percent of the premium for vision insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

**V. Employee Assistance / Mental Health Program**

The District shall pay one hundred percent of the premium for a faculty member's assistance/mental health program for employees working 75% or more of a full-time faculty contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

**VI. Life Insurance**

The District shall pay one hundred percent of the premium for life insurance for faculty members working 75% or more of a full-time faculty contract and their eligible dependents. The coverage provided shall be two times the annual salary up to \$200,000.00, plus \$50,000.00.

**VII. Long Term Disability Insurance**

The District shall pay one hundred percent of the premium for long-term disability (salary protection) for faculty members working 75% or more of a full-time faculty contract. The coverage provided shall meet the specifications on file at the District Business Office.

**VIII. Long Term Care Insurance**

For faculty members working 75% or more of a full-time faculty contract, the District shall pay a maximum of \$8.00 per month toward the premium for long-term care insurance. Any unused portion of the \$8.00 may be used for employee-paid voluntary coverage for spouses. Coverage provided shall meet the specifications on file at the District Business Office.

**IX. Legal Assistance Program**

The District shall pay one hundred percent of the premium for legal assistance programs for faculty members working 75% or more of a full-time faculty contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

**X. Coverage Period**

Each full-time faculty member shall be covered for fringe benefits from the first of the month following his/her first contractual day of his/her first academic year with the District. In each succeeding year, coverage will be continuous unless the faculty member resigns, retires, otherwise separates from employment, or is otherwise specified in this agreement, in which case the benefits will end the last day of the month when employment ends.

**XI. Benefits During a Leave**

Faculty members shall receive medical, dental, vision, and life insurance benefits while on a leave of absence in accordance with the following conditions:

- A. Faculty members shall continue to receive insurance benefits while on paid leaves of absence.

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- B.** A faculty member on an unpaid leave of absence due to illness shall continue to receive insurance benefits, provided by the District, during the leave of absence but not to exceed twelve (12) months following the exhaustion of all leaves; provided, however, that if the faculty member has been employed for a period of ten (10) years or more in the District, and has reached the age of fifty-five (55), the District will provide health benefits for the absent faculty member until that faculty member is able to return to duty, elects to retire as specified in Article XXXI, Section IV below, or is separated from the District.
- C.** Faculty members on unpaid leave longer than one year are eligible to apply for employee paid insurance coverage under COBRA.

**XII. Tax Sheltered Annuities**

Faculty members may participate in tax sheltered annuity plans from the District's approved list of vendors. The District will provide payroll deduction for this purpose.

**XIII. Medical Examinations and Tests**

Medical examinations and tests required by the District for employment shall be paid by the District.

**XIV. Parking**

Appropriate staff parking shall be provided on campus for \$20.00 per academic year for each faculty member.

**XV. Change in Level of Benefit**

The District agrees that changes to the level of benefit coverage will be negotiated.



## **ARTICLE XXVIII WORKLOAD BANKING PROGRAM**

### **I. General Provisions**

- A.** Workload banking is a benefit for full-time tenured faculty. This benefit allows a full-time faculty member to earn and bank workload time credit in lieu of compensation and take time off in a future semester.
- B.** When a full-time faculty member teaches classes as overload, as part of a summer assignment, or during any other instructional session beyond the traditional semesters, that faculty member is assigned OSH, and paid the OSH rate. However, when a faculty member is banking overload for use in place of a future teaching assignment, that faculty member is earning LHE to be applied to a future assignment. Therefore, all banked workload will be valued at the appropriate LHE rate (as described in Section III below).

### **II. Workload Banking**

- A.** Full-time probationary and full-time tenured faculty members are eligible to earn and bank workload time credit.
- B.** Only tenured full-time faculty members are eligible to redeem banked workload credit.
- C.** Faculty members may accumulate a maximum of twenty (20) LHE or their equivalent toward banked workload. Banked workload credit not applied to a specific leave will remain banked, and will be applied to a future leave.
- D.** Banked workload leave will be scheduled only for the full length of a semester (no leaves shall be taken for part of a semester only).
- E.** Banked workload credit may be taken in increments ranging from three equivalent LHE to one equivalent semester. When on a banked workload leave the employee's Flex Day obligation, office hours and committee meeting obligations will be proportional to their assignment for the academic year. Partial leaves are subject to Item G below.
- F.** Being on a full banked workload leave eliminates the contractual obligation for office hours and committee/college service work during the term of the leave.
- G.** Banked workload leaves will be limited to once every eight (8) semesters.
- H.** Workload credit earned in restricted or categorically funded programs may be banked only if allowed by State and Federal regulations and the granting agency.
- I.** Payment for banked workload earned in the fall and spring semesters, summer sessions, and any other instructional sessions beyond the traditional semesters will be withheld by payroll. Banked workload will be officially posted as banked at the end of the semester in which it is earned.
- J.** Faculty members who request to schedule banked workload leave will not be eligible to apply or take any other leave to extend an absence from the workplace longer than one semester.

### **III. Criteria to earn banked workload credit:**

- A.** A faculty member must have probationary or tenured status.

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- B. The Dean will acknowledge the request to bank workload and record the request through the Vice President's office.
- C. Banked workload credit can be earned from assignments exceeding thirty (30) to thirty-two (302) LHE per year scheduled during Fall and Spring semesters.
- D. Full-time faculty members must accumulate the equivalent of fifteen (15) LHE of banked workload credit, to be calculated as follows (see Article XV, Workload):

1. Lecture Assignments (contact hour)

Contact Hours	LHE for load
Lecture	1
Chemistry, Biology, Physics	
Geology and Nursing Laboratory*	
1	1
Other Laboratory	1.2 (5/6)
Example: Digital Photography 5/6 (units lecture/lab per week)	
3 Hours Lecture	= 3 LHE
6 Hours Laboratory	= 5 LHE
	8 LHE for load

\* Effective with the commencement of the Fall 2012 semester

Contact Hours	LHE for load
Lecture	1
Laboratory	1.2 (5/6)
Example: Chemistry 1A, 5/3/6 (unit/lecture/lab per week)	
3 Hours Lecture	= 3 LHE
2.6 Hours Laboratory	= 5 LHE
	2.8 LHE for load

9.2. Non-Lecture Assignments (clock hour)

Thirty (30) clock hours = 1 LHE

	Clock Hours	LHE for Load
Tutorial (as described in Article XV, Section II, subsection C above)	2	1
Library	2	1

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Counseling	2	1
Learning Disability	2	1

**10.3.** Counselors and Librarians may include a maximum of 6 LHE of lecture courses per semester within their workload assignment. Therefore, to earn Workload Banked credit, Counselors and Librarians may accumulate up to forty percent (40%) of their credit from overload lecture assignments.

**E. Workload credit cannot be earned:**

1. while on a reduced workload assignment;
2. while on sabbatical.

**IV. Criteria to redeem banked workload credit:**

- A.** A full-time faculty member must have fifteen (15) LHE banked prior to taking a banked workload leave.
- B.** Only full-time tenured faculty members may schedule a banked workload leave.
- C.** To schedule a banked workload leave, the faculty member must fill out the appropriate District form (see Appendix E) and schedule the banked workload leave with the Dean no later than February 1<sup>st</sup> for the Fall semester and no later than September 1<sup>st</sup> for the Spring semester.
  1. Every effort shall be made to accommodate a faculty member's request to redeem banked workload credit; however, it is recognized that a banked workload leave may be postponed under circumstances in which the absence of the faculty member would jeopardize the educational program. The Dean shall put in writing any postponement of the request to redeem banked workload credit.
  2. When two or more faculty members from the same department or area apply to schedule banked workload leave and both/all cannot be accommodated, those faculty members who have not previously taken banked workload leave shall have priority in order of seniority. The remaining faculty will be given priority for the following semester.
  3. A requested banked workload leave can be postponed for no more than one academic year.
  4. To ensure the stability of a program, department, or school, the faculty member requesting banked workload leave may be requested to work with the Division/School Chair and Dean to arrange for appropriate substitute coverage prior to scheduling a leave.

**V. While the full-time faculty member is on a banked workload leave, unless an exception is granted by the Board of Trustees, he/she will not be eligible to:**

- A.** work overload;
- B.** contract for extra assignments in the District;
- C.** work on a stipend or reassigned time;

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**D. work on any hourly assignments.**

**VI. Cashing out banked workload credit:** Once a faculty member has made an irrevocable election for workload banking, the faculty member shall not be entitled to cash out except under one of the following circumstances:

**A. retirement;**

**B. medical disability as defined in Internal Revenue Code, Section 72 (m) (7);**

**C. termination (dismissal for cause), or release from probationary status;**

**D. death.**

When a faculty member is paid for accumulated banked workload credit (known as “cashing out”), the rate of pay shall be at the rate of pay in effect at the time the banked workload credit was earned. No partial “cashing out” will be allowed.

**VII. Record Keeping**

Banked workload credit shall be recorded by each college and tracked by the District. The District shall issue an annual statement to each faculty member and appropriate administrators showing the amount of posted banked workload credit, salary, and the dates posted.

**VIII. Reserve Funds**

When the option to bank workload credit is exercised, an amount equal to the hourly compensation earned by the full-time faculty member plus ten (10) percent shall be placed in a separate reserve account that will be used only to pay for hourly replacements when the full-time employee schedules a banked workload leave or cashes out unused credit. All interest earned on this reserve shall remain in that account to offset the increases in hourly pay rates over time.

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## ARTICLE XXIX LEAVES

Field Code Changed

### I. General Provisions

The benefits provided faculty members by Sections 87700 through 87701 and 87763 through 87788 of the Education Code are incorporated into this Agreement except as supplemented in this Article.

Unless otherwise stated, a faculty member on any approved leave shall be entitled to all benefits accorded and obligated by all duties as follows:

A. Paid Leave: Unless otherwise provided in this Article, a faculty member on a paid leave shall be entitled to:

1. return to the same or comparable position which he/she held immediately before commencement of the leave,
2. receive credit for annual salary increments provided during his/her leave,
3. receive during his/her leave all other benefits, including, but not limited to, insurance and retirement benefits, to the extent permitted by law.

B. Unpaid Leave: Except as otherwise prohibited by law, the District retains the sole discretion as to whether to grant a request for an unpaid leave of -absence. Unless otherwise provided in this Article, a faculty member on an unpaid leave shall be entitled to:

1. return to the same or comparable position which he/she held immediately before commencement of the leave,
2. purchase health insurance for the duration of the leave by paying the premium, in full, on or before the first day of the leave, to the District's Business Office.

C. Reduced Contract Request Leave: A faculty member may request a -reduced teaching load for any given academic year. The request must be -received 90 days prior to the semester in which the reduction is -requested. Exceptions to the notice of requirement may be granted by the College President.

Requests must be submitted for approval to the appropriate Dean and -College President. Faculty members must use the "Reduced Contract -Request Form" (Appendix F) to gain the necessary approvals. All -reduced contracts shall be voluntary, and the faculty member understands -that a reduced teaching load will reduce employee benefits and retirement -credit received. The faculty member's salary will be reduced in keeping -the percentage reduction in teaching load request.

### II. Sick Leave

Each full-time faculty member under yearly contract shall be entitled to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months). Sick leave shall be accrued for all hourly instruction and shall be computed by the following formula:

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.0558 hours sick leave per hour paid

At the beginning of each academic year, every faculty member will receive a sick leave allotment credit, equal to his/her entitlement for the academic year.

Pursuant to Labor Code Section 233, a faculty member may use up to six days of accrued and available sick leave entitlement to attend to an illness of a child, parent, spouse, or domestic partner of the faculty member.

- A. Accumulation of Leave: Unused sick leave shall accrue from academic year to academic year.
- B. Verification of Illness or Injury: Normally, verification will not be required for short term absences. A doctor's certification or other acceptable form of verification may be required however, for absences exceeding five (5) calendar days, situations where there is a doubt as to the employee's fitness to return to work, or where the appropriate administrator has reason to believe that there may be an abuse of sick leave.
- C. Notification of Absence: Faculty members shall notify the appropriate Dean of an absence as soon as practicable prior to the start of the faculty member's assignment.
- D. Notification of Return: For absences longer than one day, each faculty member shall make every effort to keep the appropriate supervisor advised of his/her condition, and provide an estimate of their expected return.
- E. Absence Report Form: The faculty member must complete an absence report form and return it to the Department Chair or appropriate administrator for approval (signatures) within two workdays after returning to work.
- F. Sick Leave Deduction Process:
  - a. Full-time faculty members with classroom assignments shall have sick leave deducted on the basis of half-day increments (i.e., if a faculty member is absent for one-half or less of his or her scheduled assignment for that day, one-half day of sick leave will be deducted; if a faculty member is absent for more than one-half of a scheduled assignment for that day, a full day of sick leave will be deducted).
  - b. Full-time faculty members with non-classroom assignments shall have sick leave deducted on the basis of quarter-day increments (i.e., if a faculty member is absent for one-quarter or less of his or her scheduled assignment for that day, one-quarter of a day of sick leave will be deducted; for an absence of between one-quarter and one-half of a day, one-half day will be deducted; for an absence between one-half and three-quarters, three-quarters of a day will be deducted; for an absence of more than three-quarters of a scheduled assignment for that day, a full day of sick leave will be deducted).
  - a-c. Part-time faculty members shall have sick leave deducted on an hourly basis.
- G. Sick Leave Statement: The District shall provide information upon individual request, on the amount of sick leave accrued, by transfer or otherwise, and sick leave entitlement for the academic year.

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H. Catastrophic Illness Transfer of Leave Program: A faculty member may contribute sick -leave to another faculty member on a one-for-one basis (one day for one day, etc) with no reference to the possible difference in their salaries. The employee is responsible for determining any STRS, IRS or other agency -effect that may occur. This program is designed to assist a faculty -member who has a lengthy illness and has run out of sick leave. The program can also be used so that an employee can take care of a sick -person in the immediate family. Procedures for the catastrophic illness/injury leave for individual solicitation or leave bank requests are on file in the District Human Resources Office.

### III. Maternity Leave

The District shall provide for leave of absence from duty for any faculty -member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the leave shall commence and the date on which the faculty member shall resume duties, shall be determined by the faculty member's physician. Pregnancy and disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the South Orange County Community College District.

### IV. Extended Illness Leave

- A. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident for a period of five (5) school months or less, then the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute faculty member temporarily assuming the duties of the absent faculty member, or, in the event that no substitute faculty member is employed to replace the faculty member, the lowest OSH rate for the number of hours for which the absent faculty member would need to be replaced. In no case shall the amount deducted exceed 50% of the faculty member's regular salary. The five (5) months or less extended illness leave period during which the deductions described above occur shall not begin until all other paid sick leave provisions described in Section II above, excluding sick leave transferred under the Catastrophic Illness Transfer of Leave Program (subsection E), have been exhausted. Extended illness leave is not available for absences that arise under Labor Code Section 233 (see Section II above).
- B. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident, and that faculty member has been employed for a period of ten (10) years or more in the District, and has reached the age of fifty-five (55), the District will provide health benefits for the absent faculty member until that faculty member is able to return to duty, elects to retire as specified in Article XXXI, Section IV below, or is separated from the District.

Ψ. Industrial Accident and Illness Leave—(Calif. Ed. Code, Section 87787) is supplemented as follows:

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- A. An industrial accident or illness as used in this paragraph means any injury or illness the cause of which can be traced to the performance of services for the District, either on campus or off campus.
- B. A faculty member shall be entitled to such leave without limitation to the number of days of entitlement.
- C. The total of the faculty member's temporary disability indemnity and the portion of salary due during the leave shall equal his or her full salary.
- D. A faculty member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as the faculty member and the attending physician agree that there has been such a recovery.
- E. The parties agree that nothing in this Article shall preclude the District -from recommending that a faculty member be placed on disability retirement under the State Teachers Retirement System.

#### **VI. Personal Necessity Leave**

Every faculty member shall be entitled to use six (6) days of paid sick leave allotment during each academic year in case of personal necessity.

- A. "Personal Necessity" means any business, endeavor, or activity which cannot be conducted before or after the teaching day without causing undue inconvenience to the faculty member. Faculty members shall handle such leave in a responsible manner.
- B. A faculty member shall make every attempt to give advance notice for use of Personal Necessity Leave.
- C. A faculty member shall not be required to give reasons for the use of such leave.

#### **VII. Bereavement Leave**

Every faculty member shall be entitled to three (3) days of paid leave of absence or five (5) days if travel of more than two hundred (200) miles is involved for each occurrence on account of the death of any member of his/her immediate family. This leave shall not be deducted from sick leave.

#### **VIII. Jury Leave**

A faculty member shall be entitled to as many days of paid leave as are necessary when called for jury duty or when summoned for a court appearance not as a result of the faculty member's own misconduct or connivance. Any monies received from the courts as jury duty pay shall be transferred to the District, mileage excluded. Upon completion of jury duty, the faculty member shall submit a certification of jury service to the District.

#### **IX. Legislative Leave**

Except as otherwise provided by law, a tenured faculty member who is elected or appointed to the State Legislature, Congress, or appointed to government service, shall be entitled to an unpaid leave of absence for the length of the term of office, not to exceed eight (8) years.

- A. The faculty member on such leave shall notify the college of an intended -return at least sixteen (16) weeks in advance.



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- B. The faculty member on such leave shall be entitled to return to employment at the end of the leave, but shall not be entitled to any other benefits while on leave.

**X. In-Service Leave**

A faculty member may be granted up to three (3) days of paid leave each academic year for the purpose of improving classroom teaching performance. Such leave may be used to visit classes in other departments or colleges or to attend Association workshops related to the subject(s) or academic discipline(s) being taught by the faculty member.

**XI. Family and Medical Leave**

To the extent not already provided for under current leave policies and provisions, the District will provide family and medical care leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Family Rights Act ("CFRA"). Unless otherwise provided by this policy, "leave" under this policy shall mean leave pursuant to the FMLA and CFRA. The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any faculty member because he/she exercises the right to family care leave or because he/she gives information or testimony related to his/her or another person's family care leave in an inquiry related to family leave rights.

**A. Definitions**

**A. Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under eighteen (18) years of age or an adult dependent child.**

**A. Parent means a biological, foster or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the faculty member when the employee was a child.**

**A. Serious health condition means an illness, injury, impairment or physical or mental condition that involves either of the following:**

**A. Inpatient care in a hospital, hospice or residential health care facility.**

**A. Continuing treatment or continuing supervision by a health care provider.**

**A. Eligibility**

**A. Any eligible faculty member who has served the District more than one (1) continuous year shall be eligible to take unpaid family care and medical leave under the provisions of state and federal law. The District may deny family care and medical leave to part time employees who worked fewer than 1,250 hours during the previous year.**

**A. For eligibility purposes, full time faculty members are deemed to have met the 1,250 hour test.**

**A. Family care and medical leave may be used for the following reasons:**

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~~A. Because of the birth of a faculty member's child, and in order to care for the child.~~

~~A. Because of the placement of a child with the faculty member for foster care or in connection with the faculty member's adoption of the child.~~

~~A. In order to care for a faculty member's child, parent or spouse with a serious health condition.~~

~~A. Because of the faculty member's own serious health condition which makes the faculty member unable to perform the functions of his/her job, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.~~

~~A. Requests, Advance Notice and Certification~~

~~A. The faculty member shall give the District at least written notice thirty (30) days in advance of his/her need for family care and medical leave. If the faculty member learns of the need for this leave fewer than thirty (30) days in advance, he/she shall provide such notice as soon as practicable.~~

~~A. If leave is needed for a planned medical treatment or supervision, the faculty member shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of District operations. This scheduling shall be subject to the health care provider's approval.~~

~~A. When requesting family care and medical leave because of a serious health condition, the request shall be supported by a certification from the health care provider of the person requiring care. This certification shall include the following:~~

~~A. The date on which the serious health condition began.~~

~~A. The probable duration of the condition.~~

~~A. If the faculty member is requesting leave to care for a child, spouse or parent who has a serious health condition, the health care provider's certification must include both of the following:~~

~~A. Estimated amount of time the health care provider believes the faculty member needs to care for the child, parent or spouse.~~

~~A. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse.~~

~~A. If the faculty member is requesting leave because of his/her own serious health condition,~~

~~A. the health care provider must certify that due to the serious health condition, the faculty member is unable to perform the functions of his/her job.~~

~~A. The health care provider's certification need not identify the serious health condition involved. When the faculty member is requesting leave because of his/her own serious health condition, this information may be included at the faculty member's option.~~

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A. If additional leave is needed when the time estimated by the health care provider expires, the District may require the employee to provide recertification as specified above.

A. If the faculty member is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule for planned medical treatment, the certification must also state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

A. If the District has reason to doubt the validity of a certification that accompanies a request for leave, the District may challenge the certification and require the faculty member to obtain, at District expense, a second opinion from a District approved health care practitioner. If the second opinion is contrary to the first, the District may require, again at District expense, that the faculty member obtain a third medical opinion from a third health care practitioner approved by both the employee and the District.

**DD.A. Terms of Leave**

1. Family care and medical leave shall not exceed twelve (12) work weeks (or twenty-six (26) weeks to care for a covered service member) during any 12-month period/fiscal year. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.
2. The twelve (12) month period for calculating leave entitlement will be a rolling period measured backward from the date leave is taken and continues with each additional leave day taken. Thus whenever a faculty member requests leave, the District will look back on the previous twelve (12)-month period to determine how much leave a member is entitled to based on the District's fiscal year from July 1 to June 30.
3. Leave taken pursuant to the California Family Rights Act shall run concurrently with leave taken pursuant to the federal Family and Medical Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. In addition to family care and medical leave, a faculty member may be entitled to take pregnancy disability leave of up to four months. Leave taken under the FMLA for disability due to pregnancy shall run concurrently with leave taken under the California Pregnancy Disability Act. During the otherwise unpaid portion of pregnancy disability leave, the faculty member may use any accrued sick time or other paid leave. A family member may also be entitled to an additional twelve (12) weeks of bonding time under the CFRA.
4. Leave taken for the birth or placement of a child must be concluded within one year of the birth or placement of the child. Such leave does not have to be taken in one continuous period of time. The basic minimum duration of the leave shall be two weeks. However, the District shall grant a request for leave of less than two weeks' duration on any two occasions.

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~~4. If both parents of a child work for the District, each parent may take up to 12 weeks of family care and medical leave related to the birth or placement of the child.~~

~~6.4. During the period of family care and medical leave, the District shall require the faculty member to use his/her accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the family care and medical leave is for the employee's own serious health condition or the leave is needed to care for a parent, spouse, child or domestic partner with a serious health condition, and one for which sick leave may be taken pursuant to this Agreement and/or Board policy.~~

**~~B. Leaves Near the End of the Term~~**

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~~B. The District may require a faculty member to continue taking a requested leave until the end of the term in any of the following situations:~~

~~B. If the faculty member begins a leave of three or more weeks' duration more than five weeks before the end of a term and would subsequently return to work during the last three weeks of the term:~~

~~B. If the faculty member, for reasons other than his/her own serious health condition, begins a leave of more than two weeks' duration during the period that begins five weeks before the end of the term and would subsequently return to work during the last two weeks of the term:~~

~~B. If the faculty member, for reasons other than his/her own serious health condition, begins a leave of more than five days' duration during the period that begins three weeks before the end of the term:~~

**~~JJ.B. Intermittent/Reduced Work Schedule Leave~~**

Leave related to the serious health condition of the faculty member or his/her child, parent, or spouse or domestic partner may be taken intermittently or on a reduced work schedule when medically necessary. In such a case, the District may limit leave increments to the shortest period of time that the payroll system uses to account for absences or use of leave. The If the leave is foreseeable based on planned medical treatment, the faculty member may also be required to transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave. The faculty member must be qualified for the position, but the position does not need to have equivalent duties. Transfer to an alternative position may include altering an existing job to better accommodate the faculty member's need for intermittent leave or a reduced work schedule.

**~~KK.C. Maintenance of Benefits~~**

- ~~1. Leave under the terms of FMLA and/or CFRA Article XXIX is unpaid.~~  
During the period of family care and medical leave, the faculty member shall continue to be entitled to participate in the District's medical and dental plans.

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2. If the faculty member fails to return from leave after the leave period has expired for a reason other than the continuation, recurrence or onset of a serious health condition of the faculty member or his/her family member which would entitle the faculty member to leave, or because of or other circumstances beyond the faculty member's control, the employee ~~may~~ will be required to reimburse any health plan premiums paid by the District during the period of leave. The District shall have the right to recover premiums through deduction from any sums due to the employee from the District (e.g., unpaid wages, vacation pay, etc.).
3. The faculty member shall also continue to be entitled to participate in pension and retirement plans and/or any other welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose. In the absence of these conditions, the faculty member shall continue to be entitled to participate in these plans and the District may, at its discretion, require the faculty member to pay the premium for periods not covered by accrued leave.

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#### **Maintenance of Status**

~~The faculty member shall retain his/her employee status with the District during the leave period, and the leave shall not constitute a break in service for purposes of longevity or seniority under any benefit plan or this Agreement. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as longevity pay, the faculty member returning from family care and medical leave shall return with no less seniority than he/she had when the leave began.~~

#### **Reinstatement**

~~Upon granting a faculty member's request for family care and medical leave, the District shall guarantee to reinstate the faculty member in the same or a comparable position when the leave ends.~~

~~A faculty member who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the District reduces its work force during the leave period and the faculty member is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the District has no continuing obligations under a collective bargaining agreement or otherwise.~~

#### **Notifications**

~~In accordance with law, the District shall notify faculty members of their right to request family care and medical leave. Separate notices about federal and state law related to family care and medical leave shall be posted in a conspicuous place. Information about employee rights and obligations related to such leaves shall also be included in employee handbooks.~~

~~At least the first time in each six-month period that a faculty member requests family care and medical leave, the Chancellor or designee shall provide written notice to the faculty member detailing specific expectations and obligations and explaining any consequences of a failure to meet these obligations. The notice shall include:~~

~~Notice that the leave will be counted against the faculty member's annual family care and medical leave entitlement.~~

~~Requirements for the faculty member to furnish medical certification of a serious health condition.~~

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~~The faculty member's right to substitute paid leave, conditions related to any substitution, and whether the District requires this substitution.~~

~~Health benefit arrangements.~~

~~The faculty member's right to restoration to the same or an equivalent job.~~

~~The faculty member's potential liability for health benefits should the faculty member not return to service.~~

~~The District's requirement that the faculty member, upon return, present medical certification to the effect that he/she is able to resume work.~~



## ARTICLE XXX WAGES

### I. General Provisions

#### A. Salary Schedule

I. Salary schedule configuration (the reconfiguration of the salary schedules as described below does not represent an increase in compensation over the 2009-2010 schedules):

a. Academic Salary Schedule

i. Beginning with the 2011-2012 academic year, steps 6 and 7 in each column of the Academic Salary Schedule will be eliminated (steps 1 through 5 have not been available for placement since 2004). Those faculty members on steps 6 through 7 will be placed on step 8 of their same column. Then, the salary schedule shall be renumbered so that the lowest compensated step in each column is step 1, with each higher compensated step numbered accordingly.

ii. Beginning with the 2011-2012 academic year, one "longevity step" will be added to each column, so that at the beginning of the fourth year after a faculty member has entered the most highly compensated step, he or she will be eligible to move into this new step. Credit for existing years at the highest compensated step will be given at the time of the adoption of this agreement, so that those who entered the highest compensated step in the fall of 2008 will move to the new step at as of the fall of 2011; those who entered the highest compensated step in the fall of 2009 will be eligible for the longevity step in the fall of 2012; those who entered the highest compensated step in the fall of 2010 will be eligible for the longevity step in the fall of 2013, etc.

iii. The resulting full-time salary schedule shall consist of five columns with:

3 steps plus one longevity step in the first column

8 steps plus one longevity step in the second column

13 steps plus one longevity step in the third column

18 steps plus one longevity step in the fourth column

23 steps plus one longevity step in the fifth column

iv. Column 1, step 1, of the Faculty Salary Schedule is defined as the base salary. For the 2011-2012 academic year, the base salary shall be \$59526.00.

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- v. The first step of each column will increase by 5.5555% of the base salary over the first step of the previous column.
- vi. Each step in each column will increase by 3.70365% of the base salary over the previous step.

b. Regular Term Hourly Salary Schedule:

- i. The Regular Term Hourly Salary Schedule shall consist of five columns with:

- 5 steps in the first column
- 4 steps in the second column
- 2 steps in the third column
- 1 step in the fourth column
- 1 step in the fifth column

- ii. Column 1, step 1, of the Regular Term Hourly Salary Schedule is defined as the hourly base salary. For the 2011-2012 academic year, the base salary shall be \$952.00.

- iii. The first step of each column will increase by 7.5% of the base salary over the first step of the previous column.
- iv. Each step in each column will increase by 5% of the base salary over the previous step.
- v. The most highly compensated step in each column will receive \$1,143.00 per OSH.

c. Summer School Hourly Salary Schedule:

- i. The Hourly Salary Schedule shall consist of five columns with:

- 10 steps in the first column
- 9 steps in the second column
- 7 steps in the third column
- 6 steps in the fourth column
- 4 steps in the fifth column

- ii. Column 1, step 1, of the Summer School Hourly Salary Schedule is defined as the hourly base salary. For the 2011-2012 academic year, the base salary shall be \$952.00.

- iii. The first step of each column will increase by 7.5% of the base salary (\$71.00) over the first step of the previous column.
- iv. Each step in each column will increase by 5% of the base salary (\$48.00) over the previous step.

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v. The most highly compensated step in each column will receive \$1,369.00 per OSH.

B. Salary Schedule Column Placement Criteria

1. Column I
  - a. Bachelor's Degree.
2. Column II
  - a. Master's Degree, or
  - b. Bachelor's Degree plus 40 semester units, including Master's Degree.
3. Column III
  - a. Master's Degree plus 20 semester units, or
  - b. Bachelor's Degree plus 50 semester units, including Master's Degree.
4. Column IV
  - a. Master's Degree plus 40 semester units, or
  - b. Bachelor's Degree plus 70 semester units, including Master's Degree, or
  - c. Permanent Vocational Credential received prior to establishment of the Community College Credential and Bachelor's Degree.
5. Column V
  - a. Earned Doctorate, or
  - b. Master's Degree plus 60 semester units, or
  - c. Bachelor's Degree plus 90 semester units, including Master's Degree, or
  - d. Permanent Vocational Credential received prior to establishment of the Community College Credential and Master's Degree.

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C. Previous Experience Credit for Initial Step Placement

1. Instructional experience

At the time of initial employment, new full- and part-time faculty members will be given schedule placement credit for full- and or part-time instruction, counseling, coaching, or librarian experience, whichever applies to the assignment. The experiences may be at any accredited high school (grades 9-12), college or university. Instructional experiences of the equivalent of 30 LHE will equal one step on the salary schedule. The credit will be given as follows:

- a. 0-5-7 years of experience – placement on step 6-1 (old step 8)
- b. 6-8 years of experience – placement on step 7-2 (old step 9)
- c. 7-9 years of experience – placement on step 8-3 (old step 10)
- d. 8-10 or more years of experience – placement on step 9-4 (old step 11)

~~2.9 years of experience—placement on step 10~~

~~2.10 or more years of experience—placement on step 11~~

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4.2. Non-instructional occupational experience

At the time of initial employment, faculty members may be awarded placement credit for non-instructional occupational experience provided that it directly relates to the District assignment. Credit granted will be at the rate of one step for two years of related experiences. No placement based upon any combination of past instructional experience and past non-instructional occupational experience will be higher than step ~~11~~ 4 on the salary schedule.

The new faculty member will submit to Human Resources at least one of the following:

- a. A completed Request for Verification of Work Experience Form (obtained from Human Resources) from each former employer; or
- b. A letter on the employer's letterhead verifying work experiences and dates of employment; or
- c. An IRS Form 1040 and Schedule C for self-employed experiences.

D. Step and Column Movement

1. Step advancement

- a. Full-time faculty members shall move one step on the salary schedule annually for each contractual year of service.
- b. Part-time faculty members shall move one step on the salary schedule after having served the equivalent of 30 LHE.
- c. Step movements shall occur annually in the Fall.
- e.d. In the fall semester of the 2011-2012 academic year, each faculty member who has not already reached the highest compensated step in his or her column will receive one (1) additional step increase.

2. Column Advancement

- a. After the date of hire, for the purpose of column advancement, nine (9) semester units of lower division college level credit from an accredited institution of higher education will be allowed for coursework that is pertinent to the principal area of assignment and/or is for retraining or the up-grading of skills. The coursework must be approved in advance by the Dean and Vice President.
- b. Coursework taken for column advancement outside the faculty member's primary assignment must be approved by the Vice President prior to enrolling in the course(s).
- c. A passing grade must be earned in all coursework accepted for salary classification credit. A pass/fail course must be noted as pass and a credit/non-credit course must be noted as credit in the transcript.

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- d. All approved coursework taken shall be completed and/or degree conferred by September 1st of the year in which the salary classification is to become effective. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources no later than October 15th of the year in which the salary increase is to become effective.

E. Doctoral Stipends

Full-time faculty members who hold an earned doctorate from an accredited institution shall receive a stipend as part of their annual salary.

F. State of California Part-time Parity Compensation Funds

Beginning with the 2011-2012 academic year, state of California part-time parity compensation funds ("parity pay") received by the District or required by the State to maintain parity pay will be distributed among part-time faculty only (e.g., work performed by part-time faculty during the 2010-2011 academic year will be paid in the fall 2011 semester).

II. Increase in Compensation

The Academic Salary Schedule, the Regular Term Hourly Salary Schedule, and the Summer School Hourly Salary Schedule are set forth in Appendix A.

For the monthly pay period ending in August, 2011, those faculty members who have reached the most highly compensated step in their respective columns will receive a one-time longevity adjustment equivalent to 1% of their annual salary.

For each year during the period of July 1, 2007-2011 through June 30, 2008-2014, the Academic Salary Schedule, the Regular Term Hourly Salary Schedule and the Summer School Hourly Salary Schedule will reflect an increase equivalent to the state of California funded COLA over the salary schedule of the previous year.

The Academic Salary Schedule, the Regular Term Hourly Schedule, and Summer School Hourly Schedule are set forth in Appendix A.

## **ARTICLE XXXI FACULTY RETIREMENT BENEFITS**

### **I. Retirement Incentive Programs**

Faculty members may participate in retirement incentive programs established by the Board of Trustees in compliance with the California Education Code.

### **I. Reduced Workload with Full Retirement Credit (Calif. Ed. Code, Section: 87483)**

- A.** The Board of Trustees will permit full-time faculty members to reduce their workload from full-time to part-time and have their retirement benefits based upon full-time employment.

The following are the rules and regulations for the implementation of the optional reduced load program with full retirement credit.

1. The option of reduced load may be exercised upon mutual agreement of both the District and the faculty member. Once the option is exercised, it is not revocable, and the faculty member may not return to a full-load, full-time status, unless agreed to by the Board of Trustees.
2. To be eligible to start the optional reduced load program, the faculty member must be fifty-five (55) years of age before the beginning of the academic semester in which the reduction in workload starts.
3. The faculty member must have been employed full-time as an academic employee of the District for at least ten (10) years prior to the request for reduced load.
4. Except for the reduction in salary, corresponding to the reduced load, the District will provide the part-time faculty member the same benefits provided a regular full-time (100%) faculty member.
5. The District and the faculty member shall agree to make contributions to the STRS equal to the amount required of a full-time (100%) faculty member.
6. The minimum reduced load shall be the equivalent of one-half (½) of the number of days of service required by the faculty member's contract of employment during the final year of service as a full-time (100%) position.
7. A faculty member on the optional reduced load program shall work for the duration of the reduction, as mutually agreed by the faculty member and the District, at a minimum:
  - a. 100% of one semester and 0% of the other semester, or
  - b. 50% each semester, or
  - c. Any assignment that will average 50% or more for two (2) semesters of the academic year.
8. An applicant for the optional reduced load program must make application for the optional reduced load program no later than February 1<sup>st</sup> for the following academic year.

**I. Consultant Contract Program for Retired Academic Employees**

- A.** When need exists, the Board of Trustees may award consultancy contracts to retired faculty members of the District. Following are the rules and regulations for the implementation of programs of consultant contracts for retired faculty members.
1. To be eligible to start the consultant contract program, the faculty member must be at least fifty-five (55) years of age before the beginning of the college year (July 1) in which the consultant contract starts.
  2. The faculty member must have been employed full-time (100%) or equivalent as an academic employee of the District for at least ten (10) years prior to the request to participate in the consultant contract program.
  3. The faculty member must have officially retired from the District prior to July 1 of the fiscal year in which the consultant contract begins.
  4. The contract may be written for a period of up to five (5) years or until the faculty member reaches the age of sixty-five (65), whichever comes first.
  5. The contract may be by mutual agreement for a specific annual project or service for not less than thirty (30) working days per year.
  6. The annual consultant contract compensation shall not exceed the maximum allowed under the Education Code for such services.
  7. Faculty members opting for this program shall continue full-time faculty benefits, and receive improved benefits awarded all other full-time faculty members, through the duration of the contract.
  8. An applicant for the consultant contract program must make application for the program no later than February 1<sup>st</sup> to be eligible for the following year.

**II. Health and Medical Benefits for Retirees**

- A.** To be eligible for health and medical benefits after retirement, the faculty member shall concurrently retire from the District and STRS, and notify the District of his/her retirement from STRS by providing proof acceptable to the District of such retirement. If the retiree returns to active full-time service in a STRS contracting district he/she shall notify the District and the applicable insurance plan administrator of such action, at which time the benefits for both the retiree and his/her dependents as described in this provision shall cease.
- B.** Present medical, vision, and dental benefits for those retirees who were employed full-time by the District for ten (10) years immediately preceding the date of retirement and who have reached the age of fifty-five (55), and who meet the eligibility requirements described in section A above, and for the dependents of eligible retirees, shall continue until the retiree reaches the age of Medicare eligibility (in 2007, age 65).
- C. Medicare Eligibility and Continuation of Benefits**
1. The District will provide supplemental medical coverage for the retired faculty member, provided the retiree has purchased Medicare A and B coverage.
  2. If the retiree has reached the age of Medicare eligibility but does not qualify for Medicare, benefits for the retiree will continue under the following circumstances:
    - a. The purchase of such coverage is permitted by the health carrier; and

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- b. The retiree pays the full cost of the medical insurance, including any penalty, fee or other cost imposed by the insurance carrier if the retiree has not purchased Medicare A and B coverage.
  - 3. If the retiree has reached the age of Medicare eligibility but a dependent has not reached such age, benefits for the dependent may continue under the following circumstances:
    - a. The purchase of such coverage is permitted by the health carrier;
    - b. The retiree has purchased Medicare A and B coverage, if eligible to purchase such coverage; and
    - c. The retiree pays an amount equal to the cost of the full-time faculty member health benefit package, less the District's cost of the supplemental medical coverage for the retiree. For example, if the cost of the health benefit package for a full-time faculty member is \$1000 per month, and the District's cost for supplemental insurance for the retiree is \$600 per month, the cost to the retiree for continued dependent health benefits would be \$400 per month. If the retiree is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
  - 4. If both the retiree and his/her dependent have reached the age of Medicare eligibility, the retiree may purchase for the dependent, through the District's health benefit providers, supplemental health coverage equivalent to that provided for the retiree so long as:
    - a. Such purchase is permitted by the health carrier;
    - b. The retiree and the dependent have purchased Medicare A and B coverage, if eligible to purchase such coverage; and
    - c. The retiree pays an amount equal to the District's cost for the retiree's supplemental health coverage. If the retiree or dependent is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
  - 5. If the retiree is under the age of Medicare eligibility but the dependent has reached such age, health benefits for the dependent will continue under the following circumstances:
    - a. Such purchase is permitted by the health carrier;
    - b. The dependent has purchased Medicare A and B coverage, if eligible to purchase such coverage; and
    - c. If the dependent is not eligible for Medicare or otherwise fails to purchase Medicare A and B coverage, the retiree shall pay any penalty, fee or other cost imposed by the insurance carrier.
  - D. After the retiree reaches the age of Medicare eligibility, the retiree may purchase vision and dental benefits, for both himself or herself and for dependents, through the District's providers so long as:
    - 1. Such purchase is permitted by the health carrier;
    - 2. Benefits for retirees are grouped in a separate rate from the active/early retirees' group; and the retiree pays the full cost of such benefits.



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- E.** Other coverage for the faculty member and coverage for the dependents is subject to applicable state and federal laws providing for such coverage.

**III. Emeritus Faculty Privileges**

**A. Eligibility**

Any full-time faculty member who retires from the District shall receive emeritus status, provided however, that if a faculty member retires while on an administrative leave, and he/she desires emeritus status, the retiring faculty member must submit a request for emeritus status to the District Office of Technology and Learning. The Office of Technology and Learning will submit the matter to a special panel composed of two members appointed by the Academic Senate and two members appointed by the College President, and a fifth member to be determined by the appointed panel members. The special panel will make a recommendation to the Board of Trustees, which will determine whether to grant emeritus status to the faculty member. If the Board should elect not to follow the panel's recommendation, a written explanation of the Board's decision and its reasons will be made to the members of the panel.

**B. Privileges**

~~1. Emeritus Faculty shall retain the same privileges afforded regular faculty.~~

~~2.1.~~ Faculty members granted Emeritus status will be issued official college identification designating their status, and their names will be retained in the College catalog.

~~3.2.~~ Emeritus faculty will be granted lifetime event, library and faculty parking privileges, and upon request, lifetime email access.

Appendix G

Department Chair Compensation Formula

(See Article XV, Section 6(c))

The formula for calculating compensation for Department Chairs shall use data from the first census (C1) from the preceding fall semester, and shall be as follows:

$$\begin{aligned} &(((0.25*((ptWFCH-lowptWFCH)*(highOSH-lowOSH)/(highptWFCH-lowptWFCH)+lowOSH)) \\ &\quad + (0.25*((S-lowS)*(highOSH-lowOSH)/(highS-lowS)+lowOSH)) \\ &\quad + (0.25*((C-lowC)*(highOSH-lowOSH)/(highC-lowC)+lowOSH)) \\ &\quad + (0.25*((WSCH-lowWSCH)*(highOSH-lowOSH)/(highWSCH-lowWSCH)+lowOSH))/1) \\ &\quad + x) = OSH \end{aligned}$$

where

“highOSH” represents the highest amount of OSH available for a department chair. During the term of this Agreement, highOSH will equal 6 (six);

“lowOSH” equals the lowest amount of OSH available for a department chair. During the term of this Agreement, lowOSH will equal 1 (one);

“ptWFCH” represents the department’s part-time weekly faculty contact hours, describing duties related to hiring, mentoring and evaluation of part-time faculty;

“lowptWFCH” represents the lowest number of departmental part-time weekly faculty contact hours in the District;

“highptWFCH” represents the highest number of departmental part-time weekly faculty contact hours in the District;

“S” represents the number of scheduled sections offered by the department, describing duties such as scheduling and staffing the department’s course schedule;

“lowS” represents the lowest number of departmental sections in the District;

“highS” represents the highest number of departmental sections in the District;

“C” represents the number of courses offered by the department, as listed in the current college catalog, describing duties related to conducting or coordinating a number of operations related to a department’s courses, including program and curriculum development and review, SLO development and evaluation, and administrative duties such as participation in meetings;

“lowC” represents the lowest number of departmental courses in the District;

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“highC” represents the highest number of departmental courses in the District;

“WSCH” represents the number of students served by the department, describing the duties related to handling student concerns, including grade grievances against part-time faculty members;

“lowWSCH” represents the lowest number of departmental weekly student contact hours in the District;

“highWSCH” represents the highest number of departmental weekly student contact hours in the District;

“x” represents other duties specific to certain departments and programs, including but not limited to Music, Theater, Athletics, Nursing, and vocational education programs, which are not common to all chairs. For these duties, an additional one (1) to three (3) OSH may be added as compensation by the Vice President of Instruction in consultation with the appropriate dean;

“OSH” represents the amount of compensation as determined by the Regular Term Hourly Schedule (Appendix A).

Example: The following example would represent the calculation for compensation for the Saddleback College English Department Chair for the 2011-2012 Academic Year<sup>1</sup>:

Saddleback College English ptWFCH=344.25

Saddleback College English Sections=173

Saddleback College English Courses=56

Saddleback College English WSCH=13,135.0

Therefore,

$((344.25-3)*(6-1)/(344.25-3)+1))=6.00$

$((173-2)*(6-1)/(173-2)+1))=6.00$

$((56-1)*(6-1)/(95-1)+1))=3.93$

$((-114)*(6-1)/(22226-114)+1))=3.97$

Average=4.97

+0) [no additional, exceptional duties]

=4.97 OSH per semester


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<sup>1</sup> The numbers in this example are for demonstration purposes only, are subject to verification, and may not reflect the actual values for the 2011-2012 academic year. In the final draft of the contract, actual and accurate numbers will be used.


SOCCCD/SOCCCDFA Tentative Agreement

Accepted:

Accepted:

  
\_\_\_\_\_  
Dr. David Bugay  
Vice Chancellor Human Resources  
SOCCCD

Date: Sept. 28, 2011

  
\_\_\_\_\_  
Lee Haggerty  
Chief Negotiator  
SOCCCD Faculty Association

Date: Sept. 28, 2011

## Faculty Negotiations Costing October 2011

- One time cost of eliminating steps 6 & 7
- One time cost of advancing Full-time Faculty not at highest step one additional step (in addition to normal step increase)
- 3 Year cost of adding new step for Full-time Faculty in Year 1

		Increased Annual Cost						Cumulative Cost		
		2011-12				2012-13	2013-14	2011-12	2012-13	2013-14
		Removing Steps 6 & 7	One Step Advancement	Add New Step Year 1	Total	Add New Step Year 1	Add New Step Year 1	Cumulative Cost	Cumulative Cost	Cumulative Cost
2010-11 Salaries										
Salary	\$ 60,756,936	\$ 68,344	\$ 480,614	\$ 81,572	\$ 630,530	\$ 35,274	\$ 39,684	\$ 630,530	\$ 747,376	\$ 903,906
13.11% Benefits	\$ 7,965,234	\$ 8,960	\$ 63,008	\$ 10,694	\$ 82,662	\$ 4,624	\$ 5,203	\$ 82,662	\$ 97,980	\$ 118,501
<b>Total</b>	<b>\$ 68,722,170</b>	<b>\$ 77,304</b>	<b>\$ 543,622</b>	<b>\$ 92,266</b>	<b>\$ 713,192</b>	<b>\$ 39,898</b>	<b>\$ 44,887</b>	<b>\$ 713,192</b>	<b>\$ 845,356</b>	<b>\$ 1,022,407</b>
One time cost		One time cost								

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

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

# **SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

## **SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
9/26/11 10:30am	BGS 132	Pat Sullivan	110 Fundamentals	Scott Ferguson	Dunn-Edwards / Paint
9/28/11 10:30am	HS 105	Kim Branch-Stewart	Health Science in a Changing Society HS 100	Rebecca Garcia	Over-the-Counter Medication and Prescription Drug Abuse
10/4/11 10:00am	SSC 212	Kelly Young	ASG Sponsored Film Screening	Kyle Ramstock, Katie McKenzie, Hannah Fordham, Aci Nancy	Invisible Children – Exposing the Humanitarian Crisis in Central East Africa and Educating on Ways to Help
10/5/11 11:30am	SSC 212	Holly Kerr	CNSA General Meeting	Linda Loehle	Health Care Reform / Medicare
10/5/11 11:30am	SSC 212	Holly Kerr	CNSA General Meeting	BJ Snell	Midwifery
10/11/11 11:00am	BGS 119	Diane McGroarty	Intro to Fashion	Linda Ceccato	Bloomingdales Human Resources / Careers
10/19/11 9:00am	Lot 1	Lisa InLow	Catering and Banquets	Audrey Davis	Catering / Food Trucks
10/17/11 6:00pm	BGS 119	Diane McGroarty	Fashion Image	Jana Coke	Fashion Styling
10/18/11 1:30pm	SSC 212	April Cubbage	Women's and Gender Studies Advisory Committee (WGSAC) Speaker's Series	Interval House (various speakers)	You Don't Own Me
10/19/11 5:00pm	HS 105	Martine Wehr	Juvenile Violence, Gangs HS 187	Farshid Hashempour	Federal Gang Task Force "Mexican Mafia"
10/25/11 6:15pm	HS 105	Kim Branch-Stewart	Health Science In A Changing Society HS 100	Rebecca Garcia	Over-the-Counter Medication and Prescription Drug Abuse
11/2/11 5:00pm	HS 105	Martine Wehr	Juvenile Violence, Gangs HS 187	Paul Carvo	Child Trafficking & Prostitution, Internet Crimes Against Children
11/28/11 10:30am	BGS 132	Pat Sullivan	110 Fundamentals	Tracie Swallow	Arizona Tile / Tile & Hard Surfaces
1/13/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Richard McCullough	The Neuroscience of Human Intelligence

## Exhibit A

1/20/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Dominique Rissolo	Underwater Caves of the New World
1/27/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. J. H. Everett	Preparing A Creative Environment, Mind, and Body for Creative Efforts
2/3/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Kent Yamaguchi	Monkey Business: Running the Santa Ana Zoo
2/10/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Kristi Wilson	Italian Neorealism and its Impact on Global Cinema
2/24/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Joanne Tawfilis	Public Art as a Social Resource
3/2/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Chuck H. Horn	Facing the Future in Retirement
3/3/11 8:30am	SSC 212	Barbara Tamialis	Child Development Conference	Jean Barbre	Social Emotional Teaching, Prevention and Support Strategies
3/9/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Ketu Katrak	Contemporary Indian Dance: Innovative Directions



## Exhibit A

3/23/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Gregory J. Holk	Long Term Hydrologic Cycles in the Earth's Crust
3/30/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. John Dombrink	American Culture Wars: What is the Future
4/6/12 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Grace Kook-Anderson	Art and Activism by artist in California: 1960's to the Present
4/13/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Daniel Wehrenfenning	The Role of Citizen Dialogue in the Israeli Palestinian Conflict
4/20/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Lori Cox	Presidents and Presidential Candidates
4/27/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Virginia Trimble	Cosmology: Man's Place in the Universe
5/4/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	Dr. Roxane Cohen Silver	Coping with Stressful Events
5/11/11 9:30am	Laguna Woods – Village Auditorium Clubhouse 3	Collette Chattopadhyay	Modern World Culture: 1700 – Present Emeritus Speaker Series	John Benitz	On the Day: An Actor's Revelation

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

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 9/26/11 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:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
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 September 26, 2011 Board Meeting**

	<b>1999-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Total</b>
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
							<b>Total Receipts</b>	<b>\$433,159,490</b>
							<b>Total Approved Projects</b>	<b>\$392,765,371</b>
							<b>Uncommitted Basic Aid Funds</b>	<b>\$40,394,119</b>

<b>Approved Projects</b>	<b>District-wide Gen. Exp.</b>	<b>ATEP</b>	<b>District Services</b>	<b>IVC</b>	<b>SC</b>	<b>Total</b>
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
<b>Total Approved Projects</b>	<b>\$83,603,567</b>	<b>\$47,988,533</b>	<b>\$35,855,357</b>	<b>\$88,025,412</b>	<b>\$137,292,502</b>	<b>\$392,765,371</b>

**South Orange County Community College District  
Expenditure History for Approved Projects**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Actual</b>	<b>2007/08 Actual</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2012 and Forward</b>	<b>Total</b>
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 MS/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

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.



## FACILITIES PLAN STATUS REPORT

October 24, 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 *with glazing ongoing. MEP seismic bracing, fireproofing and roofing* is completed. *Third floor painting and ceramic tile in the restrooms is complete. Installation of toilet partitions at second and third floors is complete. Work is on-going as follows:* Second and third floor wall insulation and drywall; First and second floor drywall taping; Installation of aluminum storefronts and glazing on the first, second and third floor; Installation of lights *and diffusers on the second and third floor*; ADA Compliance work at parking lots 9, 10, and 11; *Ceramic tile installation at the first floor; Installation of interior and exterior doors and hardware on all three floors; Floor preparation for resilient vinyl flooring on second and third floors; Hardscape and landscaping work at East and South elevation;* 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. *Meetings were held this month with Saddleback end users and M&O.* 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 was obtained in April and *the project was bid June 7, 2011*, and the Board approved the award of the construction contract in June. The kick off meeting and the Notice to Proceed *occurred in September 2011. Demolition, excavation, grade beam placement and backfill is complete. Renovation of the storm drain system is underway.* The overall project budget is \$1,700,000 funded through basic aid.

#### 6. TAS RENOVATION PROJECT

On February 28, 2011, the Board approved the TAS building *renovation project*. After further Education and Facilities Master Planning analysis, the preliminary budget estimate for this project is \$15,616,000. 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. In *August*, the Board of Trustees approved gkkworks to provide construction documents to address a full renovation. *A kick off meeting was held this month with the user group and other college staff.*

### 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. *Concrete placement is underway for footings and slab.* Progress, *particularly regarding plumbing work*, 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. *Grading and electrical underground underway.* 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 *complete for Phase II*. 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.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget and transactions through September 30, 2011. A review of current revenues and expenditures for the 2011/2012 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 September 30, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
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	14,799,295	91,482	3,296,908
Other Local Sources	8800-8899	174,973,921	174,973,921	0	19,831,635
Total Revenue		191,591,234	191,682,716	91,482	23,246,025
BASIC AID				0	
INCOMING TRANSFERS	8980-8989			0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>220,054,414</b>	<b>220,145,896</b>	<b>91,482</b>	<b>51,709,205</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	61,660,421	61,689,892	29,471	12,814,404
Other Staff Salaries	2000-2999	39,771,693	39,774,695	3,002	6,527,008
Employee Benefits	3000-3999	34,363,697	34,326,038	(37,659)	8,000,468
Supplies & Materials	4000-4999	5,459,896	5,418,969	(40,927)	702,272
Services & Other Operating	5000-5999	18,545,192	18,862,822	317,630	4,330,800
Capital Outlay	6000-6999	7,528,724	7,329,438	(199,286)	1,292,531
Payments to Students	7500-7699	157,618	176,869	19,251	40,073
Total Expenditures		167,487,241	167,578,723	91,482	33,707,556
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	834,000	834,000	0	484,000
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	540,287
<b>TOTAL USES OF FUNDS</b>		<b>207,872,587</b>	<b>207,964,069</b>	<b>91,482</b>	<b>34,247,843</b>
<b>ENDING FUND BALANCE</b>		<b>12,181,827</b>	<b>12,181,827</b>	<b>0</b>	<b>17,461,362</b>
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 September 30, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,936,755	11,936,755	0	11,936,755
REVENUES:					
Unrestricted Budget Allocation		\$ 79,169,155	79,169,155	0	8,294,909
Restricted Budget Allocation		7,869,187	7,897,662	28,475	2,659,353
Total Revenue		87,038,342	87,066,817	28,475	10,954,262
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>98,975,097</b>	<b>99,003,572</b>	<b>28,475</b>	<b>22,891,017</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	39,552,151	39,563,820	11,669	8,212,940
Other Staff Salaries	2000-2999	20,439,118	20,424,589	(14,529)	3,385,498
Employee Benefits	3000-3999	19,381,376	19,364,211	(17,165)	4,583,762
Supplies & Materials	4000-4999	4,006,790	3,955,511	(51,279)	493,184
Services & Other Operating	5000-5999	8,420,702	8,537,727	117,025	1,758,093
Capital Outlay	6000-6999	5,178,961	5,161,715	(17,246)	821,438
Payments to Students	7500-7699	75,072	75,072	0	39,221
Total Expenditures		97,054,170	97,082,645	28,475	19,294,136
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	350,000	350,000	0	250,000
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	250,000
<b>TOTAL USES OF FUNDS</b>		<b>97,404,170</b>	<b>97,432,645</b>	<b>28,475</b>	<b>19,544,136</b>
<b>LOCATION OPERATING BALANCE</b>		<b>1,570,927</b>	<b>1,570,927</b>	<b>0</b>	<b>3,346,881</b>
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 September 30, 2011

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		3,080,005	3,080,005	0	3,080,005
REVENUES:					
Unrestricted Budget Allocation		\$ 43,955,845	43,955,845	0	5,133,213
Restricted Budget Allocation		6,045,795	6,108,802	63,007	1,805,537
Total Revenue		50,001,640	50,064,647	63,007	6,938,750
BASIC AID		0	0	0	0
INCOMING TRANSFERS	8980-8989	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>53,081,645</b>	<b>53,144,652</b>	<b>63,007</b>	<b>10,018,755</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,643,985	20,661,787	17,802	4,340,166
Other Staff Salaries	2000-2999	12,448,504	12,466,035	17,531	2,012,318
Employee Benefits	3000-3999	11,374,866	11,354,372	(20,494)	2,701,971
Supplies & Materials	4000-4999	1,267,487	1,277,117	9,630	186,282
Services & Other Operating	5000-5999	4,677,883	4,878,223	200,340	1,031,483
Capital Outlay	6000-6999	1,529,950	1,348,897	(181,053)	179,665
Payments to Students	7500-7699	82,546	101,797	19,251	852
Total Expenditures		52,025,221	52,088,228	63,007	10,452,737
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	234,000	234,000	0	234,000
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	290,287
<b>TOTAL USES OF FUNDS</b>		<b>52,681,645</b>	<b>52,744,652</b>	<b>63,007</b>	<b>10,743,024</b>
<b>LOCATION OPERATING BALANCE</b>		<b>400,000</b>	<b>400,000</b>	<b>0</b>	<b>(724,269)</b>
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:** SOCCCD: Retiree (OPEB) Trust Fund

**ACTION:** Information

---

**BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June 2008 with a deposit of \$50,791,103. An additional deposit was made on January 10, 2011 of \$4,618,708.

**STATUS**

This report is for the period ending September 30, 2011 (Exhibit A). The portfolio is comprised of 57.4% Fixed Funds (Bonds) and 42.6% Common Stocks (Domestic and International). The fair market value at September 30, 2011 is Fifty Nine Million, Three Hundred Seventy Nine Thousand, and Sixty Eight Dollars and eighteen cents (\$59,379,068.18).

October 12, 2011

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

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust


With a fair market value at September 30th of \$59,379,068.18, your portfolio was down -8.63% for the quarter and has a positive 2.64% annualized return since the June 24, 2008, inception date net of program fees.

Your portfolio ended the quarter as a diversified mix of bond funds (57.4%), and common stock funds (42.6%). It was designed to be invested over a long time frame since the initial deposit of \$50,791,103 on June 24, 2008 and additional contribution of \$4,618,708.00 on January 10, 2011. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>3rd Qtr 2011</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-8.63%	-5.15%	2.64% annualized return
S&P 500	-13.86%	-8.67%	-1.55% (Domestic Stocks)
MSCI EAFE	-19.01%	-14.98%	-7.81% (International stocks)
Barclays Aggregate	3.83%	6.67%	7.17% (Domestic Bonds)

The risk of recession in the US and the rest of the developed world has grown significantly in recent weeks. The primary source of the recent financial market distress has been a combination of policy inaction and ineptness in the US and Europe. In light of incoming economic data, both Morgan Stanley and Citi economists recently trimmed their GDP forecasts. They are now looking for approximately 2% US, 3%-to-4% global and 6% emerging market GDP growth for 2011 and 2012.

Very truly yours,

  
Scott W. Rankin  
Senior Vice President

**TO:** Board of Trustees

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

**RE:** Written Reports

**ACTION:** None

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**Written Reports**

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

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
President, Irvine Valley College  
President, Saddleback College  
Associate Vice Chancellor, Economic Development  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC



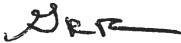
IRVINE VALLEY COLLEGE

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:** October 13, 2011

**SUBJECT:** **President's Report for the October 24, 2011 Board of Trustees Meeting**

### **IVC Celebrates at Irvine Global Village**

Anne Akers from the IVC Outreach Department again represented IVC at Irvine's annual Global Village celebration. More than 16,000 guests came out on Saturday, October 1, to celebrate Irvine's cultural diversity. This event continues to be an important event for the college to participate in the community. This year marked the 10th Anniversary of the Irvine Global Village Festival and the sixth year that IVC has participated. IVC also partnered with Cal State Fullerton – Irvine for recruiting efforts at the event.

### **IVC Faculty Secures Winning Logo Design**

When the city of San Clemente publishes its general plan for 2012 the document will be illustrated with paintings and graphics by more than a dozen local artists. San Clemente and the San Clemente Art Association recently announced 14 winners of an art contest to illustrate the general plan. IVC's adjunct instructor Bill Atkins' design was selected as the logo for the general plan.

### **Flu Shots**

On October 3, IVC's Health and Wellness Center began offering flu shots to students, faculty, staff, and administrators for \$15 on a first come, first served basis.

### **IVC Foundation Golf Tournament**

On Thursday, October 20, Irvine Valley College Foundation held its golf tournament at Oak Creek Golf Club. This year's tournament was sponsored by AT&T and the Honorary Tournament Chairman was Wing Lam, founder of Wahoo's Fish Taco. Entry fees were \$300 per person or \$1,200 per foursome. Proceeds benefited student scholarships and golf programs at Irvine Valley College.

### **IVC Art Gallery Collects Clothing for Unique Exhibit**

The IVC Art Gallery staff is collecting gently used clothing at five locations throughout the campus for an upcoming IVC Art Gallery exhibit, Material Matters: The Art of Edith Ebeyta. The installation will be created from donated clothing from the college community. The Edith Ebeyta exhibit will be a collaborative and temporary project that is created by weaving clothing together to form the installation. An important aspect of the installation is the dismantling and distribution of the clothing at the end of the exhibition. Ebeyta's work is not only aesthetically pleasing, but calls upon the public to become aware of the needs of others. This exhibit will be held February 2 through March 9, 2012, with an opening reception on February 2 from 6 - 8 p.m.

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*

### **Business School Transfer Night**

On October 13, the IVC School of Business Sciences hosted a Business School Transfer night from 5:30 – 7:30 p.m. in the Performing Arts Center. California State Polytechnic University – Pomona, California State University – Fullerton, California State University - Long Beach, Chapman University, Concordia University, University of California –Riverside, University of LaVerne, University of Phoenix, University of Redlands - Santa Ana and Vanguard University participated. Over the past two years, over 300 IVC students completed the requirements for an AA or AS degree and over 500 certificates have been awarded from IVC's School of Business Sciences. Hundreds more completed select business courses in preparation for transfer to four-year colleges and universities. Irvine Valley College students have gone on successfully to many four-year colleges and universities around the world.

### **Retail Management Certificate Program**

On October 14, Western Association of Food Chains (WAFC), Retail Management Advisory board met in Anaheim with college representatives to review industry developments. The advisory board consists of industry and community college partners. The industry partners attending are goal oriented with a strong desire to build education depth among their employees. There is strong top-down support for the Retail Management Certificate Program. The community college partners attending the meeting are WAFC-endorsed and are approved at the chancellor's office level to offer the Retail Management Certificate. Industry partners include: Albertsons, Bristol Farms, Coca Cola, Costco, Nestle Purina, Northgate Gonzalez Markets, Smart & Final, Stater Bros., Ralphs/Food 4 Less, and Whole Foods. Over the summer, three IVC students completed the 30 required units needed to earn the Retail Management Certificate of Achievement.

### **IVC Launches SIFE**

IVC has launched SIFE (Students in Free Enterprise), an international non-profit organization that works with leaders in business and higher education to mobilize students to make a difference in their communities while developing the skills to become socially responsible business leaders. The SIFE team is planning educational outreach projects for the coming year. The IVC SIFE team is planning outreach programs for the coming year. Assistant Professor, Dr. Dan Scott will serve as advisor. The team comprises a diverse group of students from all disciplines who take what they are learning in the classroom and apply it to real-life situations, using their knowledge to create projects that improve the quality of life and standard of living for people in their community and around the world. On October 8, the team participated in the Walgreen's Team Training conference at the University of La Verne.

### **IVC2IVC Faculty Lecture**

On Monday, October 17, in BSTIC 101, IVC held its IVC2IVC Faculty Lecture Series with Dr. June McLaughlin, Department of Business, who discussed "A Social/Legal Consideration of Stock Exchanges in East Africa."

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

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### **IVC Holds Third Dig Pink Event**

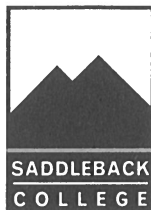
On Friday, October 28, the IVC women's volleyball team match at home against Golden West will hold special importance. The Lasers are putting on their third-annual Dig Pink event. All proceeds from the night will go toward the Side-out.org Dig Pink Volleyball Breast Cancer Awareness campaign. The match starts at 6 p.m. Admission will be \$5 for all spectators. There will also be raffles, auctions and pink t-shirt giveaways. Last year, nearly 400 fans were in attendance for the event. Donors have included Asics and Simple Green. The events the last two years have raised more than \$3,000. One of the driving forces behind the first Dig Pink event at IVC in 2009 was Laser player Caitlin Segert, a sophomore and starting middle blocker, who helped coordinate the event in conjunction with the coaching staff and athletic administration, and was directly responsible for the effort of the women's volleyball student-athletes in obtaining raffle prizes, giveaways and auction items. The 2011 Irvine Valley team is expected to challenge for the conference title and has started this season with a record of 5-1. The team is currently ranked 14th in the state.

### **IVC to Hold Chinese Language Teachers' Association of Southern California**

On Saturday, October 22, IVC will be the host of the Chinese Language Teachers' Association of Southern California. The IVC Language Center is hosting the workshop which will deal with teaching and learning Chinese with an iPad/iPod and other topics.

### **PRO IVC Campaign Kicks Off**

The IVC Foundation has once again launched its PRO IVC campaign with a goal of \$350,000. The PRO IVC match for the 2011-2102 campaign is \$75,000. The pledge period ends on December 31, 2011. This year, the PRO IVC campaign donations and contributions will be collected from October 1, 2011 thru March 31, 2012. All donations and contributions collected during the PRO IVC Campaign period will receive a portion of the matching funds. The goal for last year's campaign was \$250,000. Actual donations and collections for the campaign were \$279,097. Last year, we had 88 participants in the 2011-2102 campaign. To track the success of the campaign, a thermometer banner has been affixed to the Student Services building.



# SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for October 24, 2011 BOARD OF TRUSTEES MEETING

President Burnett is thrilled to announce that Saddleback College was awarded a one million dollar grant under the Department of Labor Technical Skills Training Program. Thirty-six grantees including the OC Bridges to Engineering program will receive funding to provide education, training, and job placement assistance in the occupations and industries for which employers are using H-1B visas to hire foreign workers. The Santa Ana WIB is the fiscal agent for the award and will manage the overall grant program, while Saddleback's Division of Math, Science, and Engineering is a consortium member as well as RapidTech. Both programs will receive funding to perform grant activities.

Dr. Jim Zoval (Assistant Professor of Chemistry) and Frank Gonzalez (Assistant Professor of Mathematics) are co-project directors for Saddleback's portion of the grant, while Ken Patton and Ed Tackett will oversee RapidTech's grant related activities. While funding amounts may vary upon award, Saddleback is scheduled to receive \$766,000 over four years and RapidTech is scheduled to receive \$317,000 over four years.

Thanks go out to Dean James Wright, Cathy Arreguin, Jim Zoval, Ken Patton, and Ed Tackett for their hard work and collaboration to make this happen!

President Burnett hosted the consultants from Netzel Grigsby Associates, Inc., who are working with the Saddleback College Foundation 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.

President Burnett will be hosting his annual breakfast for K-12 principals on Wednesday, October 26<sup>th</sup>. The presentation will include information on his State of the College report as well as information on preparedness and success of incoming students.

Saddleback College participated in the Great California Shakeout on October 20<sup>th</sup> at 10:10 a.m. Over seven million people participated in the statewide exercise to bring awareness to public institutions on the need to prepare for a large scale earthquake.

The Foundation and Office of Public Information and Marketing continue to work with the Phoenix Philanthropy Group on an alumni communications plan engage alumni through increased marketing and communications, fundraising, and infrastructural enhancements. A meeting was held with the consultants and included the research team from the Office of Planning, Research, and Grants to get started on a survey that will be sent electronically to alumni to gather information on their thoughts and expectations.

The Saddleback College Child Development Center hosted an annual Open House on Thursday, October 20<sup>th</sup> from 6:30 – 7:30 p.m. Many children and their families were in attendance.

Ride the Wave, a transition program for graduating high school seniors with disabilities welcomed 80 students to the campus on October 10<sup>th</sup> and 12<sup>th</sup>. The event gave students an understanding of how to apply to Saddleback College as well the process to complete in order to receive educational accommodations.





## **MEMORANDUM**

TO: Chancellor Gary Poertner  
Members of the Board of Trustees  
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor  
DATE: October 13, 2011  
RE: ATEP Report for the October 24, 2011 Board of Trustees Meeting

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### **Demolition Progress**

The second phase of demolition of old base buildings has been completed on the ATEP Tustin site with only the chapel and helicopter hangar remaining. Driving by the ATEP site, one can now readily see across most of the property without obstructions. Requests for bid proposals will go out soon for the two remaining above ground building structures. An additional demolition plan is being developed. It will include the removal of the remaining in ground structures like basements, foundations, sidewalks and old roadways. This demo work will provide a rough graded surface on the site that will be easier to maintain and a step closer for development of the site.

### **New Markets Tax Credit Funding**

A new round of New Markets Tax Credit funding for 2011 is becoming available for allocations which the district will pursue for partial funding of the next building phase at ATEP. Also, early in 2012 additional New Markets Tax Credit funding is anticipated to be approved by the US Congress to further support such development. Some prospective partners have been identified and contacts are being made to potentially secure these funding opportunities.

### **County of Orange and SOCCCD Land Exchange**

The exchange of ten acre parcels between the County of Orange and the SOCCCD continues with steady progress. This exchange will enhance the development sites of both the county and district. Initial specific plan amendments supporting this exchange of land was approved by the City of Tustin Planning Commission and at a first reading at a recent Tustin City Council meeting. The second reading is scheduled for the city council's October 18th meeting. The next step will be for the SOCCCD Board of Trustees and the Orange County Board of Supervisors to review and approve a draft of the land exchange agreement.

### **Partners Search**

CB Richard Elis Commercial Real Estate Brokers are representing the district in a national search for education institution ground lease tenant partners. Marketing materials and information can be found at the website [ATEPoc.com](http://ATEPoc.com).



## Report to the SOCCCD Board of Trustees for October 23, 2011

### Business Services Highlights

Vice Chancellor Dr. Debra L. Fitzsimons

#### **"District Road Show" workshops were conducted:**

- Beth Mueller, District Director of Fiscal Services, planned **four informational workshops** held at the colleges in September and October (two at each college), these workshops were called the "District Road Show".
- The goal of the workshops is to provide "hands-on" useful information to the colleges on district services and business and financial processes and operating procedures. The sessions were well received.
- All district departments participated. The presentations were divided into two groups: the *personnel* group (HR, Payroll, Risk Management, Benefits, and District IT) and the *non-personnel* group (Accounting, Fiscal Services, Purchasing, Warehouse, Facilities).
- The goal of the District Road Show was to:
  - outreach more to the campuses,
  - provide multiple communication strategies and training opportunities regarding important business procedures and items of interest to the colleges,
  - provide information regarding district services operations and business procedures,
  - identify areas in which we may need to adjust procedures, be more user friendly, need more overall district-wide coordination, or address issues of concern,
  - understand concerns or areas where the colleges have questions or feel they need additional information/understanding
- Follow up items to the roadshow include:
  - the development of user-friendly Frequently Asked Questions-FAQ's-for the District Services web pages and/or SharePoint pages for District Services departments, to provide better assistance to the campuses
  - Other initiatives to improve service to the campus involve getting more of our forms and processes to be electronic or on-line
  - developing an online leave tracking system
  - enhancements/adjustments to functionality of ESCAPE financial system

#### **State Chancellor's Facilities Taskforce:**

- In December 2010, SOCCCD's Director of Facilities Planning and Purchasing, Brandye D'Lena, became a member of the ACBO Facilities Task Force which is an advisory group to the CCCC. This is a great opportunity for our district to have a voice in state wide facilities planning issues and initiatives.
- This State Chancellor's Office committee meets quarterly in Sacramento and includes district CBOs and Facilities Directors from 17 community college districts statewide, 13 State Chancellor Office staff and administrators and members from various associations advancing community college facility's needs.
- This excellent opportunity allows us to obtain firsthand information and contribute to the development of current procedures and policies. For example, the FUSION website is the reporting instrument for statewide space inventory, condition assessments, and five year plans.
- Our district's efforts to improve scheduled maintenance planning parallels an effort underway at the State Chancellor's office to improve the functionality of FUSION. Our efforts are combined with the State Chancellor's office and may result in improved facilities scheduling and improved scheduled maintenance planning through the use of enhanced graphics and "cloud" technology.
- Topics at the last quarterly meeting included scheduling for the Five Year Plan submittals, observations regarding a future state bond, pros and cons of various sustainability efforts, FUSION technology presentation, a proposal for Final Project Proposal reform, evaluation of various WSCH calculations procedures and proposed changes in Center status evaluations.