

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



**Wednesday, November 16, 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

November 16, 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 (2)
    - a. Public Employee Discipline/Dismissal/Release
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph. D.
  - 2. 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: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner
  - 2. Initiation of Litigation (GC Section 54956.9[c]) (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 T.J. Prendergast

### 2.3 **Pledge of Allegiance**

Led by Trustee Bill Jay

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

Resolution - Dr. Georgina Guy, Coordinator of Saddleback College's EOPS/CARE Department, Director of CalWORKS, and counselor, is the recipient of the Outstanding Service Award from the California Community Colleges Extended Opportunity Program and Services Association.

### 2.5 **Public Comments**

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

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

### 4.2 **Saddleback College and Irvine Valley College: Accountability Reporting for the Community Colleges**

A presentation on performance indicators for Saddleback 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 October 24, 2011.

### 5.2 **Irvine Valley College: Grant Sub-award Acceptance, Child Development Training Consortium**

Approve the sub-award agreement for \$7,500 from the Yosemite Community College District for the Child Development Training Consortium. These funds will provide services to students, including reimbursement of tuition, tutoring, childcare expenses and textbooks. The agreement is in effect through June 30, 2012.

### 5.3 **Irvine Valley College: Sub-Contractor Agreement, RoadtripNation.org**

Approve the sub-contract agreement with RaodtripNation.org in the amount of \$195,000.00 as part of the *Career Development Work-Based Learning Linkages to Professional Organizations* grant through the California Community Colleges Chancellor's Office (CCCCO).

### 5.4 **Irvine Valley College: California Early Childhood Mentor Program**

Approve the agreement for the California Early Childhood Mentor Program between San Francisco Community College District and Irvine Valley College. The term of the agreement is August 1, 2011 through July 31, 2012.

### 5.5 **Saddleback College: California Early Childhood Mentor Program**

Approve the agreement with San Francisco Community College District in the amount of \$650.00. The term of the agreement is August 1, 2011 through July 31, 2012.

### 5.6 **Saddleback College and Irvine Valley College: Spring 2012 Community Education Programs**

Approve Community Education courses, presenters, and compensation for Spring 2012.

### 5.7 **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.

### 5.8 **SOCCCD: Document Management Solution: Amendment No. 1**

Approve amendment to the contract with Perceptive Software in the amount of \$20,000.00. The total revised contract amount is \$446,845.00.

- 5.9 **SOCCCD: Contract Addendum for Credential Inc.**  
Approve contract addendum to add an electronic transcript delivery fee of \$.60 per transaction resulting in a decrease in revenue to the colleges by approximately \$4,440.00. The total revised contract amount is approximately \$99,336.00.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-34 to Amend 2011-2012 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- 5.11 **SOCCCD: Extension of Bid: Office Supplies**  
Approve the extension of the contract with Office Max to February 29, 2012 in the anticipated amount of \$55,000.00 for office supplies.
- 5.12 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Adopt resolution 11-33 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the October 24, 2011 Meeting of the Board of Trustees.
- 5.13 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/Ratify trustees requests for attending conferences.
- 5.14 **SOCCCD: Payment of Bills**  
Approve check no. 152690 through 153352 processed through the Orange County Department of Education, totaling \$3,750,416.60; and check no. 010277 through 010295, processed through Saddleback College Community Education, totaling \$11,137.86; and check no. 008929 through 008935, processed through Irvine Valley College Community Education, totaling \$45,488.38.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-01962 through P12-02178 amounting to \$1,709,154.71. Approve confirming requisitions dated October 1 through October 25, 2011 totaling \$89,767.73.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.17 **SOCCCD October/November 2011 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

### **6.1 SOCCCD: Adjustments to Trustee Area Boundaries to Comply with California Voting Rights Act**

Adopt the proposed 2011 Trustee Areas Plan and resolution petitioning for a realignment of trustee area boundaries to be submitted for approval with the Orange County Committee on School District Organization.

### **6.2 Irvine Valley College: Life Science Building: Change Order Request No. 2**

Approve change order request with Edge Development, Inc. increasing the contract amount by \$3,773.00. The revised contract total amount is \$11,367,862.00.

### **6.3 SOCCCD: Academic Personnel Actions – Regular Items**

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Request to Rescind Reduced Workload, Resignation/Retirement/Conclusion of Employment.

### **6.4 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, Reorganization and/or Reclassification of Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

## **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: Quarterly Financial Status Report**

This report is as of September 30, 2011 for the 2011/2012 fiscal year.

### **7.5 SOCCCD: Quarterly Investment Report (for LAIF and OCIP)**

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

7.6 **SOCCCD: Academic Year 2012/2013 Non-Resident Tuition Fees for Foreign & Out-of-State Students**

Calculations of the district non-resident related fees.

7.7 **SOCCCD: Retiree (OPEB) Trust Fund**

The report is for the period ending September 30, 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. Associate Vice Chancellor, Economic Development
- H. Vice Chancellor, Technology & Learning Services
- I. Vice Chancellor, Human Resources
- J. Vice Chancellor, Business Services
- K. Irvine Valley College Classified Senate
- L. California School Employees Association
- M. Saddleback College Classified Senate
- N. Police Officers' Association
- O. Associated Student Government of SC
- P. Associated Student Government of IVC

**9.0 ADDITIONAL ITEMS**

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

# RESOLUTION

NOVEMBER 16, 2011

## DR. GEORGINA GUY

RECIPIENT OF THE OUTSTANDING SERVICE AWARD FROM THE CALIFORNIA COMMUNITY COLLEGES  
EXTENDED OPPORTUNITY PROGRAM AND SERVICES ASSOCIATION

**W**hereas, Dr. Georgina Guy, the coordinator of Saddleback College's EOPS/CARE department, Director of CalWORKS, and a counselor, is the recipient of the Outstanding Service Award from the California Community Colleges Extended Opportunity Program and Services Association; and

**W**hereas, Dr. Guy has demonstrated amazing leadership and advocacy for EOPS students for many years as a counselor and coordinator, has contributed to CCCEOPSA as a volunteer, and is currently the regional representative for Region VIII; and

**W**hereas, Dr. Guy implemented a fully paperless system in all of the programs she coordinates and has ensured that all EOPS students are on the My Academic Plan system, making this group of students the first to move fully to online student education plans; and

**W**hereas, to help students struggling with academic success, Dr. Guy launched the EOPS Student Success Committee, providing an intervention process that requires students facing challenges and academic issues to meet with Dr. Guy and a counselor, significantly and positively impacting students and aiding in informed programmatic changes; and

**W**hereas, Dr. Guy's colleagues commend her positivity, perseverance, and compassion, stating that she is ethical and fair and is focused on maintaining and improving the quality services provided in her programs; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Dr. Georgina Guy for her outstanding dedication to students and well-deserved recognition as the recipient of the California Community Colleges Extended Opportunity Program and Services Association Outstanding Service Award.

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Nancy M. Padberg, President

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T.J. Prendergast III Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

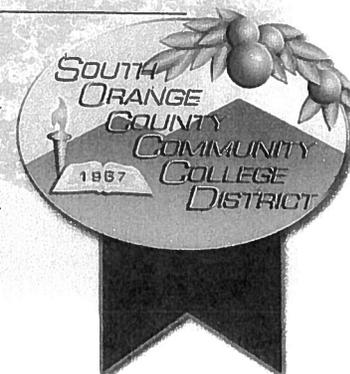
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William O. Jay, Member

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David B. Lang, Member

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Frank M. Meldau, Member

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Jordan Larson, Student Member

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Gary L. Poertner, Chancellor



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Student Success Planning  
**ACTION:** Discussion

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### **BACKGROUND**

In 2010, Senate Bill 1143 called upon the California Community Colleges Board of Governors to adopt a plan for improving student success by 2012. It also authorized the creation of a task force on student success, which was formed by California Community Colleges Chancellor Jack Scott in January, 2011. The charge of the task force is to develop a strategic blueprint to help community colleges to succeed.

In preparation for possible new directives that may emerge from the final task force blueprint, which is scheduled for adoption by the Board of Governors in spring 2012, Saddleback College and Irvine Valley College have been discussing a variety of measures designed to enhance student success. These measures will certainly involve new initiatives and directions in instructional areas, student services, and technology services, among other areas.

### **STATUS**

Don Busche, Vice President for Instruction, Juan Avalos, Vice President for Student Services, and Dan Walsh, Academic Senate President, Saddleback College, and Craig Justice, Vice President for Instruction, Gwen Plano, Vice President for Student Services, and Lisa Davis Allen, Academic Senate President, Irvine Valley College, will present additional information on student success.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Accountability Reporting for the Community Colleges  
**ACTION:** Discussion

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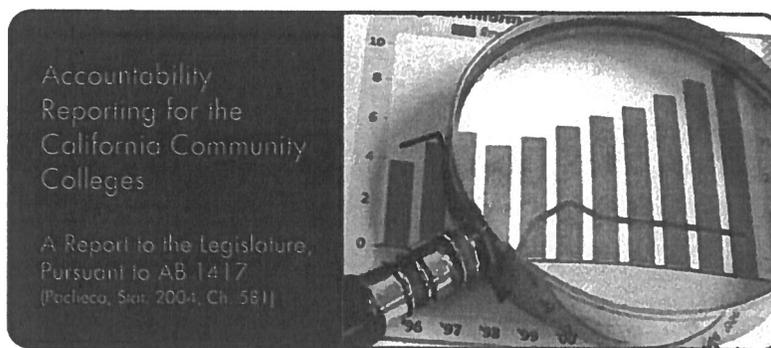
### **BACKGROUND**

In 2004, Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges known as the Accountability Reporting for the Community Colleges (ARCC). AB 1417 legislation requires that the ARCC performance indicators be discussed with the Board of Trustees.

### **STATUS**

Exhibit A contains the ARCC executive summary and system-wide indicators. Exhibit B is the Saddleback College portion of the report, and Exhibit C is the Irvine Valley College report. Dr. Tod A. Burnett, President, Saddleback College, and Dr. Glenn R. Roquemore, President, Irvine Valley College, will present additional information on ARCC.

# Focus On Results



Accountability  
Reporting for the  
California Community  
Colleges

A Report to the Legislature,  
Pursuant to AB 1417  
(Pacheco, Stat. 2004, Ch. 581)



**California Community Colleges Chancellor's Office**

**Jack Scott, Chancellor**

**Patrick Perry, Vice Chancellor**  
*Technology, Research, and Information Systems*

March 30, 2011

## Executive Summary

### Introduction

In 2004, Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges (CCC). That legislation and ensuing budget action authorized the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system that contained performance indicators for the system and its colleges. As per legislative intent, the CCCCCO collaborated with the system's colleges and advisory structure, a panel of national experts, the Legislative Analyst's Office, the Department of Finance, and the Secretary of Education to formulate this comprehensive system that has become known as "ARCC" (Accountability Reporting for the Community Colleges). In recognizing that the initial report in 2007 required the CCCCCO to test innovative ideas about performance measurement and to use a massive state database, the CCCCCO completed the 2007 ARCC report as a pilot report for the Legislature. The 2011 ARCC report builds upon the prior reports through various improvements in data quality and a new year of data.

### Systemwide Performance

This report will benefit policy makers by detailing many of the critical contributions that the California Community Colleges have made in recent years. The most notable findings at the state level include the following:

- Community college students who earned a vocational degree or certificate in 2004-2005 saw their wages jump from \$28,238 (for the last year before receipt of the award) to \$56,397 three years after earning their degree (2008), an increase of almost 100 percent.
- A large number of Californians access and use the CCC system; participation rates are high, with about 84 out of every 1,000 people (ages 18 to 65) in the state enrolled in a CCC in 2009-2010.
- The system enrolls almost one-fourth of all 20 to 24-year olds in California, with participation rates of 237 per 1,000 for 2009-2010.
- In 2009-2010, the system transferred nearly 93,000 students to four-year institutions (public, private, in-state, and out-of-state). The California State University (CSU) system continues as the most frequent transfer destination for community college students with the enrollment of nearly 38,000 students from the community colleges. Nearly 15,000 community college students enrolled in the University of California (UC) system, the state's most selective public higher education system. This figure continues a four-year trend of increasing transfers to the UC system.
- Transfers during 2009-2010 to in-state-private institutions and all out-of-state institutions account for more than 23,000 and more than 17,000 transfers, respectively.

## Executive Summary

- In 2009-2010, the system contributed to the state’s critical health care labor force, as about 8,400 students earned degrees or certificates in nursing.
- The system’s contribution in 2009-2010 to the state’s workforce included nearly 64,000 associate degrees and certificates in vocational/occupational areas.

### College Level Performance

The bulk of the ARCC report covers each college’s performance on eight critical indicators.

The table below lists the seven indicators for which ARCC has complete data. These numbers are percentages of success among target populations that the colleges and the CCCCO jointly defined. As a quick snapshot of how the system has done on these indicators, this table displays the figures for the year in which the most recent data are available. If a person needs to analyze the performance of a specific community college, he/she should refer to the individual college rates that appear in the section for “College Level Indicators” rather than to these systemwide rates.

College Level Performance Indicator	State Rate
1. Student Progress & Achievement (2004-05 to 2009-10)	53.6%
2. Completed 30 or More Units (2004-05 to 2009-10)	72.8%
3. Fall to Fall Persistence (Fall 2008 to Fall 2009)	67.6%
4. Vocational Course Completion (2009-10)	77.0%
5. Basic Skills Course Completion (2009-10)	61.4%
6. ESL Course Improvement (2007-08 to 2009-10)	54.6%
7. Basic Skills Course Improvement (2007-08 to 2009-10)	58.6%

Because the ARCC indicators have unique definitions, we cannot compare these indicators to those generated for other states or by other studies of the California Community Colleges. The evaluation of individual college performance requires the use of the extensive tabulations that we cover next.

Each of the community colleges covered in this report has six pages of information to facilitate and stimulate discussions about college performance within each community. In these six pages per college, the report shows (1) the three-year trend for each of the

## **Executive Summary**

seven indicators; (2) the college profile (i.e., its enrollment demographics); (3) a comparison of its performance with a peer group (i.e., colleges that have similar environments that affect an indicator); and (4) a self-assessment by each college. Together, this information provides readers with a fair and comprehensive picture of the achievements at any community college—a picture that simple scorecards or rankings would fail to present.

The ensemble of information in the six pages must act jointly as the inputs for any evaluation of a college's performance. Each piece of information contributes something to an evaluation of performance. For example, the year-to-year information alerts us to any trends that may be occurring at a college. The peer grouping information gives us a useful base of comparison (across equally advantaged institutions) for the most recent time period. The college's self-assessment substantially enhances both the year-to-year information and the peer group information by identifying the unique factors of a college that affect its performance. The college demographic profile, in turn, supplies a unique snapshot of the college's service population, information that local officials can use to evaluate community access and the overall enrollment picture.

These six pages for each college deliver the essence of the ARCC's objective for local accountability. Ideally, each college's local governing board and local community will use this package of information for data-based policy discussions. This strategy will benefit communities throughout the state because it equips them with data to address their local priorities. To ensure that this process occurs in each community, the legislation for ARCC requires each college to submit it to the CCCCCO by March 14, 2011, documentation of interaction by each local board of trustees with the 2010 ARCC report.

## **Conclusion**

This fifth year of the ARCC effort improves the annual report that provides the State Legislature and the Governor's Office an ongoing, cost-effective structure for performance improvement that respects and promotes local decision-making. All of the state's community colleges (except for Lassen College) have already shared the 2010 report with their own local board of trustees, as required by law, and many college administrations have subsequently begun analyses to leverage the data and findings in the ARCC project. As evidenced by the self-assessments within this report, the community colleges have used the ARCC report in different ways to learn how they can improve their performances. Lastly, the ARCC report for 2012 will probably capture college performances a little more precisely than the 2011 report because all of the colleges will have completed extensive data quality improvement efforts (budgets permitting).

## Introduction to the 2011 ARCC Report

### Background

This report on a set of performance indicators for the California Community Colleges (CCC) meets a legislative requirement that resulted from Assembly Bill 1417 (Pacheco, Statutes of 2004, Chapter 581). The details of the legislation appear in Appendix F of this report. For clarity's sake, we have named this reporting system *Accountability Reporting for the Community Colleges* (or *ARCC*). The report itself has the title of "Focus On Results." As required by the Legislature, the CCC Chancellor's Office (CCCCO) will produce this report each year and disseminate it so that each college will share the report with its local board of trustees. The Chancellor's Office will also make the report available to state government policymakers and the public at large.

The report's objectives are to make policymakers, local college officials, and elected boards aware of system and college performance in specific areas of effort and to inform the public about overall system performance. Readers will observe that the 2011 report continues to cover noncredit courses as required by Senate Bill 361 (Scott, Statutes of 2006, Chapter 631). Again, this coverage of noncredit outcomes only extends across courses designated as part of the "Enhanced Noncredit" funding. For clarity, this report refers to this group of noncredit courses as CDCP (an acronym for the objective known as Career Development and College Preparation). Readers who want additional details on CDCP performance should refer to a supplemental report that the ARCC staff produce as a follow-up to *Focus On Results*. The CCCCCO will issue this supplemental report after it has released *Focus On Results* because of scheduling and resource limitations.

*Focus On Results* drew upon the contributions of many parties. The framework for ARCC used the expertise of a team of researchers from the Research and Planning Group for the California Community Colleges (i.e., the RP Group), a panel of nationally recognized researchers on college performance, a statewide technical advisory workgroup, and staff at the Chancellor's Office. In Appendix H we list the individuals who played important roles in producing the 2011 ARCC Report.

### How to Use This Report

We acknowledge that a variety of people will see this report, and we recognize that individuals will differ widely in their reading objectives and in their familiarity with the report's topic. With this in mind, we have tried to design the report so that policy makers at both the state and local levels will have a clear presentation of essential performance indicators for the system and for each community college within it. The body of the report emphasizes tables of summary data that provide snapshots of system and college level performance. Readers should read the brief introductions to each of these sections (system and college level) to understand their contents. These introductions cover the framework for ARCC, and they should help most readers to understand the performance indicators cited in this report. Appendix E, which presents a short list of terms and abbreviations, may also help the general reader.

We recognize that researchers, analysts, and college officials will require documentation of the methodology for the performance indicators in this report. Such technical details appear in three of the appendices. Appendix B (methods for calculating the indicators), Appendix C (regression analyses for the peer grouping), and Appendix D (cluster analyses for the peer grouping) specifically address methodological issues, and they tend to require technical knowledge on the part of the reader.

The report's first section covers the system's overall performance over time, and this will help readers to see the broad context of the system's performance. The section that follows system performance presents specific information for each college. The first two pages of college-level tables display how that college performed over time on eight basic indicators. The year-to-year figures for these performance indicators should give readers a good idea of how any given college has done during the past few years, especially in terms of its progress in areas that are generally recognized as critical in community colleges.

The third and fourth pages for each college display basic demographic data for the college's enrollment. This information will help readers understand the student population served by that college. For many readers, such information can indicate relevant aspects of a college's effectiveness (i.e., who does the college serve?), plus it can provide additional context for the reported performance indicators.

The fifth page for each college shows the "peer grouping" information for the college. On this page, readers will find a comparison of a college's performance on each of the seven indicators that have adequate data for peer grouping. For each of these seven performance indicators, we have performed a statistical analysis (peer grouping) to identify other California Community Colleges that most closely resemble the college in terms of environmental factors that have linkage to (or association with) the performance indicator. Interested readers should refer to Appendix A to see the names of the colleges that comprise each peer group. We emphasize that the peer group results are rough guides for evaluating college level performance because each college may have unique local factors that we could not analyze statistically for the peer group identification. Because year-to-year stability in peer grouping facilitates local planning and analysis, the 2011 peer groups will remain the same as they were in the 2009 and 2010 ARCC reports. Also, this report will continue to omit from peer grouping the indicator for Career Development and College Preparation (CDCP, or Enhanced Noncredit) courses because the data for CDCP are still under development.

The sixth page for a college shows that college's own self-assessment. This brief statement from the college administration may note, among other things, unique factors that our statistical analysis may have missed. The self-assessment is important because it may help to explain the performance figures for a college. The ARCC staff members in the Chancellor's Office do not edit these self-assessments from the college administrators, and the only requirement for the content is that it stays within a 500-word limit. Because the

word limit forces the self-assessment to focus upon a few basic points, some readers may wish to follow-up with a college that may have other analyses or data that it could not include in the ARCC's brief self-assessment.

The best use of the ARCC Report will require the integration of information from various parts of the report. Judgments about the performance of any particular college should especially pay attention to the sections on year-to-year performance, peer group comparison, enrollment demographics, and the college self-assessment. A focus upon only one of these pieces of information will probably provide an incomplete evaluation of college performance, and this may lead one to make unfair judgments about an institution. Consequently, we hope that users of this report will maintain this multi-dimensional viewpoint (from the different report sections) as they draw their conclusions or as they communicate about the report to other people.

The 2011 report will contain numerous changes to past data as well as new data for the most recent academic year. For this reason, analysts should rely primarily upon the 2011 report instead of data from prior ARCC reports. The Chancellor's Office MIS (Management Information System) unit has continued to implement various data improvements that are virtually impossible to complete within a narrow time frame.

Additional information about ARCC is available at the following website:  
<http://www.cccco.edu/OurAgency/TechResearchInfo/ResearchandPlanning/ARCC/tabid/292/Default.aspx>

If you have any questions or comments about the report, please e-mail them to:  
[arcc@cccoco.edu](mailto:arcc@cccoco.edu).

**ARCC 2011 Report:  
An Introduction to the Systemwide Indicators**

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators).

Tables 1 through 18 and Figures 1 through 6 in the following section of the ARCC report present results for the seven performance indicators chosen for **systemwide** accountability reporting organized into four major categories:

- Student Progress and Achievement – Degree/Certificate/Transfer
- Student Progress and Achievement – Vocational/Occupational/Workforce Development
- Pre-Collegiate Improvement – Basic Skills and ESL
- Participation Rates

The seven performance indicators presented in this section are:

1. The annual number and percentage of baccalaureate students graduating from UC and CSU who attended a California Community College
2. The annual number of Community College transfers to four-year institutions
3. The transfer rate to four-year institutions from the California Community College System
4. The annual number of degrees/certificates conferred by vocational programs
5. The increase in wages following completion of a vocational degree/certificate
6. The annual number of basic skills improvements
7. Systemwide participation rates per 1,000 population (by selected demographics).

The data sources and methodology for each of the indicators can be found in Appendix B.

The time periods and data sources differ across performance indicators so it is important to pay attention to the dates and information specified in the column headings and titles for each table or figure.

For the 2011 report, systemwide participation rates per 1,000 population reflect community college participation by individuals ages 18 to 65 only, based on data from the Chancellor's Office Management Information System (COMIS) and the California Department of Finance (DOF). For a few demographic categories the participation rate per 1,000 exceeds 1,000. Possible reasons for these higher rates are as follows. Self-reporting of demographics (e.g., student ethnicity) leads to higher community college counts for a particular group relative to DOF's Census-based projections. This is

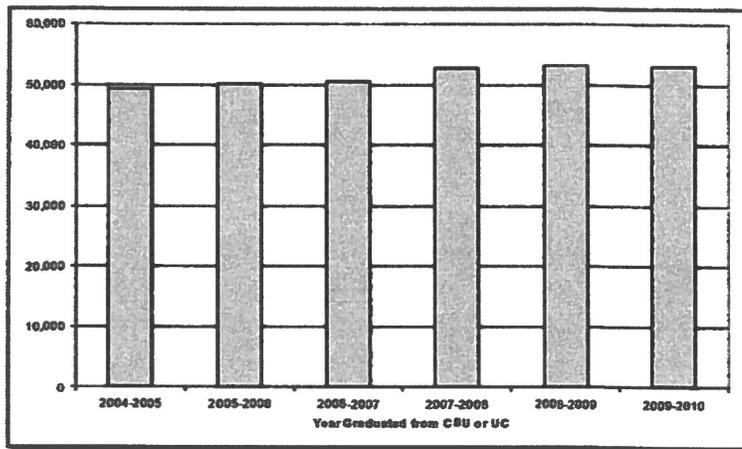
especially true for population groups with relatively small DOF counts. In addition, absence of a unique identifier (e.g., Social Security Number) for some students at the systemwide level might produce duplicate student counts thus increasing the systemwide numbers for certain demographics relative to DOF counts.

Note that these systemwide indicators are not simply statewide aggregations of the college level indicators presented elsewhere in this report. Some systemwide indicators cannot be broken down to a college level or do not make sense when evaluated on a college level. For example, students may transfer or attend courses across multiple community colleges during their period of enrollment and their performance outcomes must be analyzed using data from several community colleges rather than from an individual college.

Beginning with the 2010 ARCC report, additional analysis revealed that a data-reporting artifact may occur for the year that an institution joins the National Student Clearinghouse (NSC). All of the matches that occur for that institution from previous years (a cumulative count that spans pre-NSC membership years) would be reported by the NSC as transfers for that first year. To eliminate this artifact from the ARCC report, we zero out the transfer count for the first year that an institution joins the NSC. Therefore, the volume of transfer counts for Tables 4, 5 and 8 (ISP and OOS) is lower for the same years from ARCC reports prior to 2010.

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 1:**  
Annual Number of California State University (CSU) and University of California (UC) Baccalaureate Students from 2004-2005 to 2009-2010 Who Attended a California Community College (CCC)



**Table 1:**  
Annual Number of California State University (CSU) and University of California (UC) Baccalaureate Students from 2004-2005 to 2009-2010 Who Attended a California Community College (CCC)

	Year Graduated From CSU or UC					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Total BA/BS (CSU & UC)	107,630	110,990	112,474	115,548	117,309	120,274
Total Who Attended CCC	49,439	50,248	50,611	52,825	53,238	53,124
CSU and UC Percent	45.9%	45.3%	45.0%	45.7%	45.4%	44.2%

**Table 2:**  
Annual Number and Percentage of CSU Baccalaureate Students from 2004-2005 to 2009-2010 Who Attended a CCC

	Year Graduated From CSU					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Total BA/BS from CSU	66,768	69,350	70,887	73,132	74,643	75,418
Total Who Attended CCC	37,916	38,365	38,827	40,337	40,968	40,606
CSU Percent	55.9%	55.3%	54.8%	55.2%	54.9%	53.8%

**Table 3:**  
Annual Number and Percentage of UC Baccalaureate Students from 2004-2005 to 2009-2010 Who Attended a CCC

	Year Graduated From UC					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Total BA/BS from UC	40,862	41,640	41,587	42,416	42,666	44,856
Total Who Attended CCC	12,123	11,883	11,784	12,488	12,270	12,518
UC Percent	29.7%	28.5%	28.3%	29.4%	28.8%	27.9%

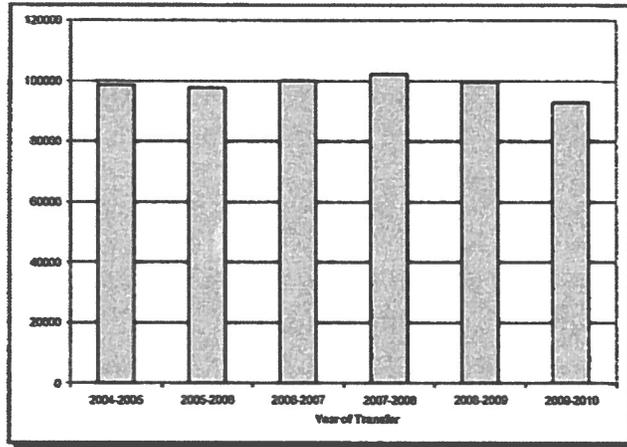
### Results:

Figure 1 presents a slight decrease in 2009-2010 of the annual number of California State University (CSU) and University of California (UC) baccalaureate degree recipients who attended a California Community College (CCC). Table 1 shows an increasing six-year trend in the number of CSU and UC baccalaureate students but a small decrease in the total who attended a CCC. The table therefore reflects a decrease in the percentage of graduates who originally attended a CCC for 2009-2010. Table 2 displays the annual number and percentage of CSU students and Table 3 portrays the UC students. For methodology and data source, see Appendix B.



## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 2:**  
Annual Number of California Community College Transfers to Baccalaureate Granting Institutions from 2004-2005 to 2009-2010



**Table 4:**  
Annual Number of California Community College Transfers to Baccalaureate Granting Institutions from 2004-2005 to 2009-2010

	Year of Transfer					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
<b>Total Transfers</b>	98,721	97,888	100,314	102,335	99,837	92,985

**Table 5:**  
Annual Number of California Community College Transfers to California State University (CSU), University of California (UC), In-State Private (ISP) and Out-of-State (OOS) Baccalaureate Granting Institutions

	Year of Transfer					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
<b>CSU Transfers</b>	53,695	52,641	54,391	54,971	49,770	37,674
<b>UC Transfers</b>	13,114	13,510	13,871	13,909	14,059	14,702
<b>ISP Transfers</b>	19,771	19,291	19,182	19,860	20,819	23,584
<b>OOS Transfers</b>	12,141	12,446	12,870	13,595	15,189	17,025

### Results:

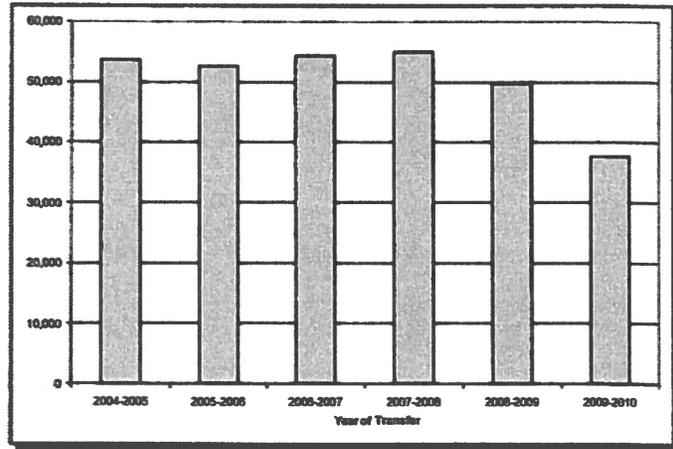
Figure 2 and Table 4 feature the annual number of California Community College (CCC) transfers to four-year institutions across six years. Although there is a general increase over time, the overall number of transfers begins to decline in 2008-09. Table 5 displays the annual number of transfers for four segments, California State University (CSU); University of California (UC); In-State Private (ISP); and Out-of-State (OOS) four-year institutions. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 3:**  
Annual Number of California Community College  
Transfers to California State University (CSU)  
from 2004-2005 to 2009-2010



**Table 6:**  
Annual Number of California Community College  
Transfers to California State University (CSU)  
from 2004-2005 to 2009-2010

	Year of Transfer					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
CSU Transfers	53,695	52,641	54,391	54,971	49,770	37,674

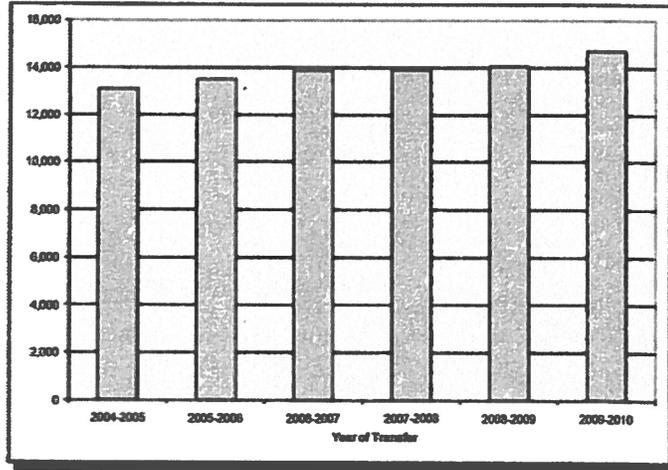
**Results:**

Figure 3 and Table 6 display the annual number of California Community College (CCC) transfers to California State University (CSU). The number of transfers decreases in 2005-2006 but increases the subsequent two years (2006-2007 and 2007-2008) before decreasing again in 2008-2009 and 2009-2010. For methodology and data source, see Appendix B.



## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 4:**  
Annual Number of California Community College  
Transfers to the University of California (UC)  
from 2004-2005 to 2009-2010



**Table 7:**  
Annual Number of California Community College  
Transfers to the University of California (UC)  
from 2004-2005 to 2009-2010

	Year of Transfer					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
UC Transfers	13,114	13,510	13,871	13,909	14,859	14,702

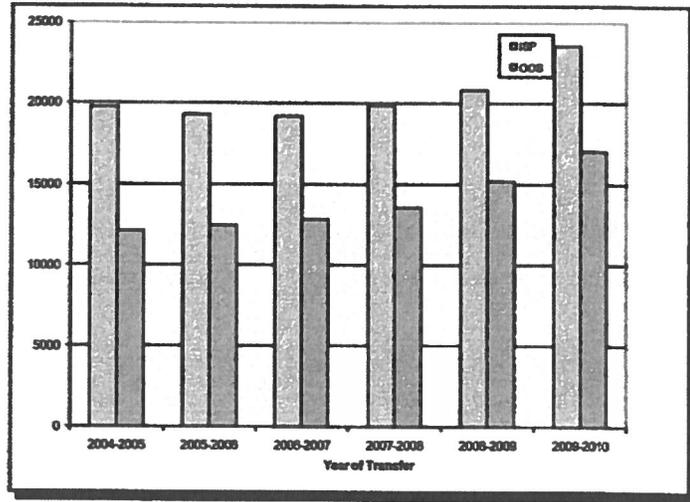
**Results:**

Figure 4 and Table 7 illustrate the annual number of California Community College (CCC) transfers to University of California (UC). The number of transfers increases across the six-year period. For methodology and data source, see Appendix B.



## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 5:**  
Annual Number of California Community College Transfers to In-State Private (ISP) and Out-of-State (OOS) Baccalaureate Granting Institutions from 2004-2005 to 2009-2010



**Table 8:**  
Annual Number of California Community College Transfers to In-State Private (ISP) and Out-of-State (OOS) Baccalaureate Granting Institutions from 2004-2005 to 2009-2010

	Year of Transfer					
	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
ISP Transfers	19,771	19,291	19,182	19,860	20,819	23,504
OOS Transfers	12,141	12,446	12,070	13,595	15,189	17,025

### Results:

The annual number of California Community College (CCC) transfers to In-State Private (ISP) and Out-of-State (OOS) four-year institutions is displayed in Figure 5 and Table 8. The transfer volume for ISP four-year institutions (for-profit and non-profit) and OOS four-year institutions (public and private) has been steadily increasing since 2006-07. For methodology and data source, see Appendix B.



## Student Progress and Achievement: Degree/Certificate/Transfer

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**Table 9:** Percentage of first-time students with a minimum of 12 units earned who attempted transfer-level Math or English during enrollment who transferred to a Baccalaureate granting institution within six years.

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Transfer Rate	40.3%	40.8%	40.8%

**Results:**

Table 9 reflects the statewide transfer rate to four-year institutions for three different cohorts of first-time students. The cohorts include students who earned at least 12 units and who attempted transfer-level Math or English during the six-year enrollment period. The transfer rate increases from the 2002-03 to the 2003-04 cohort but remains the same to four-year institutions for the 2004-2005 cohort at 40.8%. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 10: Annual Number of Vocational Awards by Program from 2007-2008 to 2009-2010**

**(Program Title based on four-digit TOP Code, Alphabetical Order)**

**Includes Certificates Requiring Fewer Than 18 Units**

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Units)		
	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010
Accounting	2,431	2,553	2,669	1,018	1,042	1,086	1,413	1,511	1,583
Administration of Justice	6,415	6,191	5,542	1,801	2,084	2,322	4,614	4,107	3,220
Aeronautical and Aviation Technology	311	332	387	68	51	48	243	281	339
Agricultural Power Equipment Technology	87	97	80	7	14	11	80	83	69
Agriculture Business, Sales and Service	62	98	73	53	63	64	9	35	9
Agriculture Technology and Sciences, General	29	50	29	17	26	22	12	24	7
Animal Science	467	495	477	288	324	286	179	171	191
Applied Design	12	21	9	7	5	7	5	16	2
Applied Photography	215	148	211	80	66	97	135	82	114
Architecture and Architectural Technology	460	444	480	198	212	196	262	232	284
Athletic Training and Sports Medicine	15	21	16	15	17	16	0	4	0
Automotive Collision Repair	114	173	139	22	27	26	92	146	113
Automotive Technology	2,187	1,889	2,044	304	328	307	1,883	1,561	1,737
Aviation and Airport Management and Services	209	173	212	144	116	119	65	57	93
Banking and Finance	53	57	67	20	34	25	33	23	42
Biotechnology and Biomedical Technology	173	101	188	35	27	46	138	74	142
Business Administration	2,653	2,703	3,180	2,285	2,360	2,746	368	343	434
Business and Commerce, General	1,433	1,459	1,646	1,195	1,296	1,462	238	163	184
Business Management	1,519	2,096	1,510	822	884	846	697	1,212	664
Cardiovascular Technician	119	142	159	47	62	54	72	80	105
Chemical Technology	15	5	10	2	3	5	13	2	5
Child Development/Early Care and Education	7,103	7,142	5,990	1,832	1,897	1,795	5,271	5,245	4,195
Civil and Construction Management Technology	410	552	515	117	120	123	293	432	392
Commercial Art	80	55	56	64	39	31	16	16	25
Commercial Music	229	312	241	54	56	66	175	256	175
Community Health Care Worker	7	8	17	1	3	3	6	5	14
Computer Information Systems	593	576	567	311	314	312	282	262	255
Computer Infrastructure and Support	663	561	677	172	201	245	491	360	432
Computer Software Development	309	357	285	115	92	121	194	265	164



# ARCC 2011 Report: Systemwide Indicators

Table 10 (continued)

Program Title	Total Credit Awards			AA/AS Degree			Certificates (Credit)		
	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010
Construction Crafts Technology	1,155	1,168	948	107	130	117	1,040	1,038	831
Cosmetology and Barbering	1,595	1,538	1,552	89	91	100	1,506	1,447	1,444
Customer Service	2	5	8	0	1	0	2	4	8
Dental Occupations	802	927	1,021	368	426	417	434	501	604
Diagnostic Medical Sonography	64	74	71	35	47	25	29	27	46
Diesel Technology	279	261	248	45	49	36	234	212	212
Digital Media	529	558	614	205	241	280	324	317	394
Drafting Technology	540	528	575	178	174	194	362	354	381
Educational Aide (Teacher Assistant)	58	103	49	12	22	27	46	81	22
Educational Technology	3	2	3	2	1	1	1	1	2
Electro-Mechanical Technology	46	28	45	12	6	10	34	22	35
Electro-Neurodiagnostic Technology	15		19	15		19	0		0
Electrocardiography	19	20	20	0	0	0	19	20	20
Electronics and Electric Technology	893	956	938	239	232	216	654	724	722
Emergency Medical Services	1,347	1,934	1,534	4	6	2	1,343	1,928	1,532
Engineering Technology, General (requires Trigonometry)	16	20	25	10	12	14	6	8	11
Environmental Control Technology	423	479	533	51	56	73	372	423	460
Environmental Technology	183	120	206	35	10	22	148	110	184
Family and Consumer Sciences, General	110	116	91	107	115	89	3	1	2
Family Studies	42	43	9	39	42	8	3	1	1
Fashion	379	406	339	152	120	138	227	286	201
Fire Technology	3,182	2,786	2,921	942	883	985	2,160	1,903	1,936
Food Processing and Related Technologies			1			1			0
Forestry	54	50	29	26	21	12	28	29	17
Gerontology	38	75	98	19	16	16	19	59	82
Graphic Art and Design	353	390	447	162	160	213	191	190	234
Health Information Technology	301	175	297	92	49	99	209	126	198
Health Occupations, General	33	59	66	4	46	42	29	13	24
Health Professions, Transfer Core Curriculum	199	291	323	195	286	321	4	5	2
Horticulture	357	346	405	111	121	129	246	225	276
Hospital and Health Care Administration	2		2	1		1	1		1



# ARCC 2011 Report: Systemwide Indicators

Table 10 (continued)

Program Title	Total Credit Awards			Degrees			Certificates (Award)		
	2007-2008	2008-2009	2009-20	2007-2008	2008-2009	2009-20	2007-2008	2008-2009	2009-20
Hospital Central Service Technician	17	36	43	0	0	0	17	36	43
Hospitality	380	403	344	101	116	112	279	287	232
Human Services	1,547	1,479	1,747	452	441	557	1,095	1,038	1,190
Industrial Systems Technology and Maintenance	81	91	121	9	8	21	72	83	100
Information Technology, General	116	156	136	9	2	1	107	154	135
Instrumentation Technology	5	2	2	1	1	1	4	1	1
Insurance	1	7	3	0	2	0	1	5	3
Interior Design and Merchandising	564	415	427	188	161	144	376	254	283
International Business and Trade	164	296	143	56	47	46	108	249	97
Journalism	85	90	108	67	66	80	18	24	28
Labor and Industrial Relations	24	11	22	2	3	2	22	8	20
Laboratory Science Technology	28	15	19	10	7	6	18	8	13
Legal and Community Interpretation	20	50	67	5	9	14	15	41	53
Library Technician (Aide)	155	143	173	36	32	33	119	111	140
Logistics and Materials Transportation	51	37	57	0	3	4	51	34	53
Manufacturing and Industrial Technology	776	889	793	126	146	149	650	743	644
Marine Technology	31		23	1		7	30		16
Marketing and Distribution	268	228	309	103	109	145	165	125	164
Mass Communications	4	5	2	2	4	1	2	1	1
Massage Therapy	31	40	42	9	9	8	22	31	34
Medical Assisting	868	922	1,025	146	130	175	722	792	850
Medical Laboratory Technology	123	126	110	20	16	20	103	110	90
Mortuary Science	47	51	55	47	51	55	0	0	0
Natural Resources	62	63	63	44	38	32	18	25	31
Nursing	8,261	8,519	8,388	5,742	5,974	6,233	2,519	2,545	2,155
Nutrition, Foods, and Culinary Arts	1,341	1,228	1,447	193	157	203	1,148	1,071	1,244
Occupational Therapy Technology	43	66	68	43	65	68	0	1	0
Ocean Technology	15	6	10	2	4	3	13	2	7
Office Technology/Office Computer Applications	1,747	1,548	1,463	482	428	431	1,265	1,120	1,032
Orthopedic Assistant	9	12	8	5	5	4	4	7	4
Other Agriculture and Natural Resources	5	11	13	2	7	8	3	4	5



# ARCC 2011 Report: Systemwide Indicators

**Table 10 (continued)**

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010
Other Architecture and Environmental Design	1	2	2	1	0	0	0	2	2
Other Business and Management	330	290	298	237	258	270	93	32	28
Other Commercial Services	0	0	0	0	0	0	0	0	0
Other Education	1			0			1		
Other Engineering and Related Industrial Technolog	56	111	99	25	39	52	31	72	47
Other Family and Consumer Sciences		1			0			1	
Other Fine and Applied Arts	12	6	4	2	2	2	10	4	2
Other Health Occupations	93	89	99	0	0	0	93	89	99
Other Information Technology	86	126	65	1	0	2	85	126	63
Other Media and Communications	4	4	10	0	0	0	4	4	10
Other Public and Protective Services	53	95	58	0	2	0	53	93	58
Paralegal	911	841	928	389	357	404	522	484	524
Paramedic	450	439	395	95	73	80	355	366	315
Pharmacy Technology	163	188	234	46	53	72	117	135	162
Physical Therapist Assistant	116	103	83	116	103	83	0	0	0
Physicians Assistant	73	69	68	9	10	4	64	59	64
Plant Science	14	36	21	10	14	16	4	22	5
Polysomnography	2	8	1	2	8	1	0	0	0
Printing and Lithography	73	47	54	15	9	9	58	38	45
Psychiatric Technician	431	562	525	45	55	110	386	507	415
Public Administration	30	34	81	9	14	12	21	20	69
Public Relations	5	3	3	1	1	1	4	2	2
Radiation Therapy Technician	14	9	3	13	7	0	1	2	3
Radio and Television	242	243	281	127	106	147	115	137	134
Radio, Motion Picture and Television	8	1		6	0		2	1	
Radiologic Technology	622	577	555	427	390	378	195	187	177
Real Estate	567	444	391	224	180	152	343	264	239
Respiratory Care/Therapy	528	588	550	411	424	426	117	164	124
Special Education	42	35	33	11	20	20	31	15	13
Speech/Language Pathology and Audiology	79	126	191	59	82	123	20	44	68
Surgical Technician	40	49	43	14	10	11	26	39	32



# ARCC 2011 Report: Systemwide Indicators

**Table 10** (continued)

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010	2007-2008	2008-2009	2009-2010
Technical Communication	14	14	34	2	3	5	12	11	29
Technical Theater	20	34	41	8	8	23	12	26	18
Travel Services and Tourism	240	156	160	34	45	43	206	111	117
Viticulture, Enology, and Wine Business	22	29	38	13	18	14	9	11	24
Vocational ESL		0	0		0	0		0	0
Water and Wastewater Technology	159	225	275	52	78	76	107	155	199
World Wide Web Administration	49	42	60	6	7	10	43	35	50
<b>Total</b>	<b>63,731</b>	<b>64,800</b>	<b>63,747</b>	<b>24,664</b>	<b>25,529</b>	<b>27,151</b>	<b>39,067</b>	<b>39,271</b>	<b>36,596</b>

**Results:**

Table 10 shows the numbers of awards issued by 129 vocational programs across the three most recent academic years, organized alphabetically by program title. The columns under "Total Credit Awards" (i.e., columns 2, 3, and 4) are the sums of degrees plus certificates for the specified years. Totals for all programs are presented in the last row of the table. Degrees make up about 39 to 43 percent of the credit awards issued, with certificates making up 57 to 61 percent. For methodology and data source, see Appendix 8.



## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 11: "Top 25" Vocational Programs in 2009-2010, by Volume of Total Awards  
(Program Title based on four-digit TOP Code)  
Includes Certificates Requiring Fewer Than 18 Units**

	Program Title	Total Credit Awards 2009-2010	AA/AS Degrees 2009-2010	All Certificates (Credits) 2009-2010
1	Nursing	8,388	6,233	2,155
2	Child Development/Early Care and Education	5,990	1,795	4,195
3	Administration of Justice	5,542	2,322	3,220
4	Business Administration	3,180	2,746	434
5	Fire Technology	2,921	985	1,936
6	Accounting	2,669	1,086	1,583
7	Automotive Technology	2,044	307	1,737
8	Human Services	1,747	557	1,190
9	Business and Commerce, General	1,646	1,462	184
10	Cosmetology and Barbering	1,552	108	1,444
11	Emergency Medical Services	1,534	2	1,532
12	Business Management	1,510	846	664
13	Office Technology/Office Computer Applications	1,463	431	1,032
14	Nutrition, Foods, and Culinary Arts	1,447	203	1,244
15	Medical Assisting	1,025	175	850
16	Dental Occupations	1,021	417	604
17	Construction Crafts Technology	948	117	831
18	Electronics and Electric Technology	938	216	722
19	Paralegal	928	404	524
20	Manufacturing and Industrial Technology	793	149	644
21	Computer Infrastructure and Support	677	245	432
22	Digital Media	614	220	394
23	Drafting Technology	575	194	381
24	Computer Information Systems	567	312	255
25	Radiologic Technology	555	378	177

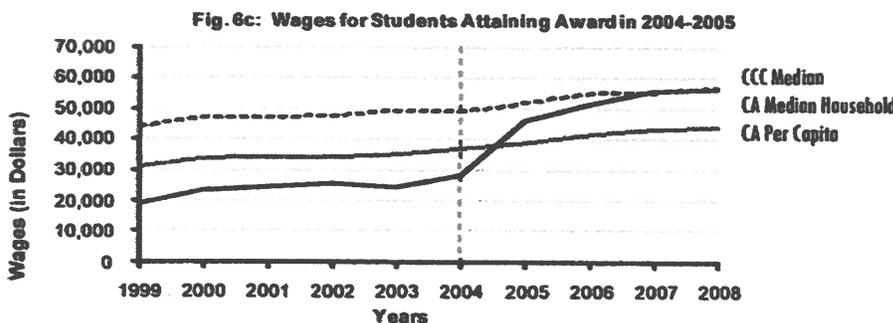
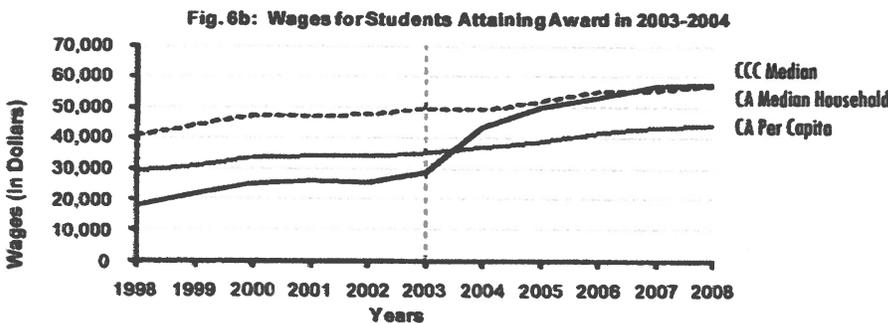
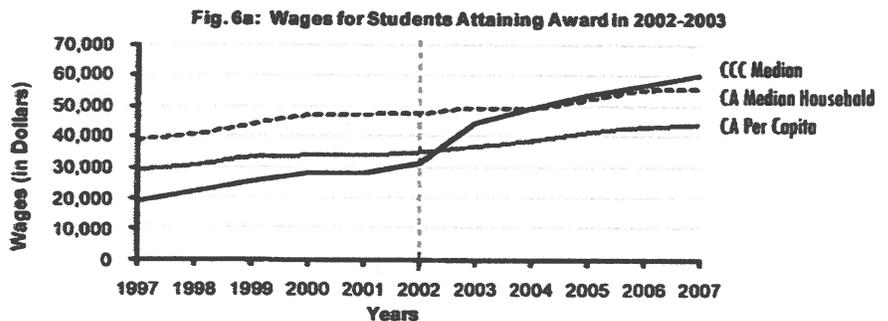
### Results:

As shown in Table 11, Nursing programs issued the highest total number of awards in 2009-2010 (i.e., degrees plus certificates), primarily in the form of AA/AS degrees. Child Development/Early Care and Education programs issued the second highest total number of awards, primarily certificates, followed by Administration of Justice programs. The highest number of AA/AS degrees was issued in Nursing, followed by Business Administration. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development



**Results:**

Figures 6a, 6b, and 6c represent wage trends for students attaining a vocational degree or certificate in (a) 2002-2003, (b) 2003-2004, and (c) 2004-2005. The dashed vertical line in each figure signifies the award year for each cohort. The trend lines for CCC Median Wages in Figure 6 (solid line) suggest that students receiving vocational awards from community college programs generally experience wage gains in the years following award attainment for which wage data are available. We include trend lines for California Median Household Income (dashed line) and California Per Capita Income (dotted line) to provide additional perspective.

While there are several important caveats to the CCC Median Wage trends shown in these figures, the lines indicate a noticeable "jump" in median wages that occurs following receipt of an award. This jump takes place for all three wage cohorts (2002-2003, 2003-2004, and 2004-2005). The wage trends continue at that higher level across the years for which we have post-award wage data. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 12a: Wages for Students Attaining a Degree or Certificate in 2002-2003**

(N = 5,954)  
(Data for Figure 6a)

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
CA Median Household Income	39,000	40,600	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000	55,450
CA Per Capita Income	29,195	30,679	33,398	33,890	34,045	34,977	36,903	38,767	41,567	43,291	44,038
CCC Median Wages	18,765	22,091	25,521	28,261	28,285	31,173	44,610	49,260	53,758	56,866	60,320

**Table 12b: Wages for Students Attaining a Degree or Certificate in 2003-2004**

(N = 5,151)  
(Data for Figure 6b)

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
CA Median Household Income	40,600	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000	55,450	57,014
CA Per Capita Income	29,195	30,679	33,398	33,890	34,045	34,977	36,903	38,767	41,567	43,291	44,038
CCC Median Wages	17,788	21,655	24,900	25,890	25,574	28,454	43,494	49,658	52,803	56,711	57,186

**Table 12c: Wages for Students Attaining a Degree or Certificate in 2004-2005**

(N = 5,457)  
(Data for Figure 6c)

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
CA Median Household Income	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000	55,450	57,014
CA Per Capita Income	30,679	33,398	33,890	34,045	34,977	36,903	38,767	41,567	43,291	44,038
CCC Median Wages	18,976	23,090	24,220	25,307	24,469	28,238	45,886	51,541	55,495	56,397

**Results:**

The data in Tables 12a, 12b, and 12c above were used to develop the trend lines depicted in Figures 6a, 6b, and 6c of this report. The last data row of each table, CCC Median Wage, contains the annual median wages for a cohort of students who received any vocational award during a particular cohort year (2002-2003, 2003-2004, 2004-2005). Data on California Median Household Income and Per Capita Income are included to provide additional perspective on the income trends. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Pre-Collegiate Improvement: Basic Skills and ESL

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**Table 13:** The number of students completing coursework at least one level above their prior basic skills enrollment within the three-year cohort period.  
**Annual Number of Credit Basic Skills Improvements**

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
Number of Students	99,703	103,220	110,517

**Results:**

As Table 13 indicates, the statewide annual number of students completing coursework at least one level above their prior credit basic skills enrollment coursework increased moderately from the first cohort (2005-2006 to 2007-2008) to the second cohort (2006-2007 to 2008-2009), with a considerably larger increase from the second cohort to the most recent cohort (2007-2008 to 2009-2010). Note that, as of 2010, changes in coding for Basic Skills courses (Course Prior to College Level, "CB21") in the Chancellor's Office Management Information System (MIS) and changes in the Taxonomy of Programs (TOP) codes for Basic Skills might have contributed to the marked changes in the numbers of basic skills improvements. For methodology and data source, see Appendix B.



## Participation Rates

**Table 14:**  
Systemwide Participation Rate Per 1,000 Population

	2007-2008	2008-2009	2009-2010
Systemwide Participation Rate	87.4	89.8	84.2

**Table 15:**  
Participation Rates by Age Group Per 1,000 Population

	2007-2008	2008-2009	2009-2010
18 to 19	332.3	339.8	317.8
20 to 24	235.1	243.1	236.6
25 to 29	121.2	124.9	116.8
30 to 34	75.5	78.7	73.9
35 to 39	55.1	55.9	50.3
40 to 49	42.4	42.4	37.8
50 to 65	29.4	28.8	24.5

**Table 16:**  
Participation Rates by Gender Per 1,000 Population

	2007-2008	2008-2009	2009-2010
Female	96.7	98.2	91.4
Male	78.4	81.6	77.2

**Table 17:**  
Participation Rates by Ethnicity Per 1,000 Population

	2007-2008	2008-2009	2009-2010
Asian	116.1	116.0	104.9
Black/African American	122.8	128.3	117.1
Hispanic	90.8	92.9	89.8
Native American	134.7	137.6	100.1
Pacific Islander	191.5	210.7	161.7
White	73.6	76.8	69.3
Multirace	8.0	2.3	78.7

### Results:

Tables 14 to 18 show how the community colleges provide access to higher education for all segments of the state's population. The participants include substantial numbers from all categories of age, gender, and race/ethnicity. In 2009-2010 participation fell regardless of age group, gender, or ethnicity. For an explanation of population rates exceeding 1,000, see the Introduction to the Systemwide Indicators. For methodology and data source, see Appendix B.



# ARCC 2011 Report: Systemwide Indicators

## Participation Rates

**Table 18: Participation Rates by Age, Gender, and Ethnicity Per 1,000 Population**

Age	Gender	Ethnicity	2007-2008	2008-2009	2009-2010
18 to 19	Female	Asian	508.5	506.0	461.4
18 to 19	Female	Black/African American	410.1	418.0	346.6
18 to 19	Female	Hispanic	344.2	352.6	336.4
18 to 19	Female	Native American	487.7	507.6	398.7
18 to 19	Female	Pacific Islander	934.0	1,028.5	667.2
18 to 19	Female	White	321.1	326.7	297.5
18 to 19	Female	Multirace	0.0	10.8	327.3
18 to 19	Male	Asian	495.5	499.0	459.5
18 to 19	Male	Black/African American	371.4	383.9	316.0
18 to 19	Male	Hispanic	288.6	298.2	284.4
18 to 19	Male	Native American	406.9	431.2	274.3
18 to 19	Male	Pacific Islander	983.6	1,028.0	683.7
18 to 19	Male	White	290.5	299.1	269.6
18 to 19	Male	Multirace	0.0	8.5	283.0
20 to 24	Female	Asian	388.6	393.9	369
20 to 24	Female	Black/African American	301.0	315.9	289.4
20 to 24	Female	Hispanic	240.5	244.5	243.0
20 to 24	Female	Native American	345.3	351.3	264.8
20 to 24	Female	Pacific Islander	591.2	652.7	515.0
20 to 24	Female	White	232.3	238.5	224.3
20 to 24	Female	Multirace	0.0	5.2	169.9
20 to 24	Male	Asian	353.8	368.4	354.6
20 to 24	Male	Black/African American	237.7	255.3	240.6
20 to 24	Male	Hispanic	192.4	200.8	198.3
20 to 24	Male	Native American	258.4	274.4	215.0
20 to 24	Male	Pacific Islander	533.0	610.8	521.3
20 to 24	Male	White	206.0	216.0	206.2
20 to 24	Male	Multirace	0.0	5.0	142.3



# ARCC 2011 Report: Systemwide Indicators

Table 18 (continued)

Age	Gender	Ethnicity	2007-2008	2008-2009	2009-2010
25 to 29	Female	Asian	184.2	187.7	168.0
25 to 29	Female	Black/African American	188.9	191.1	176.3
25 to 29	Female	Hispanic	125.0	126.7	118.7
25 to 29	Female	Native American	209.0	215.7	155.1
25 to 29	Female	Pacific Islander	226.4	262.5	202.5
25 to 29	Female	White	127.7	131.4	118.1
25 to 29	Female	Multirace	0.0	2.3	93.7
25 to 29	Male	Asian	142.6	147.3	136.3
25 to 29	Male	Black/African American	129.2	138.1	129.8
25 to 29	Male	Hispanic	93.2	96.0	91.1
25 to 29	Male	Native American	164.8	174.7	122.6
25 to 29	Male	Pacific Islander	195.1	229.1	184.2
25 to 29	Male	White	111.2	117.0	108.7
25 to 29	Male	Multirace	0.0	2.0	77.7
30 to 34	Female	Asian	106.4	106.5	96.3
30 to 34	Female	Black/African American	141.4	143.6	131.1
30 to 34	Female	Hispanic	81.9	82.5	76.9
30 to 34	Female	Native American	160.0	153.5	114.8
30 to 34	Female	Pacific Islander	124.3	135.6	118.0
30 to 34	Female	White	73.7	79.4	74.2
30 to 34	Female	Multirace	0.0	1.4	63.2
30 to 34	Male	Asian	75.6	76.6	69.1
30 to 34	Male	Black/African American	96.8	105.5	102.0
30 to 34	Male	Hispanic	60.1	62.2	57.6
30 to 34	Male	Native American	132.5	139.3	103.2
30 to 34	Male	Pacific Islander	115.6	121.9	102.6
30 to 34	Male	White	65.1	72.0	68.7
30 to 34	Male	Multirace	0.0	0.8	49.4



# ARCC 2011 Report: Systemwide Indicators

Table 18 (continued)

Age	Gender	Ethnicity	2007-2008	2008-2009	2009-2010
35 to 39	Female	Asian	81.2	78.3	68.2
35 to 39	Female	Black/African American	108.0	108.7	98.6
35 to 39	Female	Hispanic	61.2	60.4	54.7
35 to 39	Female	Native American	118.4	115.8	81.2
35 to 39	Female	Pacific Islander	88.8	98.9	72.3
35 to 39	Female	White	54.4	54.9	48.2
35 to 39	Female	Multirace	0.0	1.1	38.8
35 to 39	Male	Asian	52.5	52.1	45.6
35 to 39	Male	Black/African American	76.4	82.8	78.1
35 to 39	Male	Hispanic	41.5	43.0	38.8
35 to 39	Male	Native American	94.6	101.8	72.0
35 to 39	Male	Pacific Islander	89.9	93.7	79.0
35 to 39	Male	White	46.4	48.8	43.8
35 to 39	Male	Multirace	0.0	0.6	27.6
40 to 49	Female	Asian	62.4	61.0	52.2
40 to 49	Female	Black/African American	83.1	82.7	75.7
40 to 49	Female	Hispanic	48.3	47.5	42.0
40 to 49	Female	Native American	84.9	83.1	65.8
40 to 49	Female	Pacific Islander	69.2	74.4	56.7
40 to 49	Female	White	46.0	45.6	39.5
40 to 49	Female	Multirace	0.0	0.7	25.6
40 to 49	Male	Asian	36.8	36.3	32.0
40 to 49	Male	Black/African American	57.6	61.5	58.3
40 to 49	Male	Hispanic	30.6	30.2	27.4
40 to 49	Male	Native American	71.4	74.8	55.4
40 to 49	Male	Pacific Islander	61.6	66.3	55.2
40 to 49	Male	White	32.8	33.9	30.6
40 to 49	Male	Multirace	0.0	0.5	16.3



# ARCC 2011 Report: Systemwide Indicators

**Table 18 (continued)**

Age	Gender	Ethnicity	2007-2008	2008-2009	2009-2010
50 to 65	Female	Asian	40.6	40.0	33.8
50 to 65	Female	Black/African American	47.2	46.9	42.5
50 to 65	Female	Hispanic	30.0	28.9	25.0
50 to 65	Female	Native American	58.3	53.4	38.0
50 to 65	Female	Pacific Islander	41.6	46.5	35.1
50 to 65	Female	White	36.3	35.5	29.1
50 to 65	Female	Multirace	0.0	0.6	12.8
50 to 65	Male	Asian	25.4	25.1	22.0
50 to 65	Male	Black/African American	35.0	35.7	32.4
50 to 65	Male	Hispanic	18.0	18.6	16.9
50 to 65	Male	Native American	44.0	43.2	30.9
50 to 65	Male	Pacific Islander	33.4	33.3	27.0
50 to 65	Male	White	22.6	22.2	18.6
50 to 65	Male	Multirace	0.0	0.1	8.2

**Results:**

Table 18: For an explanation of population rates exceeding 1,000, see the Introduction to the Systemwide Indicators. For methodology and data source, see Appendix B.



# ARCC 2011 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Degree/Certificate/Transfer

**Table 1.1:**  
Student Progress and  
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	61.4%	61.3%	62.9%

**Table 1.1a:**  
Percent of Students Who  
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	77.0%	77.1%	79.3%

**Table 1.2:**  
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	76.0%	77.1%	79.2%



# ARCC 2011 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	76.0%	76.0%	78.1%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	61.6%	64.9%	65.0%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	43.3%	41.5%	46.4%
Basic Skills Improvement Rate	60.3%	61.6%	60.9%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	13.7%	10.1%	14.5%



# ARCC 2011 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Profile

**Table 1.7:**  
Annual Unduplicated Headcount and  
Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
<b>Annual Unduplicated Headcount</b>	35,655	38,254	40,527
<b>Full-Time Equivalent Students (FTES)*</b>	16,169	16,934	16,742

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.  
\*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

**Table 1.8:**  
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
<b>19 or less</b>	23.8%	24.0%	24.3%
<b>20 - 24</b>	24.8%	24.9%	26.4%
<b>25 - 49</b>	26.5%	26.4%	26.4%
<b>Over 49</b>	24.9%	24.7%	22.9%
<b>Unknown</b>	0.1%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2007-2008	2008-2009	2009-2010
<b>Female</b>	59.9%	59.3%	58.3%
<b>Male</b>	39.5%	39.8%	40.8%
<b>Unknown</b>	0.6%	0.9%	0.9%

Source: Chancellor's Office, Management Information System



# ARCC 2011 Report: College Level Indicators

**Saddleback College**  
South Orange County Community College District

**College Profile**

**Table 1.10:**  
**Ethnicity of Students**

	2007-2008	2008-2009	2009-2010
<b>African American</b>	1.6%	1.6%	1.6%
<b>American Indian/Alaskan Native</b>	0.6%	0.7%	0.4%
<b>Asian</b>	8.9%	8.8%	8.8%
<b>Filipino</b>	1.9%	2.0%	2.0%
<b>Hispanic</b>	12.7%	12.6%	14.7%
<b>Pacific Islander</b>	0.6%	0.5%	0.4%
<b>Two or More Races</b>	.%	0.0%	2.0%
<b>Unknown/Non-Respondent</b>	11.7%	5.5%	4.5%
<b>White Non-Hispanic</b>	62.0%	68.1%	65.6%

Source: Chancellor's Office, Management Information System



# ARCC 2011 Report: College Level Indicators

<b>Saddleback College</b> South Orange County Community College District
<b>College Peer Grouping</b>

**Table 1.11: Peer Grouping**

	<b>Indicator</b>	<b>College's Rate</b>	<b>Peer Group Average</b>	<b>Peer Group Low</b>	<b>Peer Group High</b>	<b>Peer Group</b>
A	Student Progress and Achievement Rate	62.9	56.8	44.3	66.1	A4
B	Percent of Students Who Earned at Least 30 Units	79.3	75.1	69.4	83.8	B4
C	Persistence Rate	79.2	73.1	59.6	80.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	78.1	73.8	59.7	89.8	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	65.0	64.4	57.6	80.7	E3
F	Improvement Rate for Credit Basic Skills Courses	60.9	57.6	39.5	76.0	F2
G	Improvement Rate for Credit ESL Courses	46.4	51.7	30.5	66.6	G4

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.





Saddleback College, located in Mission Viejo, is the older of two accredited colleges in the South Orange County Community College District. The college service area includes the cities and communities of Aiso Viejo, Capistrano Beach, Coto de Caza, Dana Point, Dove Canyon, Emerald Bay, Foothill Ranch, Ladera Ranch, Laguna Hills, Laguna Niguel, Las Flores, Mission Viejo, Rancho Santa Margarita, San Clemente, San Juan Capistrano, and Trabuco Canyon, and parts of Lake Forest and Laguna Woods. Saddleback is a comprehensive college offering baccalaureate-quality transfer, career and technical education, and basic skills courses. The college offers over 300 degrees, certificates, and occupational skills awards in 190 programs. Additionally, the college offers a selection of student clubs and activities and has an award-winning student newspaper, a radio station, and a television station. After four decades, Saddleback continues to strengthen its ties with the communities it serves.

To help underprepared students succeed in college-level coursework and achieve their educational goals, Saddleback has established a comprehensive program that uses the best practices in basic skills pedagogy in reading, writing, math, and English as a Second Language. Further, the college established a Freshman Academy to provide dedicated support and allow first time college students to pursue their first two years of college studies together as a cohort.

The ethnic and cultural demographics of the service area are reflected in the college's student body of approximately 65% White, 15% Hispanic and 9% Asian students. Filipino, American Indian/Alaskan Native, Pacific Islander, and African American students each account for less than 2% of the student population. The student body is well represented by all age groups with 65% of the student body between 18 and 29 years of age. Additionally, the student body has consisted of approximately 59% females and 41% males over the past three academic years.

When examining the 2011 ARCC Report, college data on Student Progress and Achievement, Percent of Students Who Earned at Least 30 units, Persistence Rate, and Annual Successful Course Completion Rate for Credit Basic Skills Courses and The Basic Skills Improvement Rate for the college showed negligible change over previous years. However, the Career Development and College Preparation Progress and Achievement Rate and the Improvement Rate for ESL both showed an approximate 5% increase. These increases are particularly positive for the college as these have been areas of focus for the college over the last two academic years.

When comparing Saddleback to its ARCC Report Peer Groups, the college performs higher than the peer group average in all indicators except Improvement Rate for Credit ESL Courses. However, with increased attention and effort, the college is confident this area will equal or exceed the peer group average in the next academic year.

<b>Saddleback College</b>	<b>College Self-Assessment</b>
<b>South Orange County Community College District</b>	

# ARCC 2011 Report: College Level Indicators

# ARCC 2011 Report: College Level Indicators

<b>Irvine Valley College</b>
South Orange County Community College District
<b>College Performance Indicators</b>

## Student Progress and Achievement: Degree/Certificate/Transfer

**Table 1.1:**  
Student Progress and  
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
<b>Student Progress and Achievement Rate</b>	65.3%	67.8%	66.1%

**Table 1.1a:**  
Percent of Students Who  
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
<b>Percent of Students Who Earned at Least 30 Units</b>	73.0%	74.4%	75.8%

**Table 1.2:**  
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
<b>Persistence Rate</b>	74.3%	78.0%	77.2%



**Irvine Valley College**  
South Orange County Community College District

**College Performance Indicators**

**Student Progress and Achievement: Vocational/Occupational/Workforce Development**

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	71.2%	73.0%	73.6%

**Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit**

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	71.3%	74.0%	70.4%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	41.4%	38.0%	42.8%
Basic Skills Improvement Rate	60.9%	63.2%	63.8%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



# ARCC 2011 Report: College Level Indicators

<b>Irvine Valley College</b> South Orange County Community College District
<b>College Profile</b>

**Table 1.7:**  
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
<b>Annual Unduplicated Headcount</b>	22,649	24,680	26,544
<b>Full-Time Equivalent Students (FTES)*</b>	8,021	9,018	9,420

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.  
\*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

**Table 1.8:**  
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
<b>19 or less</b>	23.0%	24.0%	26.0%
<b>20 - 24</b>	26.5%	25.3%	26.2%
<b>25 - 49</b>	29.5%	28.8%	27.3%
<b>Over 49</b>	21.0%	21.1%	20.5%
<b>Unknown</b>	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2007-2008	2008-2009	2009-2010
<b>Female</b>	58.8%	58.1%	57.6%
<b>Male</b>	40.5%	40.7%	41.5%
<b>Unknown</b>	0.7%	1.2%	1.0%

Source: Chancellor's Office, Management Information System



# ARCC 2011 Report: College Level Indicators

<b>Irvine Valley College</b> South Orange County Community College District
<b>College Profile</b>

**Table 1.10:**  
Ethnicity of Students

	2007-2008	2008-2009	2009-2010
<b>African American</b>	1.9%	1.9%	1.9%
<b>American Indian/Alaskan Native</b>	0.4%	0.4%	0.2%
<b>Asian</b>	27.5%	26.6%	25.6%
<b>Filipino</b>	2.7%	2.7%	2.6%
<b>Hispanic</b>	9.9%	10.4%	11.8%
<b>Pacific Islander</b>	0.6%	0.5%	0.4%
<b>Two or More Races</b>	.%	0.0%	1.7%
<b>Unknown/Non-Respondent</b>	12.7%	6.7%	8.2%
<b>White Non-Hispanic</b>	44.3%	50.7%	47.5%

Source: Chancellor's Office, Management Information System



# ARCC 2011 Report: College Level Indicators

<b>Irvine Valley College</b> South Orange County Community College District
<b>College Peer Grouping</b>

**Table 1.11: Peer Grouping**

	<b>Indicator</b>	<b>College's Rate</b>	<b>Peer Group Average</b>	<b>Peer Group Low</b>	<b>Peer Group High</b>	<b>Peer Group</b>
<b>A</b>	<b>Student Progress and Achievement Rate</b>	66.1	56.8	44.3	66.1	<i>A4</i>
<b>B</b>	<b>Percent of Students Who Earned at Least 30 Units</b>	75.8	70.2	57.8	80.0	<i>B1</i>
<b>C</b>	<b>Persistence Rate</b>	77.2	73.1	59.6	80.1	<i>C6</i>
<b>D</b>	<b>Annual Successful Course Completion Rate for Credit Vocational Courses</b>	73.6	73.8	59.7	89.8	<i>D1</i>
<b>E</b>	<b>Annual Successful Course Completion Rate for Credit Basic Skills Courses</b>	70.4	63.0	49.6	72.8	<i>E1</i>
<b>F</b>	<b>Improvement Rate for Credit Basic Skills Courses</b>	63.8	57.3	42.5	67.0	<i>F5</i>
<b>G</b>	<b>Improvement Rate for Credit ESL Courses</b>	42.8	43.0	0.0	67.2	<i>G1</i>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



# ARCC 2011 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Self-Assessment

Irvine Valley College (IVC) serves a diverse population of students in an above average socio-economic region in South Orange County. Cities in the service area of the college include Laguna Beach, Aliso Viejo, Tustin, Lake Forest, and Irvine. The gender balance is stable: 58% of students are female. Age groupings show a relatively stable distribution as well. The enrollments of African-American, Asian/Pacific Islander, Hispanic, and Caucasian students at IVC reflect the ethnic and cultural demographics of the service area: 25% are Asian, 41% are Caucasian, 10% are Hispanic, and dozens of other cultures are represented on campus. Full Time Equivalent Students experienced 17% growth over the past few years, from 8,021 in 2007-08 to 9,420 in 2009-10. IVC increased the number of basic skills sections offered between Fall 2007 and Fall 2009 by 161%, from 49 to 128, and increased transfer sections in Humanities, Math, Computer Science and Engineering. IVC's unduplicated headcount for students in developmental courses doubled between Fall 2007 and Fall 2009, from 1,383 to 2,769, with consistently high retention and success rates. The college has concomitantly reduced its offerings in physical education, and noncredit instruction is in the process of being replaced with community education. Enrollment in distance education courses continues to grow as is the number of distance education sections offered.

The number of students awarded a degree and certificate increased significantly in the last few years. The number of AA/AS degrees awarded increased from 368 in 2007-08 to 611 in 2009-10, a 66% increase. The number of certificates awarded increased from 577 in 2007-08 to 2,129 in 2009-10, a 269% increase. This improvement can be credited primarily to the creation of AA/AS degrees with emphasis and IGETC and CSU certificates by our faculty. Using the State System Office transfer rate methodology, IVC's average transfer rate to four-year institutions over the last 5 years is 3rd highest in the California Community College System, and it remains the highest for Orange County Community Colleges.

Irvine Valley College's ARCC 2011 Report accountability indicators demonstrate above average performance on six out of seven indicators compared to its peer institutions and is the peer group high on annual successful course completion rate for credit basic skills. While the student progress and achievement rate, annual successful course completion rate for vocational courses, and completion rate for basic skills courses have each remained stable and relatively high, the percentage of students completing at least 30 units, student persistence rate, ESL improvement rate, and basic skills improvement rate have all steadily improved in recent years.

The Basic Skills Initiative process is addressing needs in staff development, curriculum redesign, and development of an ESL/World Languages Student Success Center. Inspired by the Accreditation Standards and South Orange County Community District goals, the Irvine Valley College President and Administration, the Academic Senate, and all governance groups and committees are participating in a strategic planning process that is committed to providing an excellent learning experience for our diverse and changing communities.



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

---

Minutes from:

October 24, 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  
October 24, 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  
Tod Burnett, President Saddleback College  
Craig Justice, Vice President for Instruction for Glenn Roquemore

**ABSENT**

Thomas A. Fuentes, Member  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Glenn Roquemore, President Irvine Valley College  
Randy Peebles, Associate Vice Chancellor, Economic Development

**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.

Saddleback College presenters: Don Busche, Chris Leppien-Christensen, Dan Walsh, Claire Cesareo-Silva and Irvine Valley College presenters: Lisa Davis Allen, and Kathy Werle gave a PowerPoint presentation on Ensuring Academic Quality.

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

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

Trustee Milchiker requested to pull and vote separately on item 5.2, Trustee Lang requested to pull and vote separately on items 5.3, 5.6 and 5.9. Trustee Padberg requested to pull and vote separately on item 5.10. Items 5.11 and 5.12 were pulled and a roll call vote was taken.

On a motion made by Trustee Jay and seconded by Trustee Milchiker the balance of 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 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.

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

##### **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.

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

- 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.

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

- 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.

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

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

On a motion made by Trustee Lang and seconded by Trustee Prendergast this item was approved on a 5-1 vote with Trustee Milchiker abstaining.

- 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.
- On a motion made by Trustee Jay and seconded by Trustee Milchiker this item was approved on a roll-call vote.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 11-32 to Amend 2011-2012 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- On a motion made by Trustee Lang and seconded by Trustee Jay this item was approved on a roll-call vote.
- 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.

### **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.

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

**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.

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

**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.

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

**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.

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

**6.5 SOCCCD: Board Policy Revision: BP-1900-Alcoholic Beverages**

Accept for review and study.

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

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

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.

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

**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.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker items B.12, C.15, and F.a. were pulled. Item C.16 was revised to reflect change from full-time to part-time. The item was approved on a 6-0 vote.

On a motion made by Trustee Prendergast and seconded by Trustee Jay items B.12, C.15, F.a, were approved subject to clarification of the applicability of CSEA Policy 610.

On a motion made by Trustee Jay and seconded by Trustee Milchiker the following items were pulled from section B; B.1, B.2, B.3, B.5, B.6, B.7, B.8, B.10, and B.11 and the following items were pulled from section C; C.8, C.11, C.12, C.13, C.14, C.15, C.16. This item was approved on a 5-1 vote with Trustee Prendergast casting a negative vote.

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast the balance of item 6.7 was approved on a 6-0 vote.

- 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.

On a motion made by Trustee Milchiker and seconded by Trustee Prendergast this item was approved on 5-1 vote with Trustee Lang casting a negative vote.

## 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.**

The meeting was adjourned at 8:12 p.m. in memory of Saddleback College student, Taylor Sams.



Gary L. Poertner, Secretary

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Grant Sub-award Acceptance, Child Development Training Consortium

**ACTION:** Approval

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### **BACKGROUND**

Funded by the California Department of Education, the Child Development Training Consortium was created in 1982-83 to address the critical shortage of qualified child care workers in the state of California. Administered through an agreement with the Yosemite Community College District, the Consortium provides financial resources to IVC and 94 other community colleges by assisting students in meeting the educational requirements of any of the Child Development Permits. Irvine Valley College joined the Consortium in spring 2000 and has participated for eleven and one-half years. During this time nearly 800 students have received reimbursements for study based on successful completion of Human Development semester units.

### **STATUS**

The Department of Human Development, Irvine Valley College, seeks to continue participation in the Child Development Training Consortium for the academic year 2011-2012. The \$7,500.00 in funds allocated through this agreement provides services to students, including reimbursement of tuition, tutoring, childcare expenses, and textbooks. The agreement is effective through June 30, 2012. There will be no negative impact on general funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement with Yosemite Community College District for participation in the Child Development Training Consortium for 2011-2012.

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:** Child Development Training Consortium
2. **PROJECT DIRECTOR:** Mary McDonough
3. **PROJECT ADMINISTRATOR:** Karima Feldhus
4. **GRANTOR AGENCY:** Yosemite Community College District
5. **FUNDING SOURCE:** California Department of Education
6. **STARTING AND ENDING DATES OF THE PROJECT:** 9/01/2011-6/30/2012
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** The Department of Human Development, Irvine Valley College, seeks to continue participation in the Child Development Training Consortium for the academic year 2011-2012. Approval of this agreement will provide services to students, including reimbursement of tuition, tutoring, childcare expenses, and textbooks. The agreement was approved on September 1, 2011 and forwarded to Irvine Valley College. The agreement will run through June 30, 2012. There will be no impact on general funds.

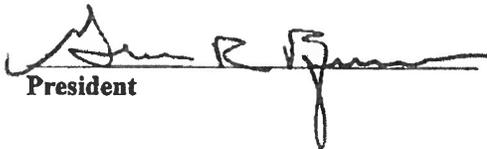
8. **SUMMARY BUDGET**

<b>Grant Award</b>	<b>In Kind Matching</b>	<b>Indirect Costs</b>	<b>Project Total</b>
\$7,500.00	\$	\$	\$7,500.00

9. **APPROVALS**

  
Division/School/Dean

  
Vice President of Instruction/Students

  
President

\_\_\_\_\_  
Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
Chancellor

**EXPENDITURES SUMMARY**

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

	<b>GRANT (Amount)</b>	<b>MATCHING* (In-Kind/Actual)</b>	<b>SOURCE OF MATCH (Partnership/College/Vendor)</b>
1000 Certificated Salaries	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ _____	\$ _____	_____
3000 Benefits	\$ _____	\$ _____	_____
4000 Supplies	\$ _____	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ _____	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ <u>7,500.00</u>	\$ _____	_____
<b>TOTALS</b>	\$ <u>7,500.00</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.	[ ]	[ ]	[ ]	[ ]
2.	[ ]	[ ]	[ ]	[ ]
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   |

**CHILD DEVELOPMENT TRAINING CONSORTIUM  
2011-2012 INSTRUCTIONAL AGREEMENT  
AGREEMENT NUMBER 11-12 - 3867**

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 **So. Orange County Community College District for Irvine Valley 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 300 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 **\$7,500.00**. 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:	

**Attachments for reference:** Appendix A - Child Development Permit Matrix  
Appendix B – 2011-2012 Required Reports and Time Lines

Return **two** Instructional Agreements with **original signatures** to:  
Child Development Training Consortium  
1620 North Carpenter Road, Suite C-16, Modesto, CA 95351  
For questions, call (209) 572-6080

For CDBG Use Only:	Date Recvd: _____	To D.O.: _____	From D.O.: _____	To CONTRACTOR: _____
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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)	<i>Option 1:</i> 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	<i>Option 2:</i> 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	<i>Option 1:</i> 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	<i>Option 2:</i> 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	<i>Option 1:</i> 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	<i>Option 2:</i> 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	<i>Option 1:</i> 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	<i>Option 2:</i> 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	<i>Option 1:</i> 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	<i>Option 2:</i> 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> <i>Option 3:</i> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>or</b> <i>Option 4:</i> 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	<i>Option 1:</i> 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	<i>Option 2:</i> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>or</b> <i>Option 3:</i> 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> <i>Option 4:</i> 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) 672-6080.

Appendix A

## 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:** Irvine Valley College: Sub-Contractor Agreement, RoadtripNation.org

**ACTION:** Approval

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### **BACKGROUND**

Irvine Valley College was awarded, through the California Community Colleges Chancellor's Office (CCCCO), a statewide leadership grant known as the *Career Development Work-Based Learning Linkages to Professional Organizations* grant. Our role is to serve as the fiduciary agent for this state grant, and to benefit as a college from the research, development, and implementation of career-centered activities designed to meet the needs of all California community colleges. The grant, now in its second year, has funded the writing and delivering of relevant and needed career counselor training to all community colleges throughout California; designed and implemented the *CACareerCafe.com* website; and developed and disseminated Career Café marketing materials across the state. Building on these accomplishments, the project continues this year to focus on program development and training to help prepare and transition community college students for meaningful careers. The grant benefits IVC not only as its fiduciary agent, through supporting indirect and direct expenses related to the grant, but also by providing unique opportunities to tap directly into the resourcefulness of *Learning Linkages'* staff and the programs and content that has been developed.

### **STATUS**

*Learning Linkages*, using existing grant funding, will partner with the educational non-profit organization *RoadtripNation.org* to develop new media products, as presented in Exhibit A. The total cost to perform and deliver production activities is \$195,000. *RoadtripNation.org* will begin design and development of these products and services on November 17, 2011 and conclude their work no later than December 2012. There will be no impact on the general funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve this sub-contract with *RoadtripNation.org* in the amount of \$195,000 as part of the *Career Development Work-Based Learning Linkages to Professional Organizations* grant.

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

**INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT**

This Agreement is made and entered into this 26 day of October between: Requisition No. RQ12-03207  
**South Orange County Community College District**  
**28000 Marguerite Parkway**  
**Mission Viejo, California 92692-3635**  
**Telephone (949) 582-4664**

hereinafter called DISTRICT, and

(Name of Consultant): **Roadtrip Nation**  
(Street Address): 853 W. 17<sup>th</sup> St., Unit A  
(City, State, Zip Code): Costa Mesa, CA 92627  
(Telephone #): 949-764-9121

hereinafter called CONSULTANT.

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

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

The parties agree as follows:

1. The period of this Agreement shall be effective 11/17/11 thru 12/31/12 ongoing and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.

The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

**See Attachment.**

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2. The DISTRICT shall pay the CONSULTANT \$ N/A per hour, not to exceed **\$195,000.00**, including expenses of N/A and for services specified above. The total contract amount is **\$195,000.00**. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by David D. Gatewood, payment will be made.
3. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

**Consultant**

**South Orange County Community College District**

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

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

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

By: Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

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

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

Contact Person: David D. Gatewood

College Contact Person: Rachel Manders

**Roadtrip Nation**  
**Attachment to Contractor Agreement**  
**Project 253-263**  
**2011-12/2012-2013**

CCCCO Grants 09-034-001 and 10-034-001: The consultant, Roadtrip Nation, will perform the following services under Consultant Agreement:

**Roadtrip Nation & CA Professional Associations**

*Phase 1 / Phase 2 Overview*

**Collaboration Concept:**

Roadtrip Nation can partner to offer a range of Roadtrip Nation interview experiences and then promote those resources through live events and social media outreach in the Spring of 2012. Details of the partnership can be broken down into two phases:

Phase 1: Content Licensing and Online Development

Phase 2: Events and Social Media Outreach

**Phase 1: Content Licensing and Online Development**

Roadtrip Nation will develop and license a custom API resource accessible to users via the Career Café web site. The licensed interviews will be broken down into the 15 career clusters, and will feature Roadtrip Nation interview videos that allow users to reflect on their own passions and interests. The content will support the Career Café website which will showcase CA professional associations sections where students can receive more information and link to professional associations relevant to their passions and interests. Roadtrip Nation will also develop 2 specific videos, focused on the stories of a student and a professional who have utilized Professional Associations as a key piece of defining their own road in life.

***Timeline:***

- November – December 2011: Online Development and Video Production
- January 2012: Launch and connection to Career Café

***Costs:***

- Online development: \$35,000
- Video production and development: \$15,000
- Content Licensing & Production: \$50,000
- Total: \$100,000

## **Phase 2: Campus Events, Social Media, and Counselor Roadtrip**

Roadtrip Nation will also produce a series of events in 10 regions to empower students and teachers to connect with CA professional associations. The events will involve the Roadtrip Nation RV and event team travelling across the state to visit specific regions and host events to inspire and engage people in their future. The events will also be supported by statewide social media activities by the Roadtrip Nation Outreach Department to follow the events and enable a broader base of users to participate. Counselors will be encouraged to apply for a “Counselor Roadtrip Indie Grant” where they will receive a grant from Roadtrip Nation to conduct their own trip. Following the experience, two workshops will be produced (one in Northern California, one in Southern California) to share their experiences.

### ***Timeline:***

- February – March 2012: Event and Social Media planning
- April – May 2012: Events and Social Media Launch
- June – July 2012: Counselor Roadtrip
- November 2012: North and South CA Workshops

### ***Costs:***

- Event cost for 10-region tour & 2 Workshops: \$50,000
- Social Media, promotion, and How To pamphlet: \$25,000
- Counselor Roadtrip: \$20,000
- Total: \$95,000

**Date of Service:** 7/01/11 thru 12/30/12

**Total Requisition not to Exceed:** \$195,000.00

*South Orange County Community College District*

*IRVINE VALLEY COLLEGE*

*COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Spring 2012*

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
2-Day Film School	1/1-5/31	Dov Simens	50% gross	\$395
Academic Test Prep	1/1-5/31	Kathy Song	50% gross	\$129
Aquatic Fitness	1/1-5/31	Barbara Stockler	70% gross	\$20
Art Courses	1/1-5/31	Natasha Shoro	70% gross	\$60
Art Courses	1/1-5/31	Annette Hernandez	70% gross	\$45
Art Courses	1/1-5/31	Pam Schader	70% gross	\$26-\$38
Art Courses	1/1-5/31	Steve Wang	70% gross	\$60
Art Courses	1/1-5/31	Teresa Fernald	70% gross	\$30
Art Courses	1/1-5/31	Donna Hanna-Chase	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Peter Fournier	70% gross	\$30
Business Courses	1/1-5/31	Asim Khan	50% gross	\$39-\$59
Business Management	1/1-5/31	Gene Konstant	50% gross	\$29-\$159
Catering Courses	1/1-5/31	Daphne Manning	50% gross	\$45
Child Care Provider Course	1/1-5/31	Elisha Valentine	50% gross	\$99
Choral Music	1/1-5/31	Cecilia Kim	70% gross	\$20
Comedy Workshop	1/1-5/31	Steve Klasky	50% gross	\$35
Computer Classes	1/1-5/31	Fleur Fong	70% gross	\$40
Computer Classes	1/1-5/31	Sharon Fong	70% gross	\$40-\$75
Computer Classes	1/1-5/31	Barbara Grane	70% gross	\$60
Computer Classes	1/1-5/31	Alan Kennard	70% gross	\$30-\$99
Computer Classes	1/1-5/31	Geoff Luis	70% gross	\$75
Computer Classes	1/1-5/31	Louise Records	70% gross	\$40-\$80
Computer Classes	1/1-5/31	Vazi Okhandiar	60% gross	\$45-\$299
Computer Classes	1/1-5/31	Alberto Ortiz	50% gross	\$129-\$299
Cooking Course	1/1-5/31	Susan Miller	70% gross	\$65-\$110
Country Line Dancing	1/1-5/31	Ida Stuart	70% gross	\$20
Creative Writing	1/1-5/31	Jeffrey Briar	70% gross	\$45
Dayan Qigong	1/1-5/31	Joanna Schoon	70% gross	\$30
Dayan Qigong	1/1-5/31	Judith Shields	70% gross	\$30
Divorce Options	1/1-5/31	CDEI, Inc.	50% gross	\$69
E-Bay Courses	1/1-5/31	Carolyn Jacinto	50% gross	\$95-\$225
Film Genres	1/1-5/31	Kathryn Kramer	70% gross	\$20-\$30
Financial Management	1/1-5/31	Alex Agahi	50% gross	\$99
Fitness Courses	1/1-5/31	Beejay Janiga	70% gross	\$25

=per person

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
Fitness Courses	1/1-5/31	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	1/1-5/31	Carrie Henderson	70% gross	\$30-\$85
Fitness Courses	1/1-5/31	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	1/1-5/31	Fleur Fong	70% gross	\$38
Fitness Courses	1/1-5/31	Leslie Lowe	70% gross	\$20
Fitness Courses	1/1-5/31	Lisa Messenger	70% gross	\$15-\$20
Fitness Courses	1/1-5/31	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	1/1-5/31	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	1/1-5/31	Sandra Casado	70% gross	\$30
Floral Design	1/1-5/31	Mina Asidrad	50% gross	\$60
GolfNosis	1/1-5/31	Doug Juola	50% gross	\$49
Grant Writing	1/1-5/31	Wiley Brown	50% gross	\$49
Green Courses	1/1-5/31	Jenna Wadsworth	50% gross	\$25-\$50
Internet/Web Certificate Courses	1/1-5/31	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	1/1-5/31	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Investment Courses	1/1-5/31	Johnathan Lopez	50% gross	\$75
Investment Management	1/1-5/31	Richard Meyerson	70% gross	\$50
Language Classes	1/1-5/31	Alicia Migliarini	IVC receives 50% gross	\$79
LEED Training/Test Prep	1/1-5/31	Grant McGregor	IVC receives \$800-\$1600 per session	\$595-\$795
Medical Courses	1/1-5/31	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,695
Music Courses	1/1-5/31	Carol Lippert	70% gross	\$30
Music Courses	1/1-5/31	Louise Jacobs	70% gross	\$20-\$25
Music Courses	1/1-5/31	Mary Lou Landes	70% gross	\$30
Natural Science Courses	1/1-5/31	Victor Leipzig	70% gross	\$10-\$299
Online Notary	1/1-5/31	CA School of Notaries	IVC receives \$40 *pp	\$99
Online Personal Enrichment Courses	1/1-5/31	Mike Rounds	50% gross	\$99
Personal Enrichment Courses	1/1-5/31	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	1/1-5/31	Mike Rounds	50% gross	\$39
Personal Enrichment Courses	1/1-5/31	Nancy Miller	50% gross	\$39
Personal training Courses	1/1-5/31	Kim Ganoach	IVC receives \$100 *pp	\$499
Photography	1/1-5/31	Stephen Burns	70% gross	\$75-\$135
Photography	1/1-5/31	Michael Ramirez	70% gross	\$75-\$95
Practical Living	1/1-5/31	Michael Ramirez	70% gross	\$110
Property Management Courses	1/1-5/31	Steve Dexter	50% gross	\$59
Public Speaking	1/1-5/31	Nick Lazaris	50% gross	\$39
Quilting	1/1-5/31	Carolyn Caverly	70% gross	\$48
Reading/Writing/Test Prep Courses	1/1-5/31	Ioan Sersea	50% gross	\$149
Real Estate Courses	1/1-5/31	Marshall Reddick	35% gross	\$49-\$79
Relaxation and Meditation	1/1-5/31	Fatemeh Maleki	50% gross	\$60-\$100

\* = per person

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Retirement Planning Courses	1/1-5/31	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Safety Courses	1/1-5/31	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/1-5/31	Mark Sevi	50% gross	\$75-\$150
Self Improvement (studies)	1/1-5/31	Curtis Adney	65% gross	\$55-\$59
Small Group Tutoring	1/1-5/31	IVC Tutors TBA	IVC receives \$10-\$80 per session	\$79
Social Badminton	1/1-5/31	Helen Tung	50% gross	\$45-\$60
Social Dance Courses	1/1-5/31	Kaylaa Fox	60% gross	\$30-\$60
Social Dance Courses	1/1-5/31	Sandra Casado	70% gross	\$32-\$75
Social Security Courses	1/1-5/31	Michele Young	50% gross	\$25-\$49
Tai Chi	1/1-5/31	Sebastian Caramagno	70% gross	\$25
Tai Chi	1/1-5/31	Joanna Schoon	65% gross	\$60-\$90
Tap Dance	1/1-5/31	Dorothy Bregozzo	70% gross	\$45
Tap Dance	1/1-5/31	Marge Forehan	70% gross	\$45
Tennis Classes	1/1-5/31	Ivans Collas	50% gross	\$40-\$100
Tennis Classes	1/1-5/31	Ross Duncan	50% gross	\$40-\$100
Yoga	1/1-5/31	Jeffrey Briar	70% gross	\$20
Yoga	1/1-5/31	Kathryn Burns	70% gross	\$25
Yoga	1/1-5/31	Mikki Michele	70% gross	\$36-\$60
Yoga	1/1-5/31	Ruthe Gluckson	70% gross	\$25

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: California Early Childhood Mentor Program  
**ACTION:** Approval

---

### **BACKGROUND**

Irvine Valley College Department of Human Development, Early Childhood Education has been associated with the California Early Childhood Mentor Program for the past twelve years. This grant is administered by the San Francisco Community College District (SFCCD) and awarded by the California State Department of Education. IVC is one of seventy community colleges throughout the state participating in this program. The program allows for an IVC faculty member to coordinate the placements of college students with approved mentors in the Early Childhood Education Program. The program supports services such as coordinating and offering courses, offering honoraria for faculty working with the program, and providing books and other instructional materials.

### **STATUS**

The Department of Human Development at Irvine Valley College seeks to continue participation in the Mentor Program for academic year 2011-2012. Approval of this agreement will provide a mentor-led training environment for student teachers in Early Childhood Education at IVC. The term of agreement is August 1, 2011 through July 31, 2012. There will be no negative impact on general funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the agreement for the 2011-2012 academic year for the California Early Childhood Mentor Program between San Francisco Community College District and Irvine Valley College.

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**AGREEMENT**  
**CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

This Agreement, dated for reference purposes only, August 1, 2011, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Irvine Valley College/South Orange County Community College District, hereinafter known as "Contractor".

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 110728-B6.

Appropriation or Grant Number       CN110123      

**RECITALS:**

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 110728-B6) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2011 and terminate July 31, 2012 except as otherwise set forth in this agreement.
2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.
6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION:** District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE:** All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW:** This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY:** If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER:** The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT:** Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS:** No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST:** Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES:** Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION:** Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage, injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement, all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

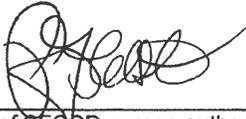
19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"



By: \_\_\_\_\_  
Signature of SFCCD person authorized to execute agreement

Print Name: Peter Goldstein

Title: Vice Chancellor for Finance and Administration

Date: August 1, 2011

"Contractor"

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

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

Recommended By:

Signature: 

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, B-213

San Francisco, CA 94112

Date: August 1, 2011

Approved as to Form by: Ronald Lee, General Counsel



**Attachment A**  
**Irvine Valley College/  
South Orange County Community College District**  
**August 1, 2011 – July 31, 2012**

Santa Ana College will take the lead in the Orange Regional Early Childhood Mentor Program. In addition to Santa Ana College, the Orange Regional Early Childhood Mentor Program includes five colleges: Fullerton College, Irvine Valley College, Orange Coast College, Saddleback College and Santiago Canyon College. A Regional Program requires individual contracts between all three Districts and the San Francisco Community College District.

- A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:
1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
  2. Travel expenses for the Contractor's Local, Regional and College Coordinators to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
  3. \$500 for the Contractor's College Coordinator. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
  4. \$150 for printing and copying costs for program implementation or Mentor materials. The Contractor's Coordinator may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District, or through their local college.
- B. The lead college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 16 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scale-Revised (FCCERS-R). Training Selection Committee Members in the use of the Program Administration Scale (PAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1<sup>st</sup> of each contract year**.
12. Notifying all New and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.

17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.
21. Approving In-Service Training Contracts for annual Professional Development activities for Mentor Teachers as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Placements and Stipend Activities

22. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
23. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
24. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
25. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
26. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
  - Mentor-protégé contracts for Post-Practicum placements;
  - Mentor-student contracts for Individual Student Mentoring;
  - Hourly Mentoring Record stipends for short-term mentoring services;
  - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
  - Director Mentor-protégé director contracts for Director placements;
  - Hourly Director Mentoring Record stipends for short-term mentoring services;
  - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
27. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Payments

28. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

29. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
30. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15<sup>th</sup> of each contract year.**
31. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner.
32. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
33. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
34. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
35. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Evaluations

36. Facilitating program evaluation.
37. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

#### Agreements and Reports

38. Completing and submitting to the District Quarterly Reports as follows:
  - First Quarter: August 1 to October 31, due **October 31<sup>st</sup> of each contract year**
  - Second Quarter: November 1 to January 31, due **January 31<sup>st</sup> of each contract year**
  - Third Quarter: February 1, to April 30, due **April 30<sup>th</sup> of each contract year**
39. Completing and submitting to the District all Annual Reporting materials on or before **June 15<sup>th</sup> of each contract year.**

#### Mentor Program Meetings

40. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
41. Selecting eligible participants for the annual Mentor Institute.

#### Maintaining Records

42. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
43. Maintaining program data and records in archives for five years.

- C. Contractor will designate a College Coordinator to perform the following functions:
  1. Place students with Mentors, act as intermediary between the student and Mentor, and monitor the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).

2. Collect student evaluations of Mentors and provide the Regional Coordinator—in a timely and accurate manner—with any data necessary for the monthly, quarterly or annual reports.
  3. Serve on the regional Selection Committee.
  4. Facilitate the evaluation of the statewide program.
- D. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- E. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
  2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and D in this Attachment.
  3. Two years of experience as a classroom teacher or family child care provider.
  4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
  5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
  6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R).
- F. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
  2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.
  3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.

4. Completion of a Program Administration Scale (PAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
- G. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
  2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- H. Contractor agrees that in cases where active Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- I. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

**California Early Childhood Mentor Program  
Allocation to Irvine Valley College  
2011-2012**

Coordinators	\$500.
Printing/Copying	\$150.
<b>TOTAL</b>	<b>\$650.</b>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.5  
DATE: 11/16/11**

**TO:** Board of Trustees

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

**RE:** Saddleback College: California Early Childhood Mentor Program Agreement

**ACTION:** Approval

---

### **BACKGROUND**

During the past fifteen years, Saddleback College has participated in the California Early Childhood Mentor Program, funded by the California Department of Education and administered through San Francisco Community College District. This grant is delivered by more than seventy community colleges through regional programs. The purpose of the grant is to recruit and select experience early childhood educators and directors to be mentors to student teachers and novice directors.

### **STATUS**

Saddleback College has been asked to participate in this grant again as a member of the Orange County Regional Early Childhood Mentor Program for the period of September 1, 2011 through June 30, 2012. The grant requires individual contracts between all colleges in the regional program and the San Francisco Community College District as shown in Exhibit A. Participation in this program will provide the college \$650.00.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the participation of Saddleback College in the Orange County Regional Early Childhood Mentor Program and approve the agreement (Exhibit A) in the amount of \$650.00 with San Francisco Community College District.

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

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**AGREEMENT**  
**CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

This Agreement, dated for reference purposes only, August 1, 2011, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Saddleback College/South Orange County Community College District, hereinafter known as "Contractor".

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 110728-B6.

Appropriation or Grant Number         CN110123        

**RECITALS:**

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 110728-B6) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2011 and terminate July 31, 2012 except as otherwise set forth in this agreement.
2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.
6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION:** District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE:** All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW:** This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY:** If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER:** The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT:** Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS:** No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST:** Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES:** Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION:** Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage, injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement, all applicable provisions for subrecipient monitoring of federal funding awards.
18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.
19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.
21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"

By:   
Signature of SFOCD person authorized to execute agreement

Print Name: Peter Goldstein

Title: Vice Chancellor for Finance and Administration

Date: August 1, 2011

"Contractor"

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

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Recommended By:

Signature:   
Signature: Linda Olivenbaum

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, B-213

San Francisco, CA 94112

Date: August 1, 2011

Approved as to Form by: Ronald Lee, General Counsel



**Attachment A**  
**Saddleback College/South Orange County Community College**  
**District**  
**August 1, 2011 – July 31, 2012**

Santa Ana College will take the lead in the Orange Regional Early Childhood Mentor Program. In addition to Santa Ana College, the Orange Regional Early Childhood Mentor Program includes five colleges: Fullerton College, Irvine Valley College, Orange Coast College, Saddleback College and Santiago Canyon College. A Regional Program requires individual contracts between all three Districts and the San Francisco Community College District.

- A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:
1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
  2. Travel expenses for the Contractor's Local, Regional and College Coordinators to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
  3. \$500 for the Contractor's College Coordinator. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
  4. \$150 for printing and copying costs for program implementation or Mentor materials. The Contractor's Coordinator may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District, or through their local college.
- B. The lead college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

**Selection and Re-Certification**

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 16 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scale-Revised (FCCERS-R). Training Selection Committee Members in the use of the Program Administration Scale (PAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but *mandatory* for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by June 1<sup>st</sup> of each contract year.
12. Notifying all New and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.

17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.
21. Approving In-Service Training Contracts for annual Professional Development activities for Mentor Teachers as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Placements and Stipend Activities

22. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
23. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
24. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
25. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
26. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
  - Mentor-protégé contracts for Post-Practicum placements;
  - Mentor-student contracts for Individual Student Mentoring;
  - Hourly Mentoring Record stipends for short-term mentoring services;
  - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
  - Director Mentor-protégé director contracts for Director placements;
  - Hourly Director Mentoring Record stipends for short-term mentoring services;
  - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
27. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Payments

28. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

29. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
30. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15<sup>th</sup> of each contract year.**
31. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner.
32. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
33. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
34. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
35. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

#### Evaluations

36. Facilitating program evaluation.
37. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

#### Agreements and Reports

38. Completing and submitting to the District Quarterly Reports as follows:
  - First Quarter: August 1 to October 31, due **October 31<sup>st</sup> of each contract year**
  - Second Quarter: November 1 to January 31, due **January 31<sup>st</sup> of each contract year**
  - Third Quarter: February 1, to April 30, due **April 30<sup>th</sup> of each contract year**
39. Completing and submitting to the District all Annual Reporting materials on or before **June 15<sup>th</sup> of each contract year.**

#### Mentor Program Meetings

40. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
41. Selecting eligible participants for the annual Mentor Institute.

#### Maintaining Records

42. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
43. Maintaining program data and records in archives for five years.

C. Contractor will designate a College Coordinator to perform the following functions:

1. Place students with Mentors, act as intermediary between the student and Mentor, and monitor the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).

2. Collect student evaluations of Mentors and provide the Regional Coordinator—in a timely and accurate manner—with any data necessary for the monthly, quarterly or annual reports.
  3. Serve on the regional Selection Committee.
  4. Facilitate the evaluation of the statewide program.
- D. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- E. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
  2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and D in this Attachment.
  3. Two years of experience as a classroom teacher or family child care provider.
  4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
  5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
  6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R).
- F. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
  2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.
  3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.

4. Completion of a Program Administration Scale (PAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
- G. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
  2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- H. Contractor agrees that in cases where active Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- I. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

**California Early Childhood Mentor Program  
Allocation to Saddleback College  
2011-2012**

<b>Coordinators</b>	<b>\$500.</b>
<b>Printing/Copying</b>	<b>\$150.</b>
<b>TOTAL</b>	<b>\$650.</b>

**TO:** Board of Trustees

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

**RE:** Saddleback College and IVC: Spring 2012 Community Education Programs

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

A variety of educational and recreational events have been planned by the Saddleback College and Irvine Valley College Community Education departments for the Spring Semester 2012. Expenses for conducting these courses will be paid by income from participant fees. The Saddleback College course offerings, presenters, and compensation are outlined in Exhibit A. The Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit B.

**RECOMMENDATION**

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

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acting Classes	1/3 - 5/31	Maria Mayenzet (E)	50% net	\$175
	1st Time Homeowner	1/3 - 5/31	Ryan Hrisca (I)	50% net	\$50
	Adapted Recreation Hiking &	1/3 - 5/31	Pam Patterson (E)	50% net	\$118
	Adapted Yoga & Pilates	1/3 - 5/31	Pam Patterson (E)	50% net	\$118
	Adaptive Recreation: Leaders	1/3 - 5/31	Pam Patterson (E)	50% net	\$99
	Are You the Next Inventor	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Artist Co-op	1/3 - 5/31	Staff (E)	Hourly	\$59
	Be Your Own Private Investic	1/3 - 5/31	Jim Harriger (E)	50% net	\$39
	Become A Substitute Teache	1/3 - 5/31	Charles Prosper (E)	50% net	\$39
	Behind the Wheel	1/3 - 5/31	Driving Concepts (I)	Rates/Day	Varies
	Blogging	1/3 - 5/31	Robert Cohen (I)	50% net	\$39
	Brewing Basics	1/3 - 5/31	Matthew Johnson (E)	50% net	\$99
	Build Your Own Website For	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Business Classes	1/3 - 5/31	Michelle Berquist (I)	50% net	\$175
	CA Real Estate License	1/3 - 5/31	Barbara Cox (E)	5% gross	Varies
	CA Real Estate License	1/3 - 5/31	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	1/3 - 5/31	Rockwell Institute (I)	10% gross	Varies
	Cake Decorating	1/3 - 5/31	Jennifer Jensen (I)	50% net	\$59
	California Notary	1/3 - 5/31	James Cosper (I)	50% net	\$65
	California Notary	1/3 - 5/31	James Cosper (I)	50% net	\$65
	Capturing The Essence	1/3 - 5/31	Ralph Velasco (I)	50% net	\$69
	Cashing In On Your Ideas	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Clutterology	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Coaching, Consulting, & Train	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Create a 2nd Income	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Dance Classes	1/3 - 5/31	Kaylaa Fox (I)	40-45% gross	\$50
	Digital Photography Classes	1/3 - 5/31	Parry Shoemaker	50% net	\$65
	Dream Books	1/3 - 5/31	Belma Johnson (I)	50% net	\$49
	Entertaining	1/3 - 5/31	Farla Binder (I)	50% net	\$49
	ePublishing For iPad	1/3 - 5/31	Rounds, Miller, & Assor	50% net	\$39
	Feng Shui	1/3 - 5/31	Kartar Diamond (I)	50% net	\$49
	Financial Classes	1/3 - 5/31	Gary E. Miller (I)	50% net	\$39
	Finding the Best Loans	1/3 - 5/31	Stephen Dexter (I)	50% net	\$49
	Floral Design	1/3 - 5/31	Theresa Hoefnagels (I)	50% net	\$39
	Four Pillars: Leadership	1/3 - 5/31	Ssusan Forte O'Neil (I)	50% net	\$69
	Framing Classes	1/3 - 5/31	Susan Unoura (I)	50% net	\$49-55
	French Classes	1/3 - 5/31	Nancy Allah (E)	50% net	\$79
	Get Fit	1/3 - 5/31	Charles Prosper (E)	50% net	\$39
	Golf Classes	1/3 - 5/31	Emil Scodeller (E)	50% net	\$97
	Golfnosis	1/3 - 5/31	Doug Juola (I)	50% net	\$49

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Green Your Business or Horr	1/3 - 5/31	Christina Schwerdtfege	50% net	\$39
	Growing the Family Business	1/3 - 5/31	Keanon Alderson (I)	50% net	\$49
	Guitar Classes	1/3 - 5/31	Ron Gorman (E)	60% net	\$90
	Harmonica Classes	1/3 - 5/31	David Broida (E)	50% net	\$39
	Hollywood 2.0	1/3 - 5/31	Belma Johnson (I)	50% net	\$49
	How to Sell on Ebay	1/3 - 5/31	Frances Greenspan (I)	50% net	\$65
	How To: Buy On Ebay	1/3 - 5/31	Frances Greenspan (I)	50% net	\$65
	HVAC Technician Certificate	1/3 - 5/31	Gatlain Educational Se pp		\$3,095
	Hypnotherapist Certification	1/3 - 5/31	California Mind Inst. (I)	50% net	\$799
	Internet Dating	1/3 - 5/31	April Braswell (E)	50% net	\$59
	Internet Marketing	1/3 - 5/31	Robert Cohen (I)	50% net	\$39
	Investment Bootcamp/Money	1/3 - 5/31	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	1/3 - 5/31	Charlie Goffin (E)	50% net	\$39
	Iphones, Ipads...And Lost	1/3 - 5/31	Robert Cohen (I)	50% net	\$39
	Italian Classes	1/3 - 5/31	CALINK Institute (I)	50% net	\$105
	Job Searching	1/3 - 5/31	Robert Cohen (I)	50% net	\$39
	Journalism 2.0	1/3 - 5/31	Belma Johnson (I)	50% net	\$49
	Journeys In Computing	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	Leave A Legacy	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Letterpress Workshop	1/3 - 5/31	Karen Taylor (E)	50% net	\$175
	Make-Up Classes	1/3 - 5/31	Christina Gaudy (I)	50% net	\$90
	Mastering Your Money	1/3 - 5/31	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	1/3 - 5/31	Ralph Velasco (I)	50% net	\$69
	Medical Billing	1/3 - 5/31	Terry Rowen & Assoc.	50% net	\$55 -255
	Motorcycle Rider Training	1/1 - 5/31	Saddleback Rider Tran	Rates Per Day	\$100-235/dy
	Mystery Shopping	1/3 - 5/31	Elaine Moran (E)	50% net	\$49
	Norweigian Classes	1/3 - 5/31	Berit Austin Funnemark	50% net	\$35
	Online Digital Publishing	1/3 - 5/31	Randeleigh Harris(I)	50% net	\$129
	On-Line No-Credit Classes	1/1 - 5/31	Education To Go (I)	\$55-\$175pp	\$94-299
	PC Boot Camp	1/3 - 5/31	Bill Napoli (E)	50% net	\$275
	PC Boot Camp Adv. Topics	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Access	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Express	1/3 - 5/31	Bill Napoli (E)	50% net	\$275
	PC Boot Camp More Photos	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Spectacular F	1/3 - 5/31	Bill Napoli (E)	50% net	\$105
	PC's Performance	1/3 - 5/31	Robert Cohen (I)	50% net	\$39
	Pharmacy Technician Trng	1/3 - 5/31	Boston Reed (I)	50% net	\$2595-\$2995
	Piano Classes	1/3 - 5/31	Robert Laughlin (I)	50% net	\$45-75
	Proctoring Services	1/3 - 5/31	In-House Services (E)	pp	\$50-75

(E) Employee

(I) Independent Contractor

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Professional Organizer	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Professional Speaking for the	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Property Management	1/3 - 5/31	Stephen Dexter (I)	50% net	\$49
	Real Estate	1/3 - 5/31	Matt Clements (I)	50% net	\$39 - 250
	Real Estate	1/3 - 5/31	Robert Kehiayan (I)	50% net	\$49
	Retirement Classes	1/3 - 5/31	David Brown (I)	50% net	\$49
	Screenprinting Workshop	1/3 - 5/31	Karen Taylor (E)	50% net	\$175
	Screenwriting Classes	1/3 - 5/31	Adam Coplan (I)	50% net	\$100
	Self-Publishing	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Six-Figure Speaking	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Social Media Strategies	1/3 - 5/31	Renee Gurley (E)	50% net	\$59
	Songwriting	1/3 - 5/31	Ron Gorman (E)	60% net	\$90
	Speed Spanish	1/3 - 5/31	Dan Mikels (I)	50% net	\$59
	Stained Glass for Beginners	1/3 - 5/31	Greg Atwood (I)	50% gross	\$120
	Start Home-Based Business	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Supervisor's Series/Leadersh	1/3 - 5/31	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	Test Preparation	1/1 - 5/31	Princeton Review (I)	Rates/dy	Varies
	The 99-Cent Gourmet	1/3 - 5/31	Rounds, Miller & Assoc	50% net	\$39
	The Secret Revealed	1/3 - 5/31	Charles Prosper (E)	50% net	\$39
	The Top 15 Laws of Real Est	1/3 - 5/31	Stephen Dexter (I)	50% net	\$49
	Threading A to Z	1/3 - 5/31	Holly Mikhael (I)	50% net	\$150
	Threading A to Z	1/3 - 5/31	Sameira Mikhael (I)	50% net	\$150
	Tips & Tricks: Digital Org.	1/3 - 5/31	Randeleigh Harris(I)	50% net	\$129
	Travel Tours	1/1 - 5/31	Good Times Travel	pp	pp
	Turn Multi-Media Into Profits	1/3 - 5/31	Belma Johnson (I)	50% net	\$39
	Voice Acting - Advanced	1/3 - 5/31	Patrick Helmsletter (E)	50% net	\$250
	What Were You Born to Do?	1/3 - 5/31	Curtis Adney (E)	50% net	\$59
	Wine Classes	1/3 - 5/31	David Francisco (E)	50% net	\$90
	Write From The Heart	1/3 - 5/31	Belma Johnson (I)	50% net	\$49
	Writing For Millions	1/3 - 5/31	Belma Johnson (I)	50% net	\$49
	Zumba Fitness	1/3 - 5/31	Kelly Coutras (E)	50% net	\$59
CFK	Academic Chess	1/3 - 5/31	Adam Brody (I)	50% net	\$105
	Acting Classes	1/3 - 5/31	Maria Mayenzet (E)	50% net	\$175
	Art Classes	1/3 - 5/31	Jan Wood (E)	\$29/hr+bonus	\$105
	Art Classes	1/3 - 5/31	Nancy Larragoiti	\$28/hr+bonus	\$105
	Cake Decorating For Kids	1/3 - 5/31	Jennifer Jensen (I)	50% net	\$126
	CFK Onsite Subsitute/Tutor	1/3 - 5/31	Staff (E)	\$28/hr+bonus	Varies
	Digital Scrapbooking	1/3 - 5/31	Randeleigh Harris (I)	50% net	\$136
	Golf Classes	1/3 - 5/31	Emil Scodeller (E)	50% net	\$79

(E) Employee

(I) Independent Contractor

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2012

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Guitar Classes	1/3 - 5/31	Ron Gorman (E)	60% net	\$90
	Junior Gauchos Fun Club	1/3 - 5/31	Staff (E)	Hourly	\$45
	Keyboarding Classes	1/3 - 5/31	Joyce Quade (E)	50% net	\$136
	Life Science Classes	1/3 - 5/31	Shaun Burke (E)	\$28/hr+bonus	\$135
	Main Stage Kids	1/3 - 5/31	Fine Arts Department (I)	TBD	\$375
	Make-Up Classes	1/3 - 5/31	Christina Gaudy (I)	50% net	\$90
	Math Classes	1/3 - 5/31	Daryl Johannsen (E)	\$29/hr+bonus	\$99
	Math Classes	1/3 - 5/31	Justine Lawson (E)	\$29/hr+bonus	\$99
	Math Classes	1/3 - 5/31	Mary Boland (E)	\$29/hr+bonus	\$99
	Modeling & Style	1/3 - 5/31	Tara Meyer (E)	\$28/hr+bonus	\$115
	Music and Theatre For Kids	1/3 - 5/31	Fine Arts Department (I)	TBD	\$120
	Music Classes	1/3 - 5/31	Valerie Geller (E)	\$28/hr+bonus	\$126
	Natural A's	1/3 - 5/31	Curtis Adney (E)	50% net	\$49
	Piano For Children	1/3 - 5/31	Kirill Gliadkovsky (E)	\$400	\$150
	Princess Ballet	1/3 - 5/31	Roxanne Bell (E)	50% net	TBD
	Reading Classes	1/3 - 5/31	John Uhlman (E)	\$29/hr+bonus	\$99
	Science Classes	1/3 - 5/31	Mad Science (I)	pp	\$155

(E) Employee

(I) Independent Contractor

*South Orange County Community College District*

*IRVINE VALLEY COLLEGE*

*COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Spring 2012*

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
2-Day Film School	1/1-5/31	Dov Simens	50% gross	\$395
Academic Test Prep	1/1-5/31	Kathy Song	50% gross	\$129
Aquatic Fitness	1/1-5/31	Barbara Stockler	70% gross	\$20
Art Courses	1/1-5/31	Natasha Shoro	70% gross	\$60
Art Courses	1/1-5/31	Annette Hernandez	70% gross	\$45
Art Courses	1/1-5/31	Pam Schader	70% gross	\$26-\$38
Art Courses	1/1-5/31	Steve Wang	70% gross	\$60
Art Courses	1/1-5/31	Teresa Fernald	70% gross	\$30
Art Courses	1/1-5/31	Donna Hanna-Chase	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	1/1-5/31	Peter Fournier	70% gross	\$30
Business Courses	1/1-5/31	Asim Khan	50% gross	\$39-\$59
Business Management	1/1-5/31	Gene Konstant	50% gross	\$29-\$159
Catering Courses	1/1-5/31	Daphne Manning	50% gross	\$45
Child Care Provider Course	1/1-5/31	Elisha Valentine	50% gross	\$99
Choral Music	1/1-5/31	Cecilia Kim	70% gross	\$20
Comedy Workshop	1/1-5/31	Steve Klasky	50% gross	\$35
Computer Classes	1/1-5/31	Fleur Fong	70% gross	\$40
Computer Classes	1/1-5/31	Sharon Fong	70% gross	\$40-\$75
Computer Classes	1/1-5/31	Barbara Grane	70% gross	\$60
Computer Classes	1/1-5/31	Alan Kennard	70% gross	\$30-\$99
Computer Classes	1/1-5/31	Geoff Luis	70% gross	\$75
Computer Classes	1/1-5/31	Louise Records	70% gross	\$40-\$80
Computer Classes	1/1-5/31	Vazi Okhandiar	60% gross	\$45-\$299
Computer Classes	1/1-5/31	Alberto Ortiz	50% gross	\$129-\$299
Cooking Course	1/1-5/31	Susan Miller	70% gross	\$65-\$110
Country Line Dancing	1/1-5/31	Ida Stuart	70% gross	\$20
Creative Writing	1/1-5/31	Jeffrey Briar	70% gross	\$45
Dayan Qigong	1/1-5/31	Joanna Schoon	70% gross	\$30
Dayan Qigong	1/1-5/31	Judith Shields	70% gross	\$30
Divorce Options	1/1-5/31	CDEI, Inc.	50% gross	\$69
E-Bay Courses	1/1-5/31	Carolyn Jacinto	50% gross	\$95-\$225
Film Genres	1/1-5/31	Kathryn Kramer	70% gross	\$20-\$30
Financial Management	1/1-5/31	Alex Agahi	50% gross	\$99
Fitness Courses	1/1-5/31	Beejay Janiga	70% gross	\$25

\*=per person

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
Fitness Courses	1/1-5/31	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	1/1-5/31	Carrie Henderson	70% gross	\$30-\$85
Fitness Courses	1/1-5/31	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	1/1-5/31	Fleur Fong	70% gross	\$38
Fitness Courses	1/1-5/31	Leslie Lowe	70% gross	\$20
Fitness Courses	1/1-5/31	Lisa Messenger	70% gross	\$15-\$20
Fitness Courses	1/1-5/31	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	1/1-5/31	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	1/1-5/31	Sandra Casado	70% gross	\$30
Floral Design	1/1-5/31	Mina Asidrad	50% gross	\$60
GolfNosis	1/1-5/31	Doug Juola	50% gross	\$49
Grant Writing	1/1-5/31	Wiley Brown	50% gross	\$49
Green Courses	1/1-5/31	Jenna Wadsworth	50% gross	\$25-\$50
Internet/Web Certificate Courses	1/1-5/31	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	1/1-5/31	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Investment Courses	1/1-5/31	Johnathan Lopez	50% gross	\$75
Investment Management	1/1-5/31	Richard Meyerson	70% gross	\$50
Language Classes	1/1-5/31	Alicia Migliarini	IVC receives 50% gross	\$79
LEED Training/Test Prep	1/1-5/31	Grant McGregor	IVC receives \$800-\$1600 per session	\$595-\$795
Medical Courses	1/1-5/31	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,695
Music Courses	1/1-5/31	Carol Lippert	70% gross	\$30
Music Courses	1/1-5/31	Louise Jacobs	70% gross	\$20-\$25
Music Courses	1/1-5/31	Mary Lou Landes	70% gross	\$30
Natural Science Courses	1/1-5/31	Victor Leipzig	70% gross	\$10-\$299
Online Notary	1/1-5/31	CA School of Notaries	IVC receives \$40 *pp	\$99
Online Personal Enrichment Courses	1/1-5/31	Mike Rounds	50% gross	\$99
Personal Enrichment Courses	1/1-5/31	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	1/1-5/31	Mike Rounds	50% gross	\$39
Personal Enrichment Courses	1/1-5/31	Nancy Miller	50% gross	\$39
Personal training Courses	1/1-5/31	Kim Ganoach	IVC receives \$100 *pp	\$499
Photography	1/1-5/31	Stephen Burns	70% gross	\$75-\$135
Photography	1/1-5/31	Michael Ramirez	70% gross	\$75-\$95
Practical Living	1/1-5/31	Michael Ramirez	70% gross	\$110
Property Management Courses	1/1-5/31	Steve Dexter	50% gross	\$59
Public Speaking	1/1-5/31	Nick Lazaris	50% gross	\$39
Quilting	1/1-5/31	Carolyn Caverly	70% gross	\$48
Reading/Writing/Test Prep Courses	1/1-5/31	Ioan Sersea	50% gross	\$149
Real Estate Courses	1/1-5/31	Marshall Reddick	35% gross	\$49-\$79
Relaxation and Meditation	1/1-5/31	Fatemeh Maleki	50% gross	\$60-\$100
Retirement Planning Courses	1/1-5/31	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54

\* =per person

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Safety Courses	1/1-5/31	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/1-5/31	Mark Sevi	50% gross	\$75-\$150
Self Improvement (studies)	1/1-5/31	Curtis Adney	65% gross	\$55-\$59
Small Group Tutoring	1/1-5/31	IVC Tutors TBA	IVC receives \$10-\$80 per session	\$79
Social Badminton	1/1-5/31	Helen Tung	50% gross	\$45-\$60
Social Dance Courses	1/1-5/31	Kaylaa Fox	60% gross	\$30-\$60
Social Dance Courses	1/1-5/31	Sandra Casado	70% gross	\$32-\$75
Social Security Courses	1/1-5/31	Michele Young	50% gross	\$25-\$49
Tai Chi	1/1-5/31	Sebastian Caramagno	70% gross	\$25
Tai Chi	1/1-5/31	Joanna Schoon	65% gross	\$60-\$90
Tap Dance	1/1-5/31	Dorothy Bregozzo	70% gross	\$45
Tap Dance	1/1-5/31	Marge Forehan	70% gross	\$45
Tennis Classes	1/1-5/31	Ivans Collas	50% gross	\$40-\$100
Tennis Classes	1/1-5/31	Ross Duncan	50% gross	\$40-\$100
Yoga	1/1-5/31	Jeffrey Briar	70% gross	\$20
Yoga	1/1-5/31	Kathyrn Burns	70% gross	\$25
Yoga	1/1-5/31	Mikki Michele	70% gross	\$36-\$60
Yoga	1/1-5/31	Ruthe Gluckson	70% gross	\$25

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

---

### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

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

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honorarium/Travel</b></i>
10/19/2011 12:00pm SSC212	Renee Garcia – Intro. to Forensic Anthropology	Vanessa Schlottmann Calderon	Forensic Science in the 21 <sup>st</sup> Century	\$500
1/20/2012 10:30am SM313 <b>**CORRECTION from 10/24/11 Agenda**</b>	Sara Shebani Science Lecture Series	Dr. Maureen A. Donnelly	The Mystery of the Worldwide Disappearance of Frogs	\$1500

**IRVINE VALLEY COLLEGE**

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

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**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 from for \$20,000.00.

Funds for these services are available in the District Technology and Learning Services General Fund.

**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 project, for a total fee of \$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”

“CONSULTANT”

South Orange County Community College District

Perceptive Software, LLC

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

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

Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services

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

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

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

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Contract Addendum for Credentials Inc.  
**ACTION:** Approval

---

**BACKGROUND**

Credentials Inc. has provided online transcript ordering services to Saddleback College students since 2003 and Irvine Valley College students since 2010. A 2009 addendum to the original 2003 contract specified terms and conditions for the electronic delivery of transcripts. The electronic transcript delivery service has not yet been implemented at SOCCCD.

**STATUS**

A project is currently underway to add electronic transcript delivery to the set of online services provided to our students. In order to start providing this service, Credentials Inc. requires an addendum to the contract updating terms and conditions. The pricing specified in the new addendum relates to fees charged by Credentials Inc. No additional costs will be passed onto students; rather the \$0.60 transaction fee will be absorbed by the colleges resulting in less revenue generated to the Admissions & Records Departments. The projected annual revenue reduction to Saddleback College is \$3,120 and to Irvine Valley College is \$1,320, which will be offset by the savings resulting from the reduced need for security transcript paper, envelopes and postage. Additionally, many of the CSUs and UCs have stated that admissions decisions for students whose transcripts are received electronically are made within 2-3 days. For students with paper transcripts, admissions decisions can be delayed for up to three weeks or longer.

The original 2003 contract is approximately \$103,776.00 and can be found in Exhibit A, the 2009 addendum can be found in Exhibit B, and the 2011 addendum under consideration for approval can be found in Exhibit C.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the addendum (Exhibit C) to the Credentials, Inc. contract decreasing the contract amount by approximately \$4,440.00. The total revised contract amount is approximately \$99,336.00.

**Credentials Inc.  
Service Agreement  
Terms & Conditions**

1. **Parties:** These Terms & Conditions of Agreement between Credentials Inc. (an Illinois Corporation) 436 Frontage Road, Suite 200, Northfield, Illinois 60093 (CREDENTIALS) and the South Orange County Community College District, Mission Viejo, CA 92692 (Institution) relate to the services (SERVICES) to be provided by CREDENTIALS to Institution during the term of this Agreement. This Agreement will become effective (the "effective date") as of the date signed by both parties.
2. **Services:** Acting on behalf of Institution, CREDENTIALS will provide businesses, alumni, students and their family members legal and compliant access to the following services at Institution:
  - a. Requests for verification of past attendance and degrees awarded to Institution's graduates and past attendees.
  - b. Requests for verification of the enrollment status of Institution's current students.
  - c. Requests for academic transcripts. CREDENTIALS will accept and deliver requests electronically to Institution on a timely and accurate basis and facilitate delivery of authorizing signatures to Institution. CREDENTIALS will collect and remit all transcript fees due to Institution in accordance with Institution's approved schedule of applicable fees.
  - d. Fees for SERVICES will be charged to businesses and other users according to the Schedule of Fees set forth in Paragraph 3.
3. **Pricing and Revenue Sharing:**
  - a. Pricing for SERVICES shall be established by mutual agreement. CREDENTIALS shall give thirty (30) days written notice to Institution of any change in prices.
  - b. Institution shall receive revenue sharing payments, which are derived from fees received by CREDENTIALS for SERVICES provided to employers or others.
  - c. Revenue Sharing: All revenue sharing payments to Institution shall be in accordance with the schedule below.

	Priority Service Degree Verif.	2-Day Service Degree Verif.	Priority Service Enrollment Verif.	TranscriptsPlus®
<b>End User Price</b>	\$8.00-12.50	\$7.50	\$4.00	Institution's Fees plus Credentials' fee
<b>CREDENTIALS' Share or Fee</b>	75%	\$6.00	\$1.00	\$2 - \$6 Variable fee based on applicable Institution fees
<b>Institution's Revenue Share</b>	25%	\$1.50	\$3.00	Institution's Fee Schedule

Note 1: Users choosing operator assisted inquiries will be assessed a surcharge, which will not be included in the revenue sharing calculation.

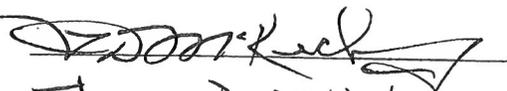
Note 2: CREDENTIALS is responsible for paying all credit card clearing costs and other banking charges.

4. **Recordkeeping, Reporting and Payment:** CREDENTIALS shall maintain records of all service requests and responses provided. Such records shall indicate the identity of the individual involved, the name of the party making the inquiry, the nature of the response provided by CREDENTIALS and the date(s) of the inquiry and response.
  - a. Records required to be maintained by CREDENTIALS shall be protected from disclosure to any third parties in violation of the terms of this Agreement and shall be retained by CREDENTIALS until termination of this Agreement or any earlier date(s) to which CREDENTIALS and Institution may agree in writing.
  - b. Payment of all monies due to Institution shall be remitted on a monthly basis and shall be rendered within 30 days of the end of each calendar month along with a transaction journal detailing all activity.
5. **Agency Appointment:** Institution hereby appoints CREDENTIALS as its agent for purposes of assuming verification duties that would otherwise be provided by Institution and providing the SERVICES specified in this Agreement. These SERVICES require CREDENTIALS to have access to directory information regarding Institution's graduates and attendees. As the agent of Institution, CREDENTIALS shall comply with the Family Educational Rights and Privacy Act (FERPA), applicable regulations of the United States Department of Education (ED), and California Education Code sections 76200, et seq.
6. **Data Security:** CREDENTIALS' procedures will prevent release of information to any third parties in violation of FERPA, applicable (ED) regulations and California Education Code sections 76200, et seq. CREDENTIALS agree that it will not sell, distribute, release or disclose lists or other compilations consisting of information relating to Institution's graduates and attendees. CREDENTIALS will provide security for the integrity and confidentiality of the database and conduct periodic independent audits to verify security is maintained at satisfactory levels.
7. **Information Database:** Institution shall assure that all personally identifiable information about its graduates and attendees not considered to be "directory information" as defined in Institution's policies, is appropriately designated in any information provided to CREDENTIALS. Institution shall provide CREDENTIALS with written student consent for release of such non-directory information, in compliance with California Education Code sections 76200, et seq.

8. Exclusivity: Institution agrees, during the term of this Agreement, not to contract with any other party to provide a similar service as that provided herein by CREDENTIALS. Institution agrees to make a reasonable attempt to refer requests for SERVICES to CREDENTIALS during the term of this Agreement.
9. Term: The initial term of this Agreement shall be 3 years from the effective date and will be renewed for succeeding one-year periods for a maximum period of 5 years, unless sooner terminated.
10. Termination: This Agreement will terminate:
  - a. At the end of the term specified in Paragraph 9 or at the end of any succeeding one year period, provided either party delivers written notice of termination at least 90 days before the end of the period; or
  - b. Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party; or
  - c. At any time and without cause upon 90 days written notice of termination delivered by either party to the other.
  - d. Upon termination of this Agreement, any student records provided by Institution and maintained by CREDENTIALS shall be returned to Institution or destroyed by CREDENTIALS.
11. Force Majeure: The failure of either party to fulfill its obligations under this Agreement shall not be considered a breach of this Agreement if such failure is caused by unforeseen events beyond the control of the non-performing party, including acts of God, acts of war, rebellion or sabotage or unpreventable mechanical failure.
12. Audit: Institution shall have the right to inspect CREDENTIALS' books, records and information management systems to assure Institution of CREDENTIALS' ability to carry out its obligations under this Agreement, and meet Institution's standards of integrity, confidentiality and security. Audits may be undertaken no more than once per calendar quarter upon reasonable notice to CREDENTIALS of not less than 30 days.
13. Representations & Warranties (CREDENTIALS): CREDENTIALS represents and warrants that during the term of this Agreement it will be and remain in compliance with all applicable laws and regulations governing the SERVICES; and assure accuracy of reports furnished by CREDENTIALS and proper management of all files to maintain system integrity, accuracy, and security.
14. Representations & Warranties (Institution): Institution represents and warrants that during the term of this Agreement the information furnished by Institution to CREDENTIALS will be accurate.
15. Mutual Indemnification: Each party agrees to hold the other harmless from any monies paid as a result of third party claims arising out of breach of its respective representations, warranties and agreements herein.
16. Insurance: CREDENTIALS agrees to maintain Worker's Compensation at the Statutory Limits and Comprehensive General Liability insurance in the amount of \$1,000,000.00 per occurrence with companies acceptable to the Institution. CREDENTIALS further agrees to provide the Institution with a Certificate of Insurance upon request from the Institution.
17. Confidentiality of Agreement: The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the service shall be kept confidential and shall not be disclosed to any third party except where required by state public records statutes. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the SERVICES provided.
18. Controlling Law: This Agreement shall be construed under the laws of California except its conflict of laws rules, which shall not be applied.

Credentials Inc.

South Orange County Community College District

By:   
Name: Thomas J McKelvey  
Title: CEO

By:   
Name: Gary L. Poertner  
Title: Deputy Chancellor

Dated: 3-17-03 (1-22-03)

Dated: 3-13-03 (1-22-03)

## Addendum to the Service Agreement Terms & Conditions

Effective as of the date signed by both parties, this Addendum to the Service Agreement Terms & Conditions ("Addendum") is attached to and forms an integral part of the Terms & Conditions of the original contract dated March 17, 2003 and the Addendum dated July 7, 2008 executed by Credentials Inc. and South Orange Community College District. Except as modified by this Addendum, the terms and conditions of the remainder of the original Service Agreement shall apply.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, CI and Institution agree as follows in connection with the Terms & Conditions:

1. Section 2 "Services of the Service Agreement Terms & Conditions" is hereby amended in its entirety and the following is substituted in lieu thereof:

"Services: Acting on behalf of Institution, CREDENTIALS will provide students and alumni legal and compliant access to the following services at Institution:

TranscriptsPlus®: Requests for academic transcripts. CREDENTIALS will accept and deliver the requests electronically to Institution on a timely and accurate basis and facilitate delivery of authorizing signatures to Institution. CREDENTIALS will collect and remit all transcript fees due to Institution in accordance with Institution's approved schedule of applicable fees.

Automated Interface: CREDENTIALS will provide and maintain software that will reside on a personal computing device in the Registrar's Office of Institution for the purpose of automating the retrieval, logging, and production of transcript requests. The software will comply with institutional policies and procedures with respect to security.

Electronic Transcript Processing: Using the automated interface referenced above, CREDENTIALS will extract, transport, format and electronically send transcript data on behalf of Institution to approved receiving institutions either directly or through industry approved intermediaries. As Institution's representative, CREDENTIALS may also be required to receive electronic transcripts on behalf of Institution from other institutions directly or through the same intermediaries and will deliver these inbound transcripts on a timely and accurate basis."

2. Section 3 "Pricing and Revenue Sharing of the Service Agreement Terms & Conditions" is hereby amended in its entirety and the following is substituted in lieu thereof:

"Pricing:

- a. Pricing for SERVICES shall be established at the sole discretion of CREDENTIALS. Each party agrees to give thirty (30) days written notice to the other party of any change in prices for SERVICES.
- b. CREDENTIALS charges a \$2.00 per transcript handling fee for any order placed online by students or alumni. CREDENTIALS assumes all credit card clearing costs and other banking charges. This fee will be paid by the requestor or can be deducted from the Institution's transcript fee.

South Orange County  
Community College District

DEC 10 2009

- c. Electronic Transcripts (Optional):
  - i. CREDENTIALS will charge an additional fee of \$1.00 per transcript for the electronic extraction, formatting, and delivery of an electronic transcript using either an EDI or XML format.
  - ii. CREDENTIALS will charge a fee of \$.25 per transcript for the receipt and conversion of an electronic transcript file into a different file format than the original format received. Any transcript that does not require any editing or modification by Credentials will be delivered at no charge.

If implemented during the term of the agreement, the fees for these optional services will be deducted from the amount collected on behalf of Institution.

- d. Users choosing operator assisted inquiries will be assessed a \$5.00 surcharge, which will be added to CREDENTIALS' fee noted above.
- e. Orders placed by the Registrar's staff at Institution using the TranscriptsPlus<sup>®</sup> system will be assessed a fee of \$1.50 per transcript "order". COD (Cash On Delivery) orders placed by students that are processed by the TranscriptsPlus<sup>®</sup> system will be assessed a fee of \$1.75 per transcript. These fees will be deducted from the amount collected on behalf of the Institution for these services.
- f. Special orders that materially raise the pricing such as Rush, Special Handling or school sponsored overnight deliveries will be assessed a \$.50 surcharge to cover the additional handling charges. This fee will be deducted from the amount collected on behalf of the Institution for these services.
- g. The maintenance fee for the automated software interface (RoboRegistrar and the related components) will be \$125.00 per month (per institution) and will be deducted from the fees collected on behalf of each institution."

3. Section 9 "Term" is hereby amended to read:

"The term of this Agreement shall be 3 years from the effective date and will be renewed for succeeding one-year periods unless sooner terminated."

Accepted by:

Credentials Inc.

South Orange Community College District

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

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

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

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

**Jack Weber**  
**Executive Vice President**

Gary L. Poertner

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

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

Deputy Chancellor

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

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

12/4/09

November 19, 2009

**Electronic Transcript Addendum**  
**Terms & Conditions**

Effective as of the date approved by both parties, this Addendum to the Service Agreement Terms & Conditions ("Addendum") is attached to and forms an integral part of the Terms & Conditions of the original contract dated March 17, 2003, and subsequent Addenda dated December 4, 2009 executed by Credentials Inc. and the South Orange County Community College District (Institution). Except as modified by this and prior Addenda, the terms of the remainder of the Service Agreement Terms & Conditions shall apply.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, CI and Institution agree as follows in connection with the Terms & Conditions:

Amend the following paragraphs "c" and "d" in Section 3 , "**Pricing**", of the Agreement:

"c. **Electronic Transcripts:**

- (i) CREDENTIALS will charge an additional fee of \$.60 per transcript for the electronic extraction and formatting of an electronic transcript using EDI, XML, or PDF format. There will be no charge to deliver an electronic transcript within an eligible receiving network.
- (ii) CREDENTIALS will charge \$.25 in addition to the \$.85 extraction to deliver an electronic transcript as a downloadable PDF to any individual, third party, or Institution outside of eligible receiving networks.
- (iii) CREDENTIALS will charge a fee of \$.25 per transcript for the receipt and conversion of an electronic transcript file into a different file format than the original format received. Any transcript that does not require any editing or modification by Credentials will be delivered at no charge.
- (iv) Institution agrees to accept and process all electronic transcripts as official documents of the Sending Institution using the Credentials' TranscriptsNetwork™.

The fees for these optional services will be deducted from the amount collected on behalf of Institution.

d. Users choosing operator assisted orders will be assessed a \$10.00 surcharge, which will be added to CREDENTIALS' fee noted above."

**Credentials Inc.**

**South Orange County Community  
College District**

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

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

Name: Thomas D McKechny

Name: Dr. Debra Fitzsimons

Title: Chief Executive Officer

Title: Vice Chancellor, Business Services

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

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 11-34 to Amend 2011-12 Restricted General Fund  
**ACTION:** Approval

---

**BACKGROUND**

Title 5 of the California Code of Regulations, Section 58199.5 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2011-12 Adopted Budget.

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

Board Financial Assistance Program (BFAP) at Irvine Valley College	\$33,029
2011-12 Basic Skills Allocation at Irvine Valley College	\$7,475
Trade Act Agreement at Irvine Valley College	\$1,044
Orange County Workforce Investment Board (OCWIB) at Irvine Valley College	\$95,000
Total Increase to the General Fund	<u>\$136,548</u>
Total Budget Amendment	<u>\$136,548</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 11-34 to amend the 2011-12 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 11-34**

November 16, 2011

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$136,548 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	\$96,044
01	8619	OTHER GENERAL APPORTIONMENTS	\$33,029
01	8629	OTHER CATEGORICAL APPORTIONMENT	<u>\$7,475</u>
			<u>\$136,548</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	\$7,475
01	2000	CLASSIFIED SALARIES	\$0
01	3000	FRINGE BENEFITS	\$0
01	4000	BOOKS AND SUPPLIES	\$0
01	5000	OTHER OPERATING EXPENSES & SERVICES	72,234
01	7000	OTHER OUTGO	<u>\$56,839</u>
			<u>\$136,548</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 11-34**

November 16, 2011

BUDGET AMENDMENT EXPENDITURE DETAIL

**Board Financial Assistance Program (BFAP) at Irvine Valley College**

INCOME

01-	8619-	1-021-4-026-000-6460	OTHER GENERAL APPORTIONMENTS	<u>33,029</u>
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EXPENDITURE

01-	5999-	1-021-4-026-083-6460	ALLOCATED BUT NOT DISTRIBUTED	<u>33,029</u>
				<u>33,029</u>

**2011-12 Basic Skills Allocation at Irvine Valley College**

INCOME

01-	8629-	1-220-4-000-000-0000	OTHER CATEGORICAL APPORTIONMENT	<u>7,475</u>
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EXPENDITURE

01-	1415-	1-220-4-022-104-4930	HR NCLSRM FAC STIPEND	<u>7,475</u>
				<u>7,475</u>

**Trade Act Agreement at Irvine Valley College**

INCOME

01-	8199-	1-085-4-080-093-6840	OTHER FEDERAL FUNDS	<u>1,044</u>
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EXPENDITURE

01-	5999-	1-085-4-080-093-0303	ALLOCATED BUT NOT DISTRIBUTED	205
01-	7500-	1-085-4-080-093-0303	STUDENT FINANCIAL AID	449
01-	7600-	1-085-4-080-093-0303	OTHER STUDENT AID	<u>390</u>
				<u>1,044</u>

**Orange County Workforce Investment Board (OCWIB) at Irvine Valley College**

INCOME

01-	8199-	1-080-4-090-900-6840	OTHER FEDERAL FUNDS	<u>95,000</u>
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EXPENDITURE

01-	5999-	1-080-4-090-930-0953	ALLOCATED BUT NOT DISTRIBUTED	19,110
01-	5999-	1-080-4-080-930-0956	ALLOCATED BUT NOT DISTRIBUTED	19,890
01-	7500-	1-080-4-090-930-0953	STUDENT FINANCIAL AID	23,324
01-	7500-	1-080-4-080-930-0956	STUDENT FINANCIAL AID	24,276
01-	7600-	1-080-4-090-930-0953	OTHER STUDENT AID	4,116
01-	7600-	1-080-4-080-930-0956	OTHER STUDENT AID	<u>4,284</u>
				<u>95,000</u>



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Extension of Bid: Office Supplies  
**ACTION:** Approval

---

**BACKGROUND**

At the March 26, 2007 board meeting, the Board of Trustees awarded Bid No. 273D for a three-year contract for office supplies for SOCCCD. The contract was renewed for two additional one-year periods at the December 7, 2009 and the January 20, 2011 Board meetings.

**STATUS**

Staff would like to extend the contract through February 29, 2012, to allow the Purchasing Department time to prepare bid documents, advertise and present a recommended vendor to the Board. The existing vendor agrees to extend the terms of the existing contract for the requested timeframe. Expenditures during this extended period district-wide are anticipated at \$55,000.

Funds are available in the general fund for the District, ATEP, Saddleback College, and Irvine Valley College.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the extension of the contract with Office Max in the anticipated amount of \$55,000.00 for office supplies to February 29, 2012.

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Trustee Thomas Fuentes was absent from the October 24, 2011 board meeting due to illness.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 11-33 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the October 24, 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 11-33**

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

WHEREAS, on October 24, 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, October 24, 2011.

**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 Legislative Conference Sheraton Grand Sacramento, CA	1/29-1/30/12 (1)	\$1,200.00	none	

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

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.14**

**DATE: 11/16/11**

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

---

### **BACKGROUND**

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

### **STATUS**

Checks No. 152690 through 153352 processed through the Orange County Department of Education, totaling \$3,750,416.60; and Checks No. 010277 through 010295, processed through Saddleback College Community Education, totaling \$11,137.86; and Checks No. 008929 through 008935, processed through Irvine Valley College Community Education, totaling \$45,488.38 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.

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

## ReqPay12b

## Board Report

Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152690	10/03/2011	AT & T MOBILITY	13.02
152691	10/03/2011	AT & T	46.28
152692	10/03/2011	AT & T	325.95
152693	10/03/2011	AT & T	54.40
152694	10/03/2011	AT & T	54.40
152695	10/03/2011	AT & T	54.40
152696	10/03/2011	AT&T	32.51
152697	10/03/2011	AT&T	545.20
152698	10/03/2011	AT&T	391.48
152699	10/03/2011	AT&T	1,662.92
152700	10/04/2011	ADCLUB ADVERTISING SERVICE	6,860.50
152701	10/04/2011	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	3,268.06
152702	10/04/2011	JULIE ANDERSON	12.87
152703	10/04/2011	APPLE COMPUTER INC.	759.17
152704	10/04/2011	ATKINSON, ANDELSON, LOYA, RUUD	638.75
152705	10/04/2011	CATHERINE BERES	79.71
152706	10/04/2011	BLICK ART MATERIALS	28.53
152707	10/04/2011	KATHARINE S. BROOKS	10,000.00
152708	10/04/2011	CAROLINA BIOLOGICAL SUPPLY	449.16
152709	10/04/2011	ROBERT CHABOYA	67.14
152710	10/04/2011	CHAMPION CHEMICAL CO.	188.56
152711	10/04/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	376.72 *
Cancelled on 10/04/2011. Cancel Register # AP10042011A			
152712	10/04/2011	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	33,366.01
152713	10/04/2011	CPP, INC. DAVIES-BLACK PUBLISHING	522.00
152714	10/04/2011	CULLIGAN	104.62
152715	10/04/2011	W. MIKE DALE	88.69
152716	10/04/2011	DUNN-EDWARDS CORPORATION	323.07
152717	10/04/2011	ARNETTE EDWARDS	180.00
152718	10/04/2011	ELSEVIER INC.	11,758.00
152719	10/04/2011	ESSENCE ENTERTAINMENT	3,080.00
152720	10/04/2011	YVETTE ESTRADA	50.00
152721	10/04/2011	FILMTOOLS, INC.	659.26
152722	10/04/2011	FISHER SCIENTIFIC	1,187.60
152723	10/04/2011	FREEWAY AUTO SUPPLY	11.80
152724	10/04/2011	FREY SCIENTIFIC	576.29
152725	10/04/2011	A LASER PRINTER SERVICE	146.55
152726	10/04/2011	CHEVRON AND TEXACO BUSINESS CARD SERVICES	376.72
152727	10/04/2011	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	1,733.60
152728	10/04/2011	CCCAOE ATTN: BOBBIE EDGIN	395.00
152729	10/04/2011	WELLS FARGO #1598	2,201.14
152730	10/04/2011	WELLS FARGO #1606	25.86
152731	10/04/2011	WELLS FARGO #2078	3,551.17
152732	10/04/2011	WELLS FARGO #4198	1,273.00
		Unpaid Sales Tax	35.53
		Expensed Amount	1,308.53
152733	10/04/2011	WESTIN HOTEL SAN DIEGO	315.18

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

ESCAPE ONLINE

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## Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152734	10/05/2011	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
152735	10/05/2011	PASCO SCIENTIFIC	607.71
152736	10/05/2011	THE POWER TO PASS	92.61
152737	10/05/2011	PRAXAIR	203.91
152738	10/05/2011	PRIMEX WIRELESS, INC.	27,954.57
152739	10/05/2011	QUICK CAPTION	1,705.00
152740	10/05/2011	R & R SOCKS PLUS	423.32
		Unpaid Sales Tax	28.29
		Expensed Amount	451.61
152741	10/05/2011	LARRY RADDEN	33.82
152742	10/05/2011	REI	199.91
152743	10/05/2011	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	70.70
152744	10/05/2011	ROSE BUSINESS FORMS CO. DBA ROSE PRINTING SERVICES, INC.	396.00
		Unpaid Sales Tax	29.53
		Expensed Amount	425.53
152745	10/05/2011	S & B FOODS CATERING DIVISION	641.11
152746	10/05/2011	S & B FOODS CATERING DIVISION	42.83
152747	10/05/2011	SAFEWAY INC/PAVILIONS	30.26
152748	10/05/2011	SANOVI PASTEUR, INC.	1,563.00
152749	10/05/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	158.47
152750	10/05/2011	FHEG - SADDLEBACK BOOKSTORE STORE NO 296 M.A. 2962611	538.75
152751	10/05/2011	SEHI PROCOMP COMPUTER PRODUCTS	905.89
152752	10/05/2011	SIGMA ALDRICH CHEMICAL CO.	100.24
152753	10/05/2011	DANIEL SMITH, INC.	2,479.06
		Unpaid Sales Tax	192.13
		Expensed Amount	2,671.19
152754	10/05/2011	SO. ORANGE CO. COMM. COL.DIST	163.00
152755	10/05/2011	HEATHER SORENSEN	180.00
152756	10/05/2011	SUPERIOR PRESS	490.55
152757	10/05/2011	SUREFIRE, LLC	251.42
152758	10/05/2011	THE TAPE COMPANY	797.15
152759	10/05/2011	TECHNIC BUSINESS SOLUTIONS	315.59
152760	10/05/2011	ARLENE THOMAS	177.17
152761	10/05/2011	TROXELL COMMUNICATIONS, INC.	368.51
152762	10/05/2011	UNISOURCE WORLDWIDE INC.	533.79
152763	10/05/2011	UNITED INTERIORS	7,607.95
152764	10/05/2011	VFS FIRE & SECURITY SERVICES	625.00
152765	10/05/2011	VISTA PAINT CORPORATE OFFICE	75.59
152766	10/05/2011	VWR INTERNATIONAL, INC.	1,835.95
152767	10/05/2011	WARD'S NATURAL SCIENCE	2,797.23
152768	10/05/2011	WEST-LITE SUPPLY CO.	403.79
152769	10/05/2011	WHITE CAP INDUSTRIES	182.59
152770	10/05/2011	MICHAEL E. WILSON	9,928.00
152771	10/05/2011	EMERSON WINTER	50.00
152772	10/05/2011	SMART & FINAL IRIS CO.	528.78
152773	10/05/2011	G & K SERVICES	160.65
152774	10/05/2011	GALE SUPPLY COMPANY	2,484.77

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

ESCAPE ONLINE

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152775	10/05/2011	GARDEN GROVE KIA	31,936.51
152776	10/05/2011	GAYLE'S EMBROIDERY	200.00
152777	10/05/2011	GKKWORKS	2,595.00
152778	10/05/2011	GOLDEN RAIN FOUNDATION	10.00
152779	10/05/2011	GOODWILL INDUSTRIES OF ORANGE COUNTY	150.00
152780	10/05/2011	GOPHER NW5634	507.57
		Unpaid Sales Tax	39.77
		Expensed Amount	547.34
152781	10/05/2011	JOHN GOSS	140.00
152782	10/05/2011	GOVCONNECTION	171.58
152783	10/05/2011	W. W. GRAINGER	2,633.88
152784	10/05/2011	GRAPHIC PLUS INTERNATIONAL	183.18
152785	10/05/2011	GRAYBAR ELECTRIC CO.	1,307.22
152786	10/05/2011	GREEN THUMB INTERNATIONAL	44.46
152787	10/05/2011	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,300.00
152788	10/05/2011	JACC TIMI POEPELMA, TREASURER	500.00
152789	10/05/2011	PIPS C/O KEENAN & ASSOCIATES	167,733.00
152790	10/05/2011	LAGUNA BALLET, INC.	1,935.00
152791	10/05/2011	LEVINSON, MARC	33.30
152792	10/05/2011	THE MAGELLAN GROUP DONALD L. RICKNER	5,810.00
152793	10/05/2011	UPS FREIGHT	35.00
152794	10/05/2011	A TO Z CIRCUIT BREAKERS	58.44
152795	10/05/2011	A-1 FENCE COMPANY	13,760.00
152796	10/05/2011	ADI	889.46
152797	10/05/2011	APPLE SCIENTIFIC, INC.	108.61
152798	10/05/2011	ARBOR SCIENTIFIC	49.06
		Unpaid Sales Tax	3.09
		Expensed Amount	52.15
152799	10/05/2011	ARROWHEAD DRINKING WATER	43.09
152800	10/05/2011	MICHAEL BENNETT	23.56
152801	10/05/2011	BJB ENTERPRISES, INC.	122.30
152802	10/05/2011	BERNADENE BLAHA	1,500.00
152803	10/05/2011	BLICK ART MATERIALS	173.69
152804	10/05/2011	BUTLER CHEMICALS, INC.	485.49
152805	10/05/2011	CCCCSSAA c/o BRUCE PATT	300.00
152806	10/05/2011	CLARK SECURITY PRODUCTS INC.	313.28
152807	10/05/2011	COMMERCIAL LANDSCAPE SUPPLY	444.32
152808	10/05/2011	COMPUTERLAND	135.77
152809	10/05/2011	DELL MARKETING L.P. C/O DELL USA L.P.	1,212.08
152810	10/05/2011	FEDERAL EXPRESS	73.69
152811	10/05/2011	FISHER SCIENTIFIC	705.14
152812	10/06/2011	WELLS FARGO #3317	1,351.62
		Unpaid Sales Tax	79.53
		Expensed Amount	1,431.15
152813	10/06/2011	FRED PRYOR SEMINARS	99.00
152814	10/06/2011	FRED PRYOR SEMINARS	99.00
152815	10/06/2011	CCLC/CCCAA CCCAA	100.00
152816	10/06/2011	CCCAOE ATTN: BOBBIE EDGIN	435.00
152817	10/06/2011	CCCAOE	435.00

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152818	10/06/2011	CIWEA ATTN: SALLY CARDENAS	45.00
152819	10/06/2011	MGM GRAND THE SIGNATURE	278.88
152820	10/06/2011	ORANGE COUNTY BUSINESS COUNCIL	125.00
152821	10/06/2011	DONNA RANE-SZOSTAK	511.80
152822	10/06/2011	ALANNAH ORRISON ROSENBERG	224.40
152823	10/06/2011	GARY RYBOLD	523.16
152824	10/06/2011	MICHELLE SCHARF	40.00
152825	10/06/2011	WESTIN HOTEL SAN DIEGO	235.27
152826	10/06/2011	WESTIN HOTEL SAN DIEGO	157.59
152827	10/07/2011	XEROX CORP.	19,194.26
152828	10/07/2011	XEROX CORP.	258.67
152829	10/07/2011	BLACKBOARD INC.	755.00
152830	10/07/2011	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	10,000.00
152831	10/07/2011	DIVERSIFIED LANDSCAPE MGT. INC.	37,224.00
152832	10/07/2011	ENAMIX, INC.	5,670.00
152833	10/07/2011	ENVIRON	283.55
152834	10/07/2011	GRIFFITH CO.	45,663.66
152835	10/07/2011	HAITBRINK ASPHALT PAVING, INC.	20,760.00
152836	10/07/2011	MC CARTHY BUILDING COMPANIES	61,714.00
152837	10/07/2011	NEUDESIC, LLC	62,742.00
152838	10/07/2011	NU AGE DEVELOPMENT, INC.	13,776.00
152839	10/07/2011	PB AMERICAS, INC.	3,405.19
152840	10/07/2011	PERCEPTIVE SOFTWARE	8,513.27
152841	10/07/2011	RGP PLANNING & DEVELOPMENT SERVICES	17,078.54
152842	10/10/2011	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	1,064.71
152843	10/10/2011	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	14,610.00
152844	10/10/2011	AMER. ASSOCIATION OF MUSEUMS AAM MEMBERSHIP DEPT.	100.00
152845	10/10/2011	ADVANTA ENERGY CORP	800.00
152846	10/10/2011	AUCA LOS ANGELES	45.07
152847	10/10/2011	BESAFE TECHNOLOGIES, INC.	738.15
152848	10/10/2011	KRISTEN BUSH	1,260.00
152849	10/10/2011	CAROLINA BIOLOGICAL SUPPLY	34.29
152850	10/10/2011	CCCADA ATTN: KANOE BANDY	100.00
152851	10/10/2011	CLARK SECURITY PRODUCTS INC.	6,659.24
152852	10/10/2011	COLLEGE ART ASSOCIATION GENERAL POST OFFICE	375.00
152853	10/10/2011	CONTINENTAL CHEM & SANITARY SUPPLY	1,866.77
152854	10/10/2011	CROWN FENCE	4,335.00
152855	10/10/2011	DABCO, INC.	14,422.00
152856	10/10/2011	DANA POINT FUEL DOCK	29.68
152857	10/10/2011	DAY & NIGHT DOOR SERVICE, INC	1,924.00
152858	10/10/2011	DELTA BIOLOGICALS	5,905.00
		Unpaid Sales Tax	457.64
		Expensed Amount	6,362.64
152859	10/10/2011	DISPLAYS 2GO	329.40
		Unpaid Sales Tax	22.02
		Expensed Amount	351.42
152860	10/10/2011	DLG REST. EQUIP. & CLOSEOUTS	242.44
152861	10/10/2011	MICHELE DUGAN	180.00

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## Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
152862	10/10/2011	FREEWAY AUTO SUPPLY	78.81
152863	10/10/2011	LAURA ABRAMS	53.13
152864	10/10/2011	KATE ALDER	92.58
152865	10/10/2011	DAVID E. ANDERSON, JR.	96.24
152866	10/10/2011	LINDA BASHOR	75.04
152867	10/10/2011	CHERYL CLAVEL	14.99
152868	10/10/2011	FADAIEFARD, MOHAMMAD	6.44
152869	10/10/2011	JENNIFER GLEIZER	13.94
152870	10/10/2011	RAUL B. GUTIERREZ	14.99
152871	10/10/2011	RUBEN GUZMAN	239.77
152872	10/10/2011	BRUCE HAGAN	122.93
152873	10/10/2011	PATTY HELTON	44.96
152874	10/10/2011	BICHTUYEN JENSEN	14.99
152875	10/10/2011	CANDACE KINCAID	53.26
152876	10/10/2011	DR. KRIS LEPPHEN-CHRISTENSEN	47.29
152877	10/10/2011	NICOLE LOFTUS	201.33
152878	10/10/2011	TEDDI LORCH	99.08
152879	10/10/2011	LORI MANGELS	164.84
152880	10/10/2011	ANITA MC DONALD	14.99
152881	10/10/2011	KATHRYN NUNEZ	14.99
152882	10/10/2011	MICHAEL O'MEARA	14.99
152883	10/10/2011	JOHN OZUROVICH	43.85
152884	10/10/2011	LA NELL PEEBLES	14.99
152885	10/10/2011	LILIA PETERSON	52.15
152886	10/10/2011	SANDRA POPE	21.65
152887	10/10/2011	TAMERA RICE	25.33
152888	10/10/2011	KAY RYALS	85.76
152889	10/10/2011	JOYCE SEMANIK	44.96
152890	10/10/2011	LOUIS SESSLER	17.37
152891	10/10/2011	SOKHA SONG	116.18
152892	10/10/2011	BROOKE CHILDERS	14.99
152893	10/10/2011	EARL PAGAL	32.71
152894	10/11/2011	SAN DIEGO GAS & ELECTRIC	1,418.15
152895	10/11/2011	SOUTHERN CALIFORNIA EDISON CO.	3,518.19
152896	10/11/2011	SOUTHERN CALIFORNIA EDISON CO.	247.79
152897	10/11/2011	SOUTHERN CALIFORNIA GAS CO.	17.83
152898	10/11/2011	ELLE DUBOIS	32.63
152899	10/11/2011	GRANICUS, INC.	1,075.00
152900	10/11/2011	LAURENCE GREENFIELD	500.00
152901	10/11/2011	HARDY DIAGNOSTICS	926.78
152902	10/11/2011	TIM HARDY	243.75
152903	10/11/2011	HD SUPPLY WATERWORKS	614.18
152904	10/11/2011	CARMENMARA HERNANDEZ-BRAVO	108.06
152905	10/11/2011	HIRSCH PIPE & SUPPLY	98.44
152906	10/11/2011	IRVINE RANCH WATER DIST.	288.57
152907	10/11/2011	JACKSON, DE MARCO, TIDUS, & PE	6,452.50
152908	10/11/2011	JAMES PUBLISHING, INC.	57.80
152909	10/11/2011	SARAH JEAN KOO	500.00
152910	10/11/2011	KEVIN KUMAR	500.00

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Check Number	Check Date	Pay to the Order of	Check Amount
152911	10/11/2011	LIEBERT CASSIDY WHITMORE	3,284.72
152912	10/11/2011	LYNDA.COM, INC.	42.86
152913	10/11/2011	MC CALLUM GROUP, INC.	3,500.00
152914	10/11/2011	MARCIA MILCHIKER	49.99
152915	10/11/2011	MOBILE AIR COND. SOCIETY W.W.	272.17
152916	10/11/2011	MONTGOMERY HARDWARE	2,124.83
152917	10/11/2011	NEUDESIC, LLC	44,995.50
152918	10/11/2011	NICHOLAS YEE	500.00
152919	10/11/2011	JACKSON, DE MARCO, TIDUS, & PE	19,058.76
152920	10/11/2011	AT & T	65.39
152921	10/11/2011	AT & T	25.98
152922	10/11/2011	AT & T	35.10
152923	10/11/2011	AT&T	11.43
152924	10/11/2011	BOCA INTERNET TECHNOLOGIES INC DBA ALERTSITE	9,420.00
152925	10/11/2011	ARS ENTERPRISES	1,575.00
152926	10/11/2011	BRAND ATHLETICS	201.02
152927	10/11/2011	CSUF ASC	12,071.00
152928	10/11/2011	COACH AMERICA	2,666.85
152929	10/11/2011	COMPUTERLAND	1,408.00
152930	10/11/2011	DirecTV	104.99
152931	10/11/2011	SPARKLETTS	906.13
152932	10/11/2011	SPARKLETTS	1,093.22
152933	10/11/2011	ENTERPRISE RENT-A-CAR	476.10
152934	10/11/2011	EXPERIAN	77.00
152935	10/11/2011	FISHER SCIENTIFIC	1,117.06
152936	10/11/2011	FREEWAY AUTO SUPPLY	68.21
152937	10/11/2011	SAMUEL FRENCH MUSICAL DEPARTMENT	945.00
152938	10/11/2011	FREY SCIENTIFIC	2,174.58
152939	10/12/2011	PACIFIC NATIONAL GROUP	5,304.00
152940	10/12/2011	BOB PARRETT CONSTRUCTION	5,886.00
152941	10/12/2011	LILIANN PEREZ-STROUD	360.00
152942	10/12/2011	JIM PHANEUF	149.97
152943	10/12/2011	DR. LORI PHELPS	1,155.09
152944	10/12/2011	POLISHED IMAGE	49.03
152945	10/12/2011	PSI-PAYPHONE STATIONS INNOVAT.	1,560.00 *
Cancelled on 10/12/2011, Cancel Register # AP10122011E			
152946	10/12/2011	QUEST DIAGNOSTICS	682.35
152947	10/12/2011	QUEZADA PRO LANDSCAPE, INC.	1,050.00
152948	10/12/2011	S & B FOODS CATERING DIVISION	431.00
152949	10/12/2011	SAFEWAY INC/PAVILIONS	385.53
152950	10/12/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	434.09
152951	10/12/2011	SCANTRON CORPORATION	266.84
152952	10/12/2011	SCIENCE KIT, INC.	255.11
152953	10/12/2011	CHARLES C. STILL SECURE LIVE SCAN	120.00
152954	10/12/2011	SEHI PROCOMP COMPUTER PRODUCTS	464.56
152955	10/12/2011	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
152956	10/12/2011	SIMS-ORANGE WELDING SUPPLY	33.95
152957	10/12/2011	SMART & FINAL IRIS CO.	457.60
152958	10/12/2011	JAMIE SMITH	189.97

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Check Number	Check Date	Pay to the Order of	Check Amount
152959	10/12/2011	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,245.37
152960	10/12/2011	SO. ORANGE CO. COMM. COL.DIST	2,226.00
152961	10/12/2011	KRISTEN STITS	120.00
152962	10/12/2011	STUDICA, INC.	3,960.00
152963	10/12/2011	AMY SUPINGER dba SUPINGER STRATEGIES	1,750.00
152964	10/12/2011	FAWN TANRIVERDI	1,000.00
152965	10/12/2011	TECHNIC BUSINESS SOLUTIONS	669.96
152966	10/12/2011	TIME MASTERS	38.36
152967	10/12/2011	TOMARK SPORTS, INC.	295.00
152968	10/12/2011	TRIBUNE MEDIA SERVICES, INC.	240.00
152969	10/12/2011	ARACELI TRUJILLO	50.00
152970	10/12/2011	TUTTLE-CLICK FORD	130.67
152971	10/12/2011	VENTEK INTERNATIONAL	180.00
152972	10/12/2011	VISTA PAINT CORPORATE OFFICE	227.95
152973	10/12/2011	VWR INTERNATIONAL, INC.	917.58
152974	10/12/2011	WALTERS WHOLESALE ELECTRIC	1,073.40
152975	10/12/2011	WARD'S NATURAL SCIENCE	64.47
152976	10/12/2011	WARE DISPOSAL CO., INC.	14,274.99
152977	10/12/2011	KATHLEEN WERLE	181.82
152978	10/12/2011	WILMAD/LAB GLASS	392.21
152979	10/12/2011	WOODRUFF, SPRADLIN & SMART	7,000.00
152980	10/12/2011	LISA WORKMAN	50.00
152981	10/12/2011	ROCKVIEW FARMS	260.14
152982	10/12/2011	US FOODS	1,606.11
152983	10/12/2011	RPM CONSULTANT GROUP	2,468.24
152984	10/12/2011	K-LOG COMPANY	6,149.61
		Unpaid Sales Tax	396.11
		Expensed Amount	6,545.72
152985	10/12/2011	KEN'S SPORTING GOODS	3,252.76
152986	10/12/2011	KENNY'S AUTO UPHOLSTERY, INC.	400.00
152987	10/12/2011	ELWIN KISHIMOTO	132.00
152988	10/12/2011	HIRO KONISHI	222.99
152989	10/12/2011	ERIC KUDELL	40.12
152990	10/12/2011	LAB SAFETY SUPPLY CO. ACCT # 5252156	525.61
152991	10/12/2011	LAGUNA GRAPHIC ARTS, INC.	215.50
152992	10/12/2011	LAGUNA WOODS VILLAGE POTTERS & SCULPTORS CLUB	4,245.00
152993	10/12/2011	MICHAEL LEVINE, INC.	263.88
152994	10/12/2011	LIBRARY ADVANTAGE	130.00
		Unpaid Sales Tax	10.08
		Expensed Amount	140.08
152995	10/12/2011	MAQUINSAL SEWING MACHINE CO.	595.60
152996	10/12/2011	MATERIAL FLOW & CONVEYOR SYSTEMS, INC.	88.31
152997	10/12/2011	J. M. MC CONKEY CO.	22.30
152998	10/12/2011	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	282.07
152999	10/12/2011	DIANE MC GROARTY	32.31
153000	10/12/2011	MC KESSON MEDICAL SURGICAL	1,893.61
153001	10/12/2011	McMASTER CARR SUPPLY CO.	118.42
153002	10/12/2011	BRUCE RADLOFF MEDICAL DISCOUNT	2,858.06

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Check Number	Check Date	Pay to the Order of	Check Amount
153003	10/12/2011	THE MICROSCOPE STORE	126.00
		Unpaid Sales Tax	8.91
		Expensed Amount	134.91
153004	10/12/2011	MS IT ACADEMY	1,602.78
153005	10/12/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	969.75
153006	10/12/2011	DAVID MILLER	50.00
153007	10/12/2011	SALLIE MILLER	435.00
153008	10/12/2011	MISSION VIEJO GLASS	2,105.00
153009	10/12/2011	MONOPRICE, INC.	192.30
153010	10/12/2011	CHARLES MYERS SADDLEBACK COLLEGE	22.63
153011	10/12/2011	NASCO MODESTO	269.01
153012	10/12/2011	NATIONAL ALLIANCE OF TWO YEAR COLLEGE ATHLETIC ADMINS.	100.00
153013	10/12/2011	OC REGISTER COMMERCIAL BILLING	3,383.77
153014	10/12/2011	OCE-IMAGISTICS	555.57
153015	10/12/2011	OCEAN INSTITUTE	900.00
153016	10/12/2011	ORKIN PEST CONTROL 711	1,962.50
153017	10/12/2011	AARDVARK CLAY AND SUPPLIES	1,005.63
153018	10/12/2011	AGUINAGA GREEN, INC.	247.83
153019	10/12/2011	AMERICAN TIME & SIGNAL CO.	464.76
153020	10/12/2011	BELL'S INDUSTRIAL SERVICE	287.36
153021	10/12/2011	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	23,830.64
153022	10/12/2011	COMPUTERLAND	127,705.50
153023	10/12/2011	CORPORATE BUSINESS INTERIORS	184.39
153024	10/12/2011	JAN DUQUETTE	131.46
153025	10/12/2011	FISHER SCIENTIFIC	2,471.70
153026	10/12/2011	FRY'S ELECTRONICS	193.89
153027	10/12/2011	TRACY BRYARS	500.00
153028	10/12/2011	LINDA CALL	1,281.94
153029	10/12/2011	TAM DO	105.00
153031	10/12/2011	JENNIFER HEDGECOCK	1,000.00
153032	10/12/2011	LISA HESSE	426.88
153033	10/12/2011	LORI HOOLIHAN	500.00
153034	10/12/2011	DR. CRAIG JUSTICE	471.40
153035	10/12/2011	JULIE KIRK	994.93
153036	10/12/2011	MARILYN K. LANTZ	80.00
153037	10/12/2011	STEVE LEE	40.00
153038	10/12/2011	RALPH MEZA	125.70
153039	10/12/2011	ORANGE COUNTY BUSINESS COUNCIL	250.00
153040	10/12/2011	PAPERCLIP COMMUNICATIONS	266.00
153041	10/12/2011	DIANE PESTOLESI	1,362.44
153042	10/12/2011	TAMERA RICE	2,220.62
153043	10/12/2011	ROSANN RIOS	135.00
153044	10/12/2011	PARISA SOLTANI	88.40
153045	10/12/2011	FAWN TANRIVERDI	168.70
153046	10/12/2011	KOLIN WILLIAMS	530.00
153047	10/12/2011	MOALEJ BUILDERS	4,034.41
153048	10/12/2011	MOALEJ BUILDERS AND CLEAR WATER SERVICE	755.73
153049	10/13/2011	ADVANCE TEK	8,000.00

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153050	10/13/2011	AK CONSTRUCTORS INC.	6,250.00
153051	10/13/2011	AT&T	23,890.00
153052	10/13/2011	CATALYST CONSULTING	7,830.00
153053	10/13/2011	CDW GOVERNMENT, INC.	458.01
153054	10/13/2011	CLARK SECURITY PRODUCTS INC.	42.45
153055	10/13/2011	CRESCENT STAFFING, INC.	13,832.00
153056	10/13/2011	JOYCE INSPECTION & TESTING	5,904.00
153057	10/13/2011	NIMBLE CONSULTING	10,750.00
153058	10/13/2011	RED STONE, INC	6,560.00
153059	10/13/2011	RR SYSTEMS, INC.	962.00
153060	10/17/2011	XEROX CORP.	778.42
153061	10/17/2011	ACSIG/EDGE	127,579.12
153062	10/17/2011	ACSIG/EDGE	42,312.76
153063	10/17/2011	HYATT LEGAL	7,154.60
153064	10/17/2011	PACIFICARE BEHAVIORAL HEALTH	3,077.34
153065	10/17/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	25,783.51
153066	10/17/2011	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,283.06
153067	10/17/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,180,078.00
153068	10/17/2011	UNUM LIFE INSURANCE COMPANY	1,364.01
153069	10/17/2011	UNUM LIFE INSURANCE COMPANY	3,412.32
153070	10/17/2011	ACSIG/EDGE	18,947.21
153071	10/17/2011	ACSIG/EDGE	5,285.22
153072	10/17/2011	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	320,636.00
153073	10/17/2011	MARYAM AZARY	40.00
153074	10/17/2011	JUANITA BALTIERRA	40.00
153075	10/17/2011	ZINA BORATYNEC	40.00
153076	10/17/2011	DR. ROBERT BRAMUCCI	118.80
153077	10/17/2011	CCCSFAAA WEST VALLEY COLLEGE F.A.	295.00
153078	10/17/2011	ROCKY CIFONE	32.00
153079	10/17/2011	TRACY DALY	22.00
153080	10/17/2011	MARIANA J. DE SARACHO	40.00
153081	10/17/2011	ARLEEN ELSEROD	36.00
153082	10/17/2011	DAVID FRETZ	752.90
153083	10/17/2011	ERIC R. GARCIA	40.00
153084	10/17/2011	LINDA GLEASON	1,661.70
153085	10/17/2011	JENNIFER GOLDEN	40.00
153086	10/17/2011	GEORGINA GUY	40.00
153087	10/17/2011	STEVE HANDA	40.00
153088	10/17/2011	HYATT REGENCY SACRAMENTO	485.43
153089	10/17/2011	JULIE KIRK	405.07
153090	10/17/2011	JAYNE KLUNDER	40.00
153091	10/17/2011	SARAH KOBATA	40.00
153092	10/17/2011	CAROL LERMAN	40.00
153093	10/17/2011	MARJORIE LUESEBRINK	700.00
153094	10/17/2011	KURT MEYER	1,155.85
153095	10/17/2011	LORETTA M. NICCOLA	1,764.94
153096	10/17/2011	ORLANTHA NIN	40.00
153097	10/17/2011	OMNI SHOREHAM HOTEL	262.21
153098	10/17/2011	OMNI SHOREHAM HOTEL	262.21

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153099	10/17/2011	HOLLIS PAEGEL	40.00
153100	10/17/2011	DIANE PESTOLESI	294.31
153101	10/17/2011	JENNIFER RACHMAN	40.00
153102	10/17/2011	MICHELLE SCHARF	65.00
153103	10/17/2011	CINDY SORENSEN	40.00
153104	10/17/2011	YEMMY TAYLOR	1,020.17
153105	10/18/2011	SAN DIEGO GAS & ELECTRIC	58,815.09
153106	10/18/2011	SOUTHERN CALIFORNIA EDISON CO.	88.29
153107	10/18/2011	AT & T	253.89
153108	10/18/2011	AT & T	62.01
153109	10/18/2011	AT&T	5,646.78
153110	10/18/2011	AT&T	11.30
153111	10/18/2011	AT&T	11.29
153112	10/18/2011	SOUTHERN CALIFORNIA GAS CO.	12,004.93
153113	10/18/2011	DOMINIC LOPEZ	1,000.00
153114	10/18/2011	VERIZON	66.47
153115	10/18/2011	VERIZON	66.47
153116	10/18/2011	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	5,407.60
153117	10/18/2011	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	211,456.67
153118	10/18/2011	DVV ASSOCIATES, INC.	1,650.00
153119	10/18/2011	JOYCE INSPECTION & TESTING	12,768.00
153120	10/18/2011	MARK IV COMMUNICATIONS, INC.	812.60
153121	10/18/2011	PB AMERICAS, INC.	6,734.76
153122	10/18/2011	RED STONE, INC	6,560.00
153123	10/18/2011	RJM DESIGN GROUP, INC.	1,832.84
153124	10/19/2011	WOODBIDGE HIGH SCHOOL	225.00
153125	10/19/2011	COLLEGE BRAIN TRUST	28,676.23
153126	10/19/2011	GANAHL LUMBER	4,362.68
153127	10/19/2011	W. W. GRAINGER	3.75
153128	10/19/2011	HAIR CALIFORNIA BEAUTY ACADEMY	23,110.50
153129	10/19/2011	HOLIDAY PRINCESS PUBLISHING	25.85
153130	10/19/2011	HOME HARVEST GARDEN SUPPLY DIV. OF SUPERIOR GROWERS SUPP.	153.35
		Unpaid Sales Tax	10.64
		Expensed Amount	163.99
153131	10/19/2011	IKON OFFICE SOLUTIONS	2,614.24
153132	10/19/2011	RJ COACHING AND CONSULTING RITA M. JONES	10,000.00
153133	10/19/2011	SAMIR KHUNDY	134.59
153134	10/19/2011	TAMARA KING	129.00
153135	10/19/2011	STEVEN ARLEN KOEHM	1,500.00
153136	10/19/2011	LOOMIS, FARGO & COMPANY	518.39
153137	10/19/2011	MACIAS, GINI & O'CONNELL, LLP	28,191.00
153138	10/19/2011	MARCIVE, INC.	20.90
153139	10/19/2011	MONTGOMERY HARDWARE	2,352.21
153140	10/19/2011	MOULTON-NIGUEL WATER DIST.	13,826.68
153141	10/19/2011	NATIONAL BUSINESS FURNITURE	281.87
153142	10/19/2011	NCLEX PROGRAM REPORTS SUBSCRIPTION DEPARTMENT	300.00

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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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153143	10/19/2011	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	450.00
153144	10/19/2011	NEWARK DRESSMAKER SUPPLY INC. DIVISION OF HOME SEW	40.15
		Unpaid Sales Tax	2.57
		Expensed Amount	42.72
153145	10/19/2011	NEWPORT COMPUTER SOLUTIONS	35,614.00
153146	10/19/2011	OC Treasurer-Tax Collector	15,168.00
153147	10/19/2011	ORKIN PEST CONTROL 711	3,000.00
153148	10/19/2011	MEGAN WEAVER	1,200.00
153149	10/19/2011	ROCKHURST UNIV. CONTINUING EDUCATION CENTER, INC.	2,400.00
153150	10/19/2011	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	366.35
153151	10/19/2011	PACIFIC NATIONAL GROUP	688.00
153152	10/19/2011	PASCO SCIENTIFIC	525.74
153153	10/19/2011	PHOENIX GROUP	3,898.86
153154	10/19/2011	GWEN PLANO	8.50
153155	10/19/2011	POCKET NURSE ENTERPRISES, INC.	126.45
		Unpaid Sales Tax	8.91
		Expensed Amount	135.36
153156	10/19/2011	PORT SUPPLY	78.71
153157	10/19/2011	POWR-FLITE TACONY CORPORATION	262.54
153158	10/19/2011	THOMAS JOHN PRENDERGAST	46.99
153159	10/19/2011	QORPAK BERLIN PACKAGING LLC	87.28
153160	10/19/2011	QUEZADA PRO LANDSCAPE, INC.	1,100.00
153161	10/19/2011	QUINN RENTAL SERVICES	1,009.34
153162	10/19/2011	REALVOLLEYBALL.COM	316.36
153163	10/19/2011	REFRIGERATION SUPPLIES DIST.	670.44
153164	10/19/2011	RICHARD THE THREAD EMPIRE TAPE COMPANY	62.80
153165	10/19/2011	STEPHEN ROBERTSON	39.61
153166	10/19/2011	S & B FOODS CATERING DIVISION	391.78
153167	10/19/2011	SAFEWAY INC/PAVILIONS	501.12
153168	10/19/2011	SARGENT-WELCH LLC VWR INTERNATIONAL	197.06
153169	10/19/2011	SCANTRON CORPORATION	37,908.51
153170	10/19/2011	SCHLAIFER'S ENAMELING SUPPLIES INC.	302.09
		Unpaid Sales Tax	21.79
		Expensed Amount	323.88
153171	10/19/2011	SCIENCE KIT, INC.	191.83
153172	10/19/2011	SECURITAS SECURITY SVCS, USA	1,034.10
153173	10/19/2011	SEHI PROCOMP COMPUTER PRODUCTS	1,261.74
153174	10/19/2011	SHRED-IT CAMPO ENTERPRISES, INC.	335.00
153175	10/19/2011	SIEMENS INDUSTRY INC.	454.01
153176	10/19/2011	SIMS-ORANGE WELDING SUPPLY	185.50
153177	10/19/2011	SMITH PIPE & SUPPLY, INC.	65.70
153178	10/19/2011	DANIEL SMITH, INC.	348.75
		Unpaid Sales Tax	27.03
		Expensed Amount	375.78
153179	10/19/2011	MAUREEN SMITH	52.00
153180	10/19/2011	THOMAS L. SMITH	61.27
153181	10/19/2011	SNADER AND ASSOCIATES INC.	2,274.60
153182	10/19/2011	STAR MAINTENANCE SUPPLY	753.93

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153183	10/19/2011	SYMPPLICITY CORPORATION	3,500.00
153184	10/19/2011	TAMS-WITMARK MUSIC LIBRARY	67.00
153185	10/19/2011	TAMS-WITMARK MUSIC LIBRARY	15.00
153186	10/19/2011	PATRIC TAYLOR	48.68
153187	10/19/2011	TECHNIC BUSINESS SOLUTIONS	354.38
153188	10/19/2011	TOMARK SPORTS, INC.	1,330.94
153189	10/19/2011	TRUSTWAVE	1,650.00
153190	10/19/2011	TUTTLE CLICK MITSUBISHI	1,527.91 *
Cancelled on 10/19/2011, Cancel Register # AP10192011D			
153191	10/19/2011	TUTTLE-CLICK FORD	387.88
153192	10/19/2011	U.S. AIR CONDITIONING DISTRIBUTORS	1,152.12
153193	10/19/2011	UNISOURCE WORLDWIDE INC.	3,886.47
153194	10/19/2011	UNIVERSAL SPECIALTIES, INC.	888.78
153195	10/19/2011	USA MOBILITY WIRELESS, INC.	65.09
153196	10/19/2011	VERNIER SOFTWARE	1,253.02
153197	10/19/2011	VWR INTERNATIONAL, INC.	293.59
153198	10/19/2011	WALTERS WHOLESALE ELECTRIC	134.99
153199	10/19/2011	WARD'S NATURAL SCIENCE	1,242.06
153200	10/19/2011	SO. ORANGE CO. COMM. COL. DIST	20,042.50
153201	10/19/2011	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ATONIO COLLEGE	90.00
153202	10/19/2011	NOTHING BUT AIR	399.00
153203	10/19/2011	OC REGISTER COMMERCIAL BILLING	1,959.54
153204	10/19/2011	ORANGE COUNTY DEPARTMENT OF EDUCATION	23.15
153205	10/19/2011	OCE-IMAGISTICS	211.20
153206	10/19/2011	OCEANSIDE PHOTO & TELESCOPE	529.35
153207	10/19/2011	OCLC, INC. DEPT #34299	8,903.10
153208	10/19/2011	ORION TELESCOPES & BINOCULARS	301.48
153209	10/19/2011	ORKIN PEST CONTROL 711	1,284.00
153210	10/20/2011	SOUTHERN CALIFORNIA EDISON CO.	2,745.17
153211	10/20/2011	SOUTHERN CALIFORNIA EDISON CO.	11,841.60
153212	10/20/2011	SOUTHERN CALIFORNIA EDISON CO.	22,303.28
153213	10/20/2011	SOUTHERN CALIFORNIA GAS CO.	2,499.42
153214	10/20/2011	SOUTHERN CALIFORNIA GAS CO.	1,610.98
153215	10/20/2011	SOUTHERN CALIFORNIA GAS CO.	26.88
153216	10/20/2011	AAA ELECTRIC MOTOR SALES	129.14
153217	10/20/2011	AIR SOURCE INDUSTRIES, INC.	24.85
153218	10/20/2011	ALAN'S LAWNMOWER & GARDEN	8,734.41
153219	10/20/2011	ALLIED REFRIGERATION INC	563.36
153220	10/20/2011	APPLE COMPUTER INC.	74.35
153221	10/20/2011	ARC AMER. REPROGRAPHICS CO.	15.81
153222	10/20/2011	ARROWHEAD DRINKING WATER	19.15
153223	10/20/2011	ASSOCIATION OF GOVERNING BOARDS	52.00
		Unpaid Sales Tax	3.49
		Expensed Amount	55.49
153224	10/20/2011	B & H PHOTO	540.00
		Unpaid Sales Tax	41.85
		Expensed Amount	581.85
153225	10/20/2011	BRAVO SIGN & DESIGN	1,050.38

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## Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153226	10/20/2011	CAIS	1,435.23
153227	10/20/2011	CHEF WORKS, INC.	78.44
153228	10/20/2011	CINTAS CORPORATION	47.00
153229	10/20/2011	CINTAS DOCUMENT MANAGEMENT	159.50
153230	10/20/2011	CINTAS DOCUMENT MANAGEMENT	159.50
153231	10/20/2011	CIWEA                   ATTN: SALLY CARDENAS	150.00
153232	10/20/2011	JANE L. COLLIER	150.00
153233	10/20/2011	CONSOLIDATED ELECTRICAL DIST.	279.34
153234	10/20/2011	COURTESY ROOFING       VICTOR M. ORTIZ	875.00
153235	10/20/2011	COUTTS LIBRARY SERVICES, INC.	36.32
153236	10/20/2011	DEPARTMENT OF JUSTICE   ACCOUNTING OFFICE, CASHIERING	160.00
153237	10/20/2011	DISCOUNT DANCE SUPPLY CO.	320.43
153238	10/20/2011	SPARKLETTES	57.63
153239	10/20/2011	EAGLE COMMUNICATIONS	222.50
153240	10/20/2011	EBERHARD EQUIPMENT	658.24
153241	10/20/2011	EDUCATIONAL GLOBAL       TECHNOLOGIES, INC. (EDGT)	646.50
153242	10/20/2011	ARNETTE EDWARDS	180.00
153243	10/20/2011	ENTERPRISE RENT-A-CAR	853.14
153244	10/20/2011	EWING IRRIGATION PRODUCTS	23.25
153245	10/20/2011	EXCELSIOR ELEVATOR CORPORATION	975.00
153246	10/20/2011	FREEWAY AUTO SUPPLY	107.61
153247	10/20/2011	SHELL FLEET CARD SERVICES   PROCESSING CENTER	4,602.08
153248	10/20/2011	DAIRY DEPOT	38.20
153249	10/21/2011	JENNIFER ABRAHAMS	23.31
153250	10/21/2011	BAKER & TAYLOR	1,645.93
153251	10/21/2011	BLICK ART MATERIALS	221.24
153252	10/21/2011	CA DEPT OF TOXIC SUBSTANCES   CONTROL	272.50
153253	10/21/2011	CAROLINA BIOLOGICAL SUPPLY	4,067.36
153254	10/21/2011	CONSUMERS PIPE - FONTANA	1,115.10
153255	10/21/2011	CONTINENTAL CHEM &       SANITARY SUPPLY	4,000.22
153256	10/21/2011	ELECTRON MICROSCOPY SCIENCES	235.74
		Unpaid Sales Tax	17.13
		Expensed Amount	252.87
153257	10/21/2011	FHEG IVC BOOKSTORE       STORE NO. 895   M.A 729	341.57
153258	10/24/2011	PETE'S ROAD SERVICE	126.29
153259	10/24/2011	POWER FORD TUSTIN	407.68
153260	10/24/2011	QORPAK                   BERLIN PACKAGING LLC	175.42
153261	10/24/2011	QUICK CAPTION	1,100.00
153262	10/24/2011	S & B FOODS           CATERING DIVISION	91.53
153263	10/24/2011	S & B FOODS           CATERING DIVISION	641.11
153264	10/24/2011	S & B FOODS           CATERING DIVISION	57.11
153265	10/24/2011	TUTTLE-CLICK FORD	1,527.91
153266	10/24/2011	UNITED SITE SERVICES       OF CALIFORNIA, INC.	315.82
153267	10/24/2011	WALTERS WHOLESALE ELECTRIC	115.37
153268	10/24/2011	DOUGLAS WESTLAKE	1,275.00
153269	10/24/2011	XYLEM DESIGN	22.86

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	6.67-
		Expensed Amount	16.19
153270	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153271	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153272	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153273	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153274	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153275	10/24/2011	ACADEMIC SENATE COLLEGES FOR CA COMMUNITY	385.00
153276	10/24/2011	JUAN AVALOS	775.19
153277	10/24/2011	TOD A. BURNETT	391.72
153278	10/24/2011	CCCSFAAA WEST VALLEY COLLEGE F.A.	295.00
153279	10/24/2011	CIWEA ATTN: SALLY CARDENAS	45.00
153280	10/24/2011	TRACY DALY	68.00
153281	10/24/2011	JOANNE DE MARCHI	500.00
153282	10/24/2011	GEORGINA GUY	126.80
153283	10/24/2011	BRUCE HAGAN	1,056.64 *
	Cancelled on 10/24/2011	Cancel Register # AP10252011	
153284	10/24/2011	JOHN LICITRA	157.97
153285	10/24/2011	LORETTA M. NICCOLA	95.00
153286	10/24/2011	GWEN PLANO	50.00
153287	10/24/2011	SHERATON SAN DIEGO HOTEL & MARINA	145.22
153288	10/24/2011	SHERATON GRAND SACRAMENTO	323.32
153289	10/25/2011	AARFLOT, JOSTEIN	1,020.00
153290	10/25/2011	STEPHEN K. CHARPIE	1,020.00
153291	10/25/2011	ALAN CRAWLEY	1,020.00
153292	10/25/2011	G & K SERVICES	157.90
153293	10/25/2011	GALLS INC. %GALLS RETAIL CA LOCK BOX	200.18
153294	10/25/2011	DOROTHY GARANT	72.98
153295	10/25/2011	LUZ GARCIA	50.00
153296	10/25/2011	GAYLE'S EMBROIDERY	232.00
153297	10/25/2011	GETTY IMAGES, INC.	2,500.00
153298	10/25/2011	GLAXOSMITHKLINE PHARMACEUTICAL	1,615.00
153299	10/25/2011	GOLF VENTURES WEST	156.99
153300	10/25/2011	LISA JANE GORE	1,000.00
153301	10/25/2011	GOVCONNECTION	98.70
153302	10/25/2011	W. W. GRAINGER	7,188.38
153303	10/25/2011	GRAYBAR ELECTRIC CO.	368.51
153304	10/25/2011	GREEN THUMB INTERNATIONAL	116.14
153305	10/25/2011	MATTHEW E. GREGORY	27.00
153306	10/25/2011	KELLY GRIMES	600.00
153307	10/25/2011	RICHARD GROSCOST	46.67
153308	10/25/2011	HAITBRINK ASPHALT PAVING, INC.	6,210.00
153309	10/25/2011	HALO BRANDED SOLUTIONS	6,398.09
153310	10/25/2011	HEATING & COOLING SUPPLY	210.19

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
153311	10/25/2011	HIGHER ONE INC.	922.40
153312	10/25/2011	HIRSCH PIPE & SUPPLY	3,611.90
153313	10/25/2011	I2S, INC.	1,058.00
153314	10/25/2011	IMAGING PLUS	1,095.53
153315	10/25/2011	INGARDIA BROTHERS PRODUCE, INC.	1,704.29
153316	10/25/2011	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	3,763.70
153317	10/25/2011	INTERSTATE BATTERIES OF CALIFORNIA COAST	97.24
153318	10/25/2011	ISC BIOEXPRESS	227.56
153319	10/25/2011	JAMECO ELECTRONICS	71.51
153320	10/25/2011	JULIA JENNER	98.04
153321	10/25/2011	MADELYN JOHNSTON-PLESCIA CREATIONS BY MADELYN	144.00
153322	10/25/2011	JOHNSTONE SUPPLY	985.40
153323	10/25/2011	KINA, MORITAKA	480.00
153324	10/25/2011	KNORR SYSTEMS, INC.	2,355.11
153325	10/25/2011	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	996.42
153326	10/25/2011	LAB SAFETY SUPPLY CO. ACCT # 5252156	965.91
153327	10/25/2011	LABEL MASTER	193.41
153328	10/25/2011	LANGUAGE LINE SERVICES	17.55
153329	10/25/2011	LASER SOURCE	278.00
153330	10/25/2011	LEGION WEST PAPER	462.45
153331	10/25/2011	A. M. LEONARD, INC.	523.45
		Unpaid Sales Tax	40.57
		Expensed Amount	564.02
153332	10/25/2011	MC KESSON MEDICAL SURGICAL	70.84
153333	10/25/2011	KAREN MC NULTY	45.90
153334	10/25/2011	MICRO CENTER A/R	533.26
153335	10/25/2011	MILLENNIUM BUSINESS SERVICES Marty Cohn	90.24
153336	10/25/2011	MINN. MINING & MFG. CENTER	1,339.56
153337	10/25/2011	MISSION PRINTING COMPANY	290.93
153338	10/25/2011	MITCHELL1	359.29
153339	10/25/2011	MODERN POSTCARD	195.40
153340	10/25/2011	MONOPRICE, INC.	57.73
153341	10/25/2011	MOORE MEDICAL CORP.	80.74
153342	10/25/2011	MUDDY ELBOW MANUFACTURING	275.00
		Unpaid Sales Tax	20.15
		Expensed Amount	295.15
153343	10/25/2011	CAROLINE MULVIHILL	600.00
153344	10/25/2011	MWAVE.COM div of CLT COMPUTER	569.56
153345	10/25/2011	JEFFREY SEGAL	1,020.00
153346	10/25/2011	COLIN WENHARDT	1,020.00
153347	10/25/2011	ERIK JENSEN WIRED PLANET	337.50
153348	10/25/2011	KAPLAN EARLY LEARNING COMPANY	394.40
153349	10/25/2011	AT & T	26.79
153350	10/25/2011	AT&T	31.60
153351	10/25/2011	VERIZON	147.90
153352	10/25/2011	VERIZON	333.39
		<b>Total Number of Checks</b>	<b>662</b>
			<b>3,754,937.87</b>

Includes checks for only Bank Account COUNTY

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
	Count	Amount	
Cancel	4	4,521.27	
Net Issue		<u>3,750,416.60</u>	

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	610	2,738,258.48
12	Child Development Fund	6	3,086.30
40	Capital Outlay Fund	34	624,076.28
68	Self-Insurance Fund	4	39,148.96
71	Retiree Benefit Fund	4	347,336.67
Total Number of Checks		658	3,751,906.69
Less Unpaid Sales Tax Liability			1,490.09
Net (Check Amount)			<u>3,750,416.60</u>

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Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
010277	10/03/2011	HM RECEIVABLES CO. II, LLC	216.84
010278	10/03/2011	OFFICEMAX CONTRACT INC.	327.19
010279	10/06/2011	INSIGHT SYSTEMS GROUP, INC.	686.10
010280	10/06/2011	JENNIFER JENSEN            EXQUISITE CAKES BY JENNIFER	173.84
010281	10/06/2011	ROUNDS, MILLER AND ASSOCIATES	1,174.00
010282	10/06/2011	LINDA WOOD	33.33
010283	10/13/2011	ACCE 2nd VICE PRESIDENT    MEMBERSHIP	60.00
010284	10/13/2011	SMART LEVELS MEDIA	177.22
010285	10/21/2011	COHEN-NAGLESTAD ENTERPRISES   LLC	50.00
010286	10/21/2011	GOOD TIMES TRAVEL, INC.	4,784.00
010287	10/21/2011	FRANCES WENDY GREENSPAN   ILLUSTRATING BY FRANCES W.	432.50
010288	10/21/2011	HOME DEPOT CREDIT SERVICES	144.01
010289	10/21/2011	INSIGHT SYSTEMS GROUP, INC.	938.30
010290	10/21/2011	MARIA MAYENZET	270.00
010291	10/21/2011	SMART LEVELS MEDIA	944.71
010292	10/21/2011	SUSAN M. UNOURA	50.00
010293	10/21/2011	XEROX CORP.	496.82
010294	10/21/2011	DON BOYD	105.00
010295	10/21/2011	MARILYNN KIMBERLY	74.00
<b>Total Number of Checks</b>			<b>19</b>
			<b>11,137.86</b>

Includes checks for only Bank Account SC-CMED

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	19	11,137.86
	Total Number of Checks	19	11,137.86
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>11,137.86</b>

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## Checks Dated 10/01/2011 through 10/25/2011

Check Number	Check Date	Pay to the Order of	Check Amount
008929	10/03/2011	JULIE COURSON	297.66
008930	10/03/2011	EDUCATION TO GO	1,103.75
008931	10/03/2011	WELLS FARGO #1606	653.04
008932	10/13/2011	HOLLYWOOD FILM INSTITUTE	197.50
008933	10/13/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	21,333.73
008934	10/13/2011	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	21,892.70
008935	10/13/2011	JULIE COOK	10.00
<b>Total Number of Checks</b>			<b>7</b>
			<b>45,488.38</b>

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	7	45,488.38
	Total Number of Checks	7	45,488.38
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>45,488.38</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.

ESCAPE ONLINE

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.15**  
**DATE: 11/16/11**

**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 P12-01962 through P12-02178 amounting to \$1,709,154.71 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 1 through October 25, 2011 totaling \$89,767.73 are also submitted.

**RECOMMENDATION**

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

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

Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-01962	SMITH PIPE & SUPPLY, INC.		GREENHOUSE SUPPLIES	65.70
P12-01963	INVITROGEN CORPORATION		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	217.75
P12-01964	COLLEGE BOARD CUES SOFTWARE SERVICES		PowerFAIDS Maint & Net Partner Maint	23,830.64
P12-01965	AACC CONVENTION		AACC 2012 Annual Membership - Board Approv	14,610.00
P12-01966	JAMECO ELECTRONICS		ELECTRONIC SUPPLIES	71.51
P12-01967	LAB SAFETY SUPPLY INC.		SAFETY SUPPLIES	965.91
P12-01968	AUTOMOTIVE WORKWEAR		SAFETY SUPPLIES	99.44
P12-01969	POLISHED IMAGE		VB F'11 Embroidery W/U	49.03
P12-01970	LISA WORKMAN		PANELIST	100.00
P12-01971	INTEGRA SERVICES INTERNATIONAL INC.		RAPIDTECH CONTRACT SVC	2,500.00
P12-01972	MATERIALISE		RAPIDTECH MAINTENANCE AGREEMENT	2,155.00
P12-01973	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	SC WAREHOUSE	CTE Natural mug	518.93
P12-01974	RAUL PACHECO dba R & R VISIBLE PRODUCTS		Wall Calendar Markboards	777.31
P12-01975	SEHI PROCOMP COMPUTER PRODUCTS		Color printers for Career Center	1,459.46
P12-01976	MOORE MEDICAL CORP.		OTC meds	80.74
P12-01977	DANIEL SMITH, INC.		Supplies - ART	374.37
P12-01978	AK CONSTRUCTORS INC.		WALL ADDITION IN M400 TO SECURE FURNITURE	6,250.00
P12-01979	THE BLIND FACTORY		B355 BLINDS	250.00
P12-01980	SOUTH COAST A.Q.M.D		REINSTATEMENT OF GENERATOR PERMIT NUMBER	1,064.71
P12-01981	WELLS FARGO #3317		SOCIOLOGY DICTIONARY	53.88
P12-01982	DOOLEY ENTERPRISES, INC.		AMMUNITION FOR TRAINING AND DUTY	4,000.00
P12-01983	DAN SPEISER DBA PSI-PAYPHONE STAT., INNOV.		Annual Maintenance: Pay phones	6,240.00
P12-01984	KRISTEN STITS		Adoption Trainer	120.00
P12-01985	SAMUEL FRENCH MUSICAL DEPARTMENT		Licensing Fee for "Rumors"	945.00
P12-01986	EXPERT WINDOW COVERINGS, INC.		BLINDS FOR BGS, FA, AGB & CP BUILDINGS	3,946.38
P12-01987	DAY & NIGHT DOOR SERVICE, INC		REPLACE ROLL-UP DOOR AT FINE ART WAREHOUSE	1,364.00
P12-01988	J. HARMON CONSTRUCTION INC.		CP COOLING TOWER	875.00
P12-01989	HOME DEPOT MISSION VIEJO STORE #614		Materials for scene painting class	300.00
P12-01991	SCANTRON CORPORATION		* SCANTRON FORMS FOR MARINE SCIENCE & GEOLOGY	278.93
P12-01992	AT&T		AT&T Sharepoint Strategy Workshop	27,290.00
P12-01993	VENDINI, INC.		Ticket stock for the IVC PAC	234.73
P12-01994	AGUINAGA GREEN, INC.		Native Garden Mulch Materials	247.83
P12-01995	W. W. GRAINGER		SOLDER SUPPLIES	207.59

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ESCAPE ONLINE

Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-01996	MC FADDEN-DALE INDUSTRIAL		AIR COMPRESSOR SHUT OFF VALVE	51.96
P12-01997	WAXIE SANITARY SUPPLY	SC WAREHOUSE	FACIAL TISSUE	313.55
P12-01998	AURIC ENTERPRISES, INC. dba THORN SMITH LABORATORIES		CHEMISTRY SUPPLIES	270.67
P12-01999	PAPERCLIP COMMUNICATIONS		Webinar CD - ADA Preparing for Change	266.00
P12-02000	VERNIER SOFTWARE		CHEMISTRY LAB SUPPLIES	1,253.02
P12-02001	Q-PLUS		RAPIDTECH MAINTENANCE AGREEMENT	2,781.30
P12-02002	MISSION AUTO EQUIP & LIFTS, INC		AUTOMOTIVE SUPPLIES	280.40
P12-02003	ARTALKS DESIGN, LLC		Signs for the PAC	755.67
P12-02004	CAPISTRANO-LAGUNA BEACH ROP		ALLOCATION FOR CAPO-LBROP	3,825.00
P12-02005	CAPISTRANO UNIFIED SCHOOL DISTRICT		ALLOCATION FOR CUSD	4,825.00
P12-02006	COASTLINE ROP		ALLOCATION FOR COASTLINE ROP	3,825.00
P12-02007	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		ALLOCATIONS FOR SVUSD	4,825.00
P12-02008	TUSTIN UNIFIED SCHOOL DISTRICT		ALLOCATION TUSTIN UNIFIED SCHOOL DISTRICT	4,825.00
P12-02009	IRVINE UNIFIED SCHOOL DIST. ATTN: P.GRAHAM, ACCOUNTING		ALLOCATION FOR IUSD	3,825.00
P12-02010	LAGUNA BEACH UNIF. SCHOOL DIST		CTE ALLOCATION FOR LBUSD	3,825.00
P12-02011	ACOUSTICAL MATERIAL SERVICES		ACOUSTICAL TILE	4,142.28
P12-02012	MICROSOFT ITA		License Renewal MS IT Academy	1,602.78
P12-02013	EPOWER NETWORK		PAC EGRESS SYSTEM	17,887.00
P12-02014	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES	640.11
P12-02015	FISHER SCIENTIFIC		SUPPLIES FOR PHLB/MLT PROGRAM	1,733.21
P12-02016	DELL MARKETING		Video Conferencing Project Services & Equip	32,189.82
P12-02017	CDE PRESS		Purchase DVDs for Donna King	267.37
P12-02018	G/M BUSINESS INTERIORS		TABLE FOR PRESIDENT'S SUITE	2,304.74
P12-02019	CAREER COMMUNICATIONS, INC.		Various books--career center update	2,004.15
P12-02020	IRVINE PIPE & SUPPLY		PLUMBERS TOOL KIT	247.49
P12-02021	BRAND ATHLETICS		WOMEN'S BASKETBALL ORDER	4,338.55
P12-02022	BEAR COMMUNICATIONS, INC.		Batteries for wireless mics	353.20
P12-02023	KAPLAN EARLY LEARNING COMPANY		Bedding for Children	1,075.23
P12-02024	WEST COAST TECHNOLOGY		Video Conferencing Project	28,253.48
P12-02025	WEST-LITE SUPPLY CO.		LIGHT BULBS	32.71
P12-02026	CDW-G COMPUTER CENTERS		Xerox 6500 Printer Tray for Office of Instruction	209.04
P12-02027	COMPUTERLAND OF SILICON VALLEY		VECTORWORKS LIC UPGRADE	194.79
P12-02028	EARTH DESIGN		TREE INSPECTION AT LIBRARY	2,000.00

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ESCAPE ONLINE

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Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-02029	MWAVE.COM div of CLT COMPUTER	.	Projector Lamps for Media Services	569.56
P12-02030	CALIFORNIA STAGE/LIGHTING, INC	.	Stage and Lighting Supplies	2,000.00
P12-02031	JIM'S MUSIC CENTER, INC.	.	Misc musical supplies for the PAC	1,000.00
P12-02032	BRAND ATHLETICS	.	Track and Field Uniform Supplies	6,857.21
P12-02033	DAZIAN	.	Fabric for PAC	1,000.00
P12-02034	IRVINE PIPE & SUPPLY	.	Pipe supply - Scrims - PAC	400.00
P12-02035	VWR INTERNATIONAL, INC.	.	CHEMISTRY SUPPLIES	710.57
P12-02036	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	.	Blackboard Helpdesk Services	128,861.42
P12-02037	JAMES ALBERT SCHOOL OF COSMETOLOGY	.	Blanket PO for Cont. Ed. payments	200,000.00
P12-02038	G/M BUSINESS INTERIORS	.	CPU HOLDER	225.15
P12-02039	COMPUTERLAND OF SILICON VALLEY	.	Software	445.10
P12-02040	LAB SAFETY SUPPLY INC.	.	Art Supplies	374.62
P12-02041	NU AGE DEVELOPMENT, INC.	.	PRESIDENT'S OFFICE DEMO AND REHABILITATION	14,995.00
P12-02042	GOVERNMENT % BIBBY SERVICES	.	AdHoc Reporting Module	4,000.00
P12-02043	Z CORPORATION	.	RAPIDTECH CONTRACT SERVICE	2,675.00
P12-02044	BOB PARRETT CONSTRUCTION	.	INFORMATION BUILDING REPAIR	12,352.00
P12-02045	QUEZADA PRO LANDSCAPE, INC.	.	EMERGENCY TREE SERVICE AT S/M	1,100.00
P12-02046	GKKWORKS	.	PHOTO/RADIO/TV DESIGN AND CONSTRUCTION	89,500.00
P12-02047	MARCIVE, INC.	.	Library database service	20.90
P12-02048	W. W. GRAINGER	.	Misc. supplies for PAC	500.00
P12-02049	CIWEA ATTN: SALLY CARDENAS	.	Annual Membership dues for CIWEA	150.00
P12-02050	B & H PHOTO	.	Photo Supplies	219.65
P12-02051	DISPLAYS 2GO	.	Sidewalk Displays for PAV	670.22
P12-02052	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	Lighting instruments for Studios	11,719.24
P12-02053	DHARMA TRADING CO.	.	R. Rogers Cloud Fall 2011 Material Fee	411.96
P12-02054	CDW GOVERNMENT, INC.	.	UPS and VGA Switches	2,724.20
P12-02055	DELL MARKETING	.	Laptops for IT Dept Network Group	3,641.86
P12-02056	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION	.	Tote bags	2,514.35
P12-02057	ZEBRA TECHNOLOGIES CORPORATION	.	LABEL PRINTER SUPPLIES	306.05
P12-02058	QUALITY OFFICE FURNISHINGS	.	monitor arms for dual monitors	324.83
P12-02059	PACIFIC DATA ELECTRIC	.	Video Conferencing Project	14,070.00
P12-02060	KAPLAN SCHOOL SUPPLY	.	Student Supplies Fashion	169.27
P12-02061	HAITBRINK ASPHALT PAVING, INC.	.	RE-PAVE LOWER PARKING LOT	26,000.00
P12-02062	McMASTER CARR SUPPLY COMPANY	.	PHYSICS SUPPLIES	78.42
P12-02063	POWERTRON BATTERY CO.	.	Batteries for Golf Cart	696.50

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ESCAPE ONLINE

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Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-02064	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.	.	Classification web renewal	525.00
P12-02065	HOME DEPOT MISSION VIEJO STORE #614		RAPIDTECH HOME DEPOT BLANKET PO	1,000.00
P12-02066	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE		Membership Dues	90.00
P12-02067	NLNAC, INC. DIRECTOR FOR ACCOUNTING		ACCREDITATION FEE FOR NURSING	2,125.00
P12-02068	ORANGE CO. FARM SUPPLY		BLANKET P.O. FOR SUPPLIES	500.00
P12-02069	OCE'		RENTAL AGREEMENT - OCE FOR F/P & P	633.57
P12-02070	LUZ GARCIA		PRIDE Panelist	50.00
P12-02071	SPECTRUM LABORATORY PRODUCTS		MARINE SCIENCE SUPPLIES	171.42
P12-02072	LEE ARMSTRONG CO., INC.		BGS FACULTY LOUNGE	931.01
P12-02073	WHITE CAP INDUSTRIES		TRANSPORTATION EQUIPMENT	222.54
P12-02074	CALIFORNIA STAGE/LIGHTING, INC	.	Rental of lighting supplies	270.00
P12-02075	ART SUPPLY WAREHOUSE	.	Portfolio for site plans	75.51
P12-02076	CINEMAGADGETS.COM	Bldg W/Com Arts	Baby Pipe Clamps for lighting fixtures	258.60
P12-02077	WELLS FARGO #3317		REFERENCE BOOKS H.C.	431.74
P12-02078	BUSINESS MACHINE SECURITY	.	VHB FOAM TAPE FOR PLASTIC SIGNS	144.30
P12-02079	NEW DAY FILMS		DVD SOCIOLOGY	229.61
P12-02080	MIFCO		Art supplies	170.47
P12-02081	TNR TECHNICAL, INC.	.	Batteries for Theatre	538.67
P12-02082	CRUCIAL TECHNOLOGY	.	Photo supplies/K.Kinder	107.73
P12-02083	BATTERIES PLUS, #440 LAKE FOREST STORE	.	Batteries	95.97
P12-02084	JOHNSTONE SUPPLY	.	Pump	183.22
P12-02085	SYMPPLICITY CORPORATION		NACElink CSM Online Job Board 11-12/Gaucha Jobs	3,500.00
P12-02086	VIDEO SERVICE OF AMERICA		DV cam tapes for recording Board meetings	406.43
P12-02087	SEW TRUE SUPPLY		Student Supplies	632.42
P12-02088	SAMY'S CAMERA	IVC Warehouse	WHSE CAMERA	177.79
P12-02089	FAST TRAX BOBCAT SERVICES		EXPLORATORY WORK TO EVALUATE WATER ISSUES	2,000.00
P12-02090	HITT MARKING DEVICES, INC.	.	SELF INKING STAMPS	119.47
P12-02091	McKESSON GENERAL MEDICAL CORP		Latex Gloves- Powder Free	82.00
P12-02092	TAYLOR SOLAR TECHNOLOGIES	.	Photovoltaic Training for the JDIF	10,500.00
P12-02093	COMPUTERLAND OF SILICON VALLEY		RAPIDTECH SOFTWARE	98.05
P12-02094	Z CORPORATION		RAPIDTECH CONTRACT SERVICE	5,250.00
P12-02095	ARS ENTERPRISES		MICROBIOLOGY AUTOCLAVE SUPPLIES	834.90

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ESCAPE ONLINE

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Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-02096	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		Polo Shirts	6,705.28
P12-02097	SAMUEL FRENCH		The Chairs/Bald Soprano	445.31
P12-02098	CHRIS BOOKE		Theatre Services	1,020.00
P12-02099	WOODBRIIDGE HIGH SCHOOL		Woodbridge HS Boys Basketball Ad	225.00
P12-02100	HOLIDAY PRINCESS PUBLISHING		Getting Your Name in Lights - Book	25.85
P12-02101	NU AGE DEVELOPMENT, INC.		REHAB--SSC 220D FOR INTERNATIONAL STUDENT USE	3,789.00
P12-02102	EXCELSIOR ELEVATOR CORPORATION		ELEVATOR SERVICES	580.50
P12-02103	CONSTANT CONTACT		Annual Plan for Services / Email Marketing	294.00
P12-02104	C & L REFRIGERATION CORP.		ATEP AC PREVENTATIVE MAINTENANCE	1,900.00
P12-02105	R.M. SYSTEMS, INC.		INTERFACE PREACTION SYSTEM IN FIRE NETWORK	397.00
P12-02107	LIGHTNING TOOLS, LTD.		Web Parts for SharePoint	8,000.00
P12-02108	GARAVENTA LIFT		EVAC-TRAC CHAIRS FOR CAMPUS	10,612.10
P12-02109	LAGUNA TOOLS, INC		RAPIDTECH NONINSTR SUPPL	174.06
P12-02110	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		RAPIDTECH ADVERTISING	1,047.33
P12-02111	CONTRACT PAPER GROUP, INC.	SC WAREHOUSE	REPLENISH STORES PINK PAPER	3,034.24
P12-02112	CONTRACT PAPER GROUP, INC.	SC WAREHOUSE	REPLENISH STORES BLUE PAPER	3,034.24
P12-02113	WATER VISIONS, INC. DBA PSI		PRESSURE WASHER PARTS	501.69
P12-02114	APCO GRAPHICS, INC.		SIGNAGE SUPPLIES CAMPUS WIDE	1,000.00
P12-02115	MISSION PRINTING COMPANY		Letterhead and Envelopes Int'l Student Office	824.29
P12-02116	McKESSON GENERAL MEDICAL CORP		Medical Supplies	663.95
P12-02117	RENAISSANCE LEARNING INC.		carrying cases for clickers/Math Faculty	117.77
P12-02118	CA DEPARTMENT OF CONSERVATION CALIFORNIA GEOLOGICAL SURVEY		GEOLOGIC MAPS FOR GEOLOGY LAB USE	104.16
P12-02119	DICK BLICK COMPANY		D.Hanna-Chase-Fall 2011-Material Fee	69.63
P12-02120	LAERDAL MEDICAL CORP.		Advanced Life Support PALS fee based-supplies	639.15
P12-02121	HARDY DIAGNOSTICS		SUPPLIES FOR MLT/MICRO CLASS	851.53
P12-02122	ECONOMIC ALTERNATIVES, INC.		CHEMICAL SYSTEM TREATMENT	4,482.55
P12-02123	LAGUNA GRAPHIC ARTS, INC.		Business Cards	177.79
P12-02124	W. W. GRAINGER		Faceshields	274.63
P12-02125	W. W. GRAINGER		DEEP CYCLE BATTERIES	87.40
P12-02126	EBERHARD EQUIPMENT		ATEP TRACTOR ATTACHMENT	4,207.64

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ESCAPE ONLINE

Page 5 of 8

Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-02127	HOME DEPOT TUSTIN STORE # 603	.	ATEP GROUNDS SUPPLIES	500.00
P12-02128	WELLS FARGO #3317	.	PHYSICS SUPPLIES	51.63
P12-02129	JIM'S MUSIC CENTER, INC.	.	Football Stadium Wireless Mic System	2,797.63
P12-02130	SEHI PROCOMP COMPUTER PRODUCTS	.	**Photograpy supplies/K.Kinder	264.60
P12-02131	COMPUTERLAND OF SILICON VALLEY	.	ADOBE MAINTENANCE RENEWAL	2,838.00
P12-02132	DELL MARKETING	.	Laptop for Trustee Padberg	1,685.50
P12-02133	CDW GOVERNMENT, INC.	.	Xerox Printers for CDC and Admissions	8,252.57
P12-02134	WESTERN GRAPHICS PLUS, INC.	.	Storage/Fulfillment for P12-00521	1,000.00
P12-02135	NEWPORT COMPUTER SOLUTIONS,INC	.	SAN Replacement Server Systems	19,451.03
P12-02136	CIWEA ATTN: SALLY CARDENAS	.	CIWEA Membership 2011-12	150.00
P12-02137	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	.	Annual Dues Academic Year 2011-2012	90.00
P12-02138	GKKWORKS	.	ARCHITECT FOR TAS	710,000.00
P12-02139	DENISE A. GREEN	.	Quia subscription, classroom internet access	49.00
P12-02140	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	.	GEOTECH SERVICES	1,416.25
P12-02141	UNITED INTERIORS	.	MISSING PARTS TO CP WORK STATIONS	670.60
P12-02142	QUINN RENTAL SERVICES	.	RENTAL OF STRAIGHT BOOM LIFT	6,400.35
P12-02143	WELLS FARGO #1598	.	Webparts for SharePoint-Amrein Engineering AG	3,024.20
P12-02144	NCMPR % AMBER CHIANG	.	NCMPR/IVC 11/12 Membership	450.00
P12-02145	UNITED SITE SERVICES OF CALIFORNIA, INC.	.	PORTABLE POTTIES FOR HOME COMING	919.86
P12-02146	ROSE PRINTING SERVICES, INC.	.	Printing of spring classes mailer	17,662.50
P12-02147	WILLIAMS RECORDING	.	Services for concert recordings	1,600.00
P12-02148	MATTHEW E. GREGORY	.	Services Stage Crew	101.25
P12-02149	KEENAN & ASSOCIATES	.	Power Generation Liability Renewal 2011-2012	5,000.00
P12-02150	HOME DEPOT MISSION VIEJO STORE #614	.	BLANKET PO FOR MATERIALS NEEDED BY SC CDC	500.00
P12-02151	B & H PHOTO	.	Photography supplies/K.Kinder	421.95
P12-02152	DELL MARKETING	.	Replacement Laptop AC Adapter	80.80
P12-02153	LASER SOURCE	.	Toner for Campus Printers	2,234.74
P12-02154	HELENE SHOTWELL	.	Trainer	360.00
P12-02155	MILLENNIUM BUSINESS SERVICES Marty Cohn	.	Business cards for instructor Kiana Tabibzadeh	49.57
P12-02156	BEAR COMMUNICATIONS, INC.	.	Batteries	353.20
P12-02157	COMPUTERLAND OF SILICON VALLEY	.	ADOBE MAINTENANCE PLAN RENEWAL	5,750.00
P12-02158	EDWARD EIEN	.	Contract Services for Dance concerts 2011	2,300.00

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ESCAPE ONLINE

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Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
P12-02159	HAITBRINK ASPHALT PAVING, INC.		ASPHALT FOR PHYSICAL PLANT	4,000.00
P12-02160	CROWN FENCE		FENCING REPAIRS	2,273.00
P12-02161	REPRO XPRESS		REPRO FOR MAIN ELECTRICAL	257.09
P12-02162	XEROX CORPORATION NO. AMER. RESELLER SALES HQ		Xerox Printer for PE - Purchase of Demo	3,017.00
P12-02163	WELLS FARGO #3317 (DISTRICT)		Jewel Orchid specimens for ASirulnik	39.64
P12-02164	SUN MOUNTAIN SPORTS		GOLF BAGS FOR MEN'S AND WOMEN'S GOLF TEAM	1,593.30
P12-02165	SIGN A RAMA		BASKETBALL ARCH FOR GYM FLOOR	188.88
P12-02166	SMASHING SPORTS		BADMINTON BIRDIES FOR BADMINTON CLASS	1,323.00
P12-02167	D3 SPORTS, INC.		BASEBALL TEAM GEAR	2,733.62
P12-02168	JOAN LUNDBOHM		Perkins- Child Development Consultant	100.00
P12-02169	KENT S. MC FANN		Supplies for tech theatre classes	100.00
P12-02170	BRAND ATHLETICS		POLO SHIRTS FOR IVC GAME MANAGEMENT	1,233.52
P12-02171	AARDVARK CLAY AND SUPPLIES		Art Supplies/D. Matthews	2,704.53
P12-02172	THE MAGELLAN GROUP DONALD L. RICKNER		Consulting Services for the IVC Foundation	7,190.00
P12-02173	ZBATTERY.COM, INC.		6 SEALED LEAD ACID BATTERIES	338.45
P12-02174	COMPUTERLAND OF SILICON VALLEY		ADOBE MAINTENANCE PLAN RENEWALS	28,436.00
P12-02175	HAITBRINK ASPHALT PAVING, INC.		SM HANDRAIL REPAIR	425.00
P12-02176	AACRAO MEMBERSHIP		Annual ACCRAO Institutional Membership	1,015.00
P12-02177	CHRONICLE OF HIGHER EDUCATION		Subscription to The Chronicle of Higher Education	69.50
P12-02178	LAGUNA GRAPHIC ARTS, INC.		Job Announcement Brochure	.00
			<b>Total</b>	<b>215</b>
				<b>1,709,154.71</b>

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	197	817,826.77
12	Child Development Fund	3	1,657.23
40	Capital Outlay Fund	15	889,670.71
<b>Total</b>		<b>215</b>	<b>1,709,154.71</b>

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

ESCAPE ONLINE

Includes P12-01962 - P12-02178

PO Number	Vendor Name	Site	Description	Account Amount
<b>PO Changes</b>				
_____				
		<u>New PO Amount</u>	<u>Change Amount</u>	
Total PO Changes				

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ESCAPE ONLINE

## Listing

Includes 10/01/2011 - 10/25/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-01522	WELLS FARGO #4198	x MICROBIOLOGY SUPPLIES	32.22
RQ12-01882	FAWN TANRIVERDI	Reimbursement for Fawn Tanriverdi	128.70
RQ12-02034	EDWARD TACKETT	NEW CONVERGING TECH WORKSHOP	1,587.73
RQ12-02035	BEN DOLAN	NEW CONVERGING TECH WORKSHOP	1,587.73
RQ12-02385	STEVE LEE	Reimbursement for Steve Lee	40.00
RQ12-02387	FAWN TANRIVERDI	Reimbursement for Fawn Tanriverdi	40.00
RQ12-02388	PARISA SOLTANI	Reimbursement for Parisa Soltani	88.40
RQ12-02451	DANIEL SCOTT	REIMB. NACCE Conference - Scott	1,800.00
RQ12-02461	RUTH HIGGINS	Federal Student Aid Conference	806.24
RQ12-02489	KEN PATTON	ATE PI CONFERENCE 2011	1,362.21
RQ12-02490	EDWARD TACKETT	ATE PI CONFERENCE 2011	1,362.21
RQ12-02587	GOOD HANDS CLEANERS	Tablecloth Cleaning	113.50
RQ12-02610	TOMARK SPORTS EQUIPMENT	RIM REPAIR FOR SOUTH BASKETBALL HOOP IN GYM	295.00
RQ12-02625	ROCKY CIFONE	Reimbursement for Orange County Forum Luncheon	80.00
RQ12-02626	TRACY DALY	Reimbursement for Orange County Forum Luncheon	68.00
RQ12-02653	SAMIR KHUNDY	Reimburse for purchase at Micro Center	134.59
RQ12-02655	JAMIE SMITH	REIMBURSEMENT FOR SAFETY SUPPLIES	189.97
RQ12-02664	ROCKY CIFONE	Pre-pay for conference: CCCAOE	1,104.02
RQ12-02665	COACH AMERICA	* Bus for Emeritus Field Trip 10/12	958.87
RQ12-02666	SHERRI J. BANES	REIMB. ATE PI CONFERENCE 2011	1,714.58
RQ12-02670	S & B FOODS CATERING DIVISION	Region 8 Meeting Food expenses-C. Justice	91.53
RQ12-02671	ORANGE COUNTY BUSINESS COUNCIL	OCBC Economic Forecast Conf	250.00
RQ12-02674	TAM DO	Conference Reimbursement - UC Couns - T. Do	40.00
RQ12-02675	TAM DO	Conf. Reimbursement - CSU Counselor Conf. - T. Do	65.00
RQ12-02682	S & B FOODS CATERING DIVISION	Communications Workshop	391.78
RQ12-02683	MARCIA MILCHIKER	Conference for Marcia Milchiker	550.00
RQ12-02701	BALBOA SAIL AND POWER SQUADRON	Shipping Costs for Returned MST Materials	318.19
RQ12-02704	MARCIA MILCHIKER	Conference for Marcia Milchiker-CCLC	1,389.32
RQ12-02705	CIWEA ATTN: SALLY CARDENAS	CIWEA So Cal One-Day Workshop	115.50
RQ12-02708	WELLS FARGO #1606	Meeting Support for all day event - Panera	231.08
RQ12-02711	WELLS FARGO #1606	CA Works Alliance Meeting - Native Foods Cafe	236.76
RQ12-02712	MARY ANSTADT	Conference for Mary Anstadt	1,060.00
RQ12-02714	WELLS FARGO #1606	Childrens Underwear for CDC-Walmart.com	150.00
RQ12-02715	BELL'S INDUSTRIAL SERVICE	Equipment Repair - Water Valve	287.36
RQ12-02717	SO. ORANGE CO. COMM. COL.DIST	R2T4 FALL 2011 REPAYMENTS	2,226.00
RQ12-02728	JULIA JENNER	Reimburse faculty for printer ink	98.04
RQ12-02739	ROSANN RIOS	UC Conference Reimbursement for Rosann Rios	40.00
RQ12-02750	DUBOIS, ELLE	Reimb Ergonomics Equip - Elle Dubois	325.16
RQ12-02753	COAST FITNESS REPAIR SHOP	COAST FITNESS VISIT	95.00
RQ12-02760	ALINDE HERRON	Reimbursement to Faculty - Dpet. Supplies	18.29
RQ12-02761	BRUCE HAGAN	Conference Reimbursement - B Hagan - IT Asset Mgr	1,056.64
RQ12-02764	ROSANN RIOS	CSU Conference Reimbursement - Pasadena	95.00

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ESCAPE ONLINE

Includes 10/01/2011 - 10/25/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02772	JENNIFER ABRAHAMS	TO REIMBURSE J. ABRAHAMS	23.31
RQ12-02773	DEBRA L. FITZSIMONS	DR. FITZSIMONS TO ATTEND MAYOR'S BREAKFAST	50.00
RQ12-02776	FHEG IVC BOOKSTORE STORE NO. 895 M.A 429	EOPS bookstore billing	341.57
RQ12-02777	WELLS FARGO #1606	Annual License Fee State of CA-Facility #300614147	880.00
RQ12-02787	WELLS FARGO #1606	Industry Advisory Board Meeting-Native Foods Cafe	759.06
RQ12-02790	MARYAM AZARY	Reimburse for UC Counselor Conf.	40.00
RQ12-02792	JUANITA BALTIERRA	Reimburse for UC Counselor Conf.	40.00
RQ12-02795	ZINA BORATYNEC	Reimburse for UC Counselor Conf.	40.00
RQ12-02797	SARAH KOBATA	Reimburse for registration UC Counsiler Conference	40.00
RQ12-02800	MARIANA J. DE SARACHO	Reimburse for regist fees UC counselor	40.00
RQ12-02802	MARIA NUNEZ	Reimbursement for Maria Nunez	408.15
RQ12-02803	ERIC R. GARCIA	Reimburse for registration fees UC counselor con.	40.00
RQ12-02804	KURT MEYER	Conference Reimbursement - PTK Conf. Meyer, K.	1,155.85
RQ12-02807	RANDY W. PEEBLES	Conference - Randy Peebles	50.00
RQ12-02809	YEMMY TAYLOR	Conference Reimb. - APA Convention Taylor, Y	1,020.17
RQ12-02811	COUTTS LIBRARY SERVICES, INC.	Library book per Ana Maria Cobos	36.32
RQ12-02815	JAN DUQUETTE	Expense Reimbursement - KNES Class Music	131.46
RQ12-02818	HALEY NGUYEN	Reimburse Faculty--Groceries for Cooking Class	99.71
RQ12-02823	JENNIFER GOLDEN	Reimbursement for registration fees	40.00
RQ12-02824	GEORGINA GUY	Reimburse for registration fees	40.00
RQ12-02825	STEVE HANDA	Reimbursement for registration fees	40.00
RQ12-02827	DAVID FRETZ	Field course Bio 103 fall 11 61010 reimbursement	232.92
RQ12-02828	BAKER & TAYLOR	Library books per Ana Maria Cobos	4,131.87
RQ12-02831	JAYNE KLUNDER	Reimburse for registration fees	40.00
RQ12-02832	CAROL LERMAN	Reimburse for registration fees	40.00
RQ12-02833	ORLANATHA NIN	Reimburse for registration fees	40.00
RQ12-02835	HOANG-QUYEN DANG	CCCSFAAA Conference	981.43
RQ12-02837	HOLLIS PAEGEL	Reimburse Hollis Paegel for registration fees	40.00
RQ12-02838	JENNIFER RACHMAN	Reimburse for registration fees	40.00
RQ12-02839	CINDY SORENSEN	Reimburse Cindy Sorensen for registration fees	40.00
RQ12-02841	GWEN PLANO	Gwen Plano travel reimbursement EOPS	462.40
RQ12-02842	MARJORIE LUESEBRINK	Conference Reimb-Lit., Sci., & Art-Luesebrink, M	700.00
RQ12-02843	JULIE KIRK	Conference Reimb-Carline Paint Exhib-Kirk, J	405.07
RQ12-02844	MICHELLE SCHARF	Conference Reimb-CSU Counselor-Scharf, M	65.00
RQ12-02846	CIWEA ATTN: SALLY CARDENAS	Fall CIWEA Workshop	45.00
RQ12-02847	DAVID FRETZ	Conference Reimb-Educ Resource Survey-Fretz, D	752.90
RQ12-02850	BARBARA PENLAND	LUNCH AND SNACKS FOR NATIONAL REGISTRY	216.12
RQ12-02851	GWEN PLANO	Postage Reimbursement	8.50
RQ12-02853	S & B FOODS	IVC2IVC Lecture Refreshments	57.11
RQ12-02854	DR. ROBERT BRAMUCCI	* Workday Rising 2011 Conference-R. Bramucci	829.28
RQ12-02855	DR. ROBERT BRAMUCCI	Travel Expenses to State Chan. Office-R. Bramucci	630.00
RQ12-02856	WELLS FARGO #1598 FISCAL-IVC	BATTERIES/ANTENNAS NEEDED FOR RADIOS	670.00
RQ12-02868	TAMS-WITMARK MUSIC LIBRARY	Additional charges for license of HAIR	82.00

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ESCAPE ONLINE

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## Listing

Includes 10/01/2011 - 10/25/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02876	GAYLE'S EMBROIDERY	EMBROIDERY FOR MEN'S BASKETBALL	232.00
RQ12-02878	DAN WALSH	ASCCC Fall Plenary Conference for Dan Walsh	852.50
RQ12-02879	KIMBERLY STANKOVICH	ASCCC Fall Plenary Conference for Kim Stankovich	618.22
RQ12-02881	ROBERT COSGROVE	ASCCC Fall Plenary Conference for Bob Cosgrove	950.00
RQ12-02882	BRUCE GILMAN	ASCCC Fall Plenary Conference for Bruce Gilman	750.00
RQ12-02895	JORDAN J. LARSON	Conference for Jordan Larson	1,389.32
RQ12-02900	WELLS FARGO #1598	FRESH PRODUCE FOR BIO. 94	40.00
RQ12-02901	LINDA BASHOR	ASCCC Fall Plenary Conference for Linda Bashor	1,200.00
RQ12-02902	DR. KRIS LEPPHEN-CHRISTENSEN	ASCCC Fall Plenary Conf. for K.Lepphen-Christensen	1,200.00
RQ12-02906	STEPHEN ROBERTSON	Reimburse-S.Robertson books SP106	39.61
RQ12-02907	MAUREEN SMITH	Employee Enrollment Fee Reimbursement Request	52.00
RQ12-02909	GWEN PLANO	Conference Registration Reimbursement	50.00
RQ12-02912	FHEG IVC BOOKSTORE STORE NO. 895 M.A 52	EOP Bookstore Billing	9,948.75
RQ12-02914	THOMAS L. SMITH	reimburse for items purchased FOR TAS	61.27
RQ12-02918	RICHARD GROSCOST	Reimburse Grosccost for Postage	31.68
RQ12-02930	COACH AMERICA	Bus for EI field Trip	930.60
RQ12-02934	REALVOLLEYBALL.COM	EMERGENCY VOLLEYBALL SPANDEX AND POLOS	316.36
RQ12-02936	JOHN LICITRA	Conference Reimb. - Licitra USC Couns Conf.	52.97
RQ12-02937	NEWBEGINNINGS, INC. CATERING DIVISION	8th Grade Job Shadow BBQ	1,231.04
RQ12-02939	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	T-Shirts for Outreach Aides	106.42
RQ12-02940	MARYAM AZARY	Reimburse for CSU Counselor Conference	65.00
RQ12-02941	WELLS FARGO #4198	CTE Materials for Capstone Events	1,260.00
RQ12-02943	JUANITA BALTIERRA	Reimburse for CSU Counselor Conf	65.00
RQ12-02944	ZINA BORATYNEC	Reimburse for CSU Counselor Conf	65.00
RQ12-02945	SARAH KOBATA	Reimburse for CSU Counselor Conference	65.00
RQ12-02946	BARBARA TAMIALIS	Reimbursement Child Dev Books--B. Tamialis	456.60
RQ12-02948	MARIANA J. DE SARACHO	Reimburse for regist fees CSU counselor	65.00
RQ12-02949	ERIC R. GARCIA	Reimburse for fees at CSU counselor Conf	65.00
RQ12-02950	JOHN LICITRA	Conference Reimb. - Licitra UC Couns Conf.	40.00
RQ12-02951	NEWBEGINNINGS, INC.	Refreshments for 10/21/11 DAM Meeting	401.37
RQ12-02952	EDWARD TACKETT	CONFERENCE EUROMOLD 2011	3,640.00
RQ12-02955	JOHN LICITRA	Conference Reimb. - Licitra CSU Couns Conf.	65.00
RQ12-02960	MATT SUAREZ	Green Summit in Pasadena	90.00
RQ12-02963	RANDY HARDICK	REIMBURSEMENT FOR RANDY HARDICK SUPPLIES FOR NR	55.52
RQ12-02964	ERIC HILDEN	Expenses for Eric Hilden to attend CPA conference	26.94
RQ12-02966	S & B FOODS	Lunch for employer/student event	1,212.19
RQ12-02971	LA NELL PEEBLES	Reimburse for Shipping	44.24
RQ12-02974	JENNA MC CARTY	Reimbursement--Green CA Comm'ty College Conference	299.37
RQ12-02975	DARRELL DEETER	Reimbursement - Repair Part	226.49
RQ12-02980	JENNIFER GOLDEN	Reimbursement for CSU registration fees	65.00

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ESCAPE ONLINE

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Includes 10/01/2011 - 10/25/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-02982	GEORGINA GUY	Reimburse for CSU registration fees	65.00
RQ12-02983	CONNIE JACKSON	Reimburse for CSU registration fees	65.00
RQ12-02987	DAVID BUGAY	Conference for David Bugay	1,395.72
RQ12-02992	JAVIER WILLIAMS	CCCSFAAA Conference	1,231.72
RQ12-03007	GLENN ROQUEMORE	Travel for Glenn Roquemore	800.00
RQ12-03008	SANDY JEFFRIES	Travel for Sandy Jeffries	400.00
RQ12-03013	BECKY THOMAS	Supplies for the Child Development Center	148.24
RQ12-03018	ANGELA OROZCO-MAHANEY	CCLC Conference Attendance	1,127.02
RQ12-03024	STEVE HANDA	Reimbursement for CSU registration fees	65.00
RQ12-03025	JAYNE KLUNDER	Reimburse for CSU registration fees	65.00
RQ12-03026	CAROL LERMAN	Reimburse for CSU registration fees	65.00
RQ12-03027	ORLANATHA NIN	Reimburse for CSU registration fees	65.00
RQ12-03029	JENNIFER RACHMAN	Reimburse for CSU registration fees	65.00
RQ12-03031	PENNY SKAFF	Reimburse for CSU registration fees	65.00
RQ12-03032	LOMA HOPKINS	Reimburse for CSU registration fees	65.00
RQ12-03037	JENNA MC CARTY	Reimbursement for Grant Mailing	30.17
RQ12-03041	WELLS FARGO #3317 (DISTRICT)	Computer Security Products	109.75
RQ12-03046	JODI TITUS	Conference Reimb-Titus, Jodi	802.80
RQ12-03052	A-1 AWARDS	Name plates for Board meeting governance table	30.17
RQ12-03055	BAKER & TAYLOR	Library books per Ana Maria Cobos	472.83
RQ12-03058	JUANITA BALTIERRA	Conference Reimb - CCCEOPSA 42nd Annual Conference	658.65
RQ12-03059	EFREN RANGEL	Conference Reimb - CCCEOPSA 42nd Annual Conference	500.00
RQ12-03060	MARVIN ANDY GROUND	ConfReimb-ButlerUniv M Basketball PracticeSessions	1,000.00
RQ12-03061	FLEUR FONG	Conference Reimb - The Teaching Tutoring Program	500.00
RQ12-03062	RON HASTINGS	ConfReimb-CAPED Pre-convention:Adapted PE Workshps	457.62
RQ12-03063	OMAR YUNES	ConfReimb-CAPED Pre-convention:Adapted PE Workshps	230.42
RQ12-03064	MICHAEL BENNETT	ConfReimb-CAPED Pre-convention:Adapted PE Workshps	457.62
RQ12-03065	KIM D'ARCY	Conference Reimbursement - CAPED Convention	265.88
RQ12-03066	LOMA HOPKINS	Conference Reimbursement - CAPED Convention	934.56
RQ12-03068	MINDI WOLF	Conference Reimbursement - CAPED Convention	266.17
RQ12-03070	ALANNAH ORRISON ROSENBERG	Conference Reimbursement - NCHC Conference	1,000.00
RQ12-03072	ANDREA DEERHEART	Conference Reimbursement-Conscious Eldering: Aging	500.00
RQ12-03073	LAWRENCE GRIHALVA	ConferenceReimbursement-2011 SanDiego Day ofTrauma	283.15
RQ12-03074	PAMELA PATTERSON	ConfReimbursemnt-OutdoorRecreationLeadrsHp Training	278.00
RQ12-03076	CHERYL LOMMATSCH BARRETT	Conf Reimbursement - Weekend with the Wire Masters	500.00
RQ12-03078	SENIYE MARGARET HUANG	ConfReimb-Mindfulness,Healing&Neurobiology of Love	497.75
RQ12-03079	DON BUSCHE	Expenses for Conference Attendance for Don Busché	565.00

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ESCAPE ONLINE

Page 4 of 6

Includes 10/01/2011 - 10/25/2011

Requisition Number	Vendor Name	Description	Requisition Total
RQ12-03080	MICHELLE DUFFY	Conference Reimbursement - CRLA 44th Annual Conf	174.39
RQ12-03084	???	Reimbursement	78.39
RQ12-03086	COURTNEY CECALE	ConferenceReimb-AmericanAnthropologyAssocM eeting	500.00
RQ12-03087	CARMENMARA HERNANDEZ-BRAVO	ConfReimb-ACTFL Convention & World Languages Expo	1,000.00
RQ12-03088	CONNIE KIHYET	ConfReimb-ACTFL Convention & World Languages Expo	1,000.00
RQ12-03089	FAWN TANRIVERDI	Conference Reimb. - Tanriverdi, EOPS Conference	636.30
RQ12-03090	EBERHARD EQUIPMENT	PAYMENT FOR MOWER RENTAL	587.02
RQ12-03091	TIFFANY TRAN	Conference Reimb. - Tran UC Couns Conf.	40.00
RQ12-03093	VIENNE VU	ConfReimb - Assn of Pacific Coast Geographers Mtg	500.00
RQ12-03095	EVA HODJERA	ConfReimb-TeachingGrammar w/DigitalMediaTechnology	87.00
RQ12-03097	BERNADETTE DAVIS	ConferenceReimbrsmnt-CaliforniaHistoricalSociet ies	500.00
RQ12-03098	WENDY GORDON	Conf Reimb - Integrating iPads & Tablet Computers	85.00
RQ12-03099	WENDY GORDON	ConfReimb-Facebook in the Library:Enhancing Servcs	50.00
RQ12-03100	TIFFANY TRAN	Conference Reimb. - Tran UC Couns Conf.	119.69
RQ12-03101	MARIE DE LA PALME	Conference Reimb. - De La Palme UC Couns Conf.	60.00
RQ12-03102	JEFF WILSON	Conference Reimb. - Wilson, Grammar Conf.	62.20
RQ12-03103	TAMARA BOSTWICK	reimbursement for postage	18.20
RQ12-03131	SPORTS UNLIMITED	MEN'S BASKETBALL PRACTICE GEAR AND SHIRTS	1,285.49
RQ12-03137	PATRICIA K. FLANIGAN	Reimbursement to P. Flanigan for BSI book.	34.48
RQ12-03164	HALEY NGUYEN	Reimbursement to Faculty groceries	146.05
		<b>Total</b>	<b>182</b>
			<b>89,767.73</b>

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ESCAPE ONLINE

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	179	88,589.49
12	Child Development Fund	3	1,178.24
		<b>Total</b>	<b>182</b>
			<b>89,767.73</b>

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ESCAPE **ONLINE**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.16**

**DATE: 11/16/11**

**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.

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TRANSFER OF BUDGET APPROPRIATIONS**

Journal Number	Account	Description	From	To
BR12-00103	01-5271-0-000-1-050-000-6011	DISTRICT EVENTS	750.00	
	01-6411-0-000-1-050-000-6011	NEW EQUIP TECHNOLOGY	7,100.00	
	01-6411-0-000-1-050-012-0799	NEW EQUIP TECHNOLOGY	3,000.00	
	01-6412-0-000-1-050-012-0799	SOFTWARE	500.00	
	01-2383-0-000-1-050-000-6011	HR SHORTTERM SAL		11,350.00
			<b>11,350.00</b>	<b>11,350.00</b>
BR12-00106	01-2383-0-000-1-020-000-6630	HR SHORTTERM SAL	15,000.00	
	01-6410-0-000-1-020-000-6620	NEW EQUIPMENT	10,102.00	
	01-5811-0-000-1-020-000-6630	CONTRACT SERVICES		25,102.00
			<b>25,102.00</b>	<b>25,102.00</b>
BR12-00118	01-5825-1-095-1-050-000-4900	OTHER OPERATING EXPENSES & SVC	5,710.00	
	01-4212-1-095-1-050-000-4900	SOFTWARE (UNDER \$200)		110.00
	01-5811-1-095-1-050-000-4900	CONTRACT SERVICES		5,600.00
			<b>5,710.00</b>	<b>5,710.00</b>
BR12-00122	01-2141-1-021-4-026-083-6460	RG CLERIC SAL	14,898.00	
	01-4600-2-040-4-026-083-6460	NON-INSTR SUPPLIES & MATERIALS	155.00	
	01-5825-1-040-4-026-083-6460	OTHER OPERATING EXPENSES & SVC	1,140.00	
	01-2342-1-021-4-026-083-6460	NON-INSTR CLASS. OT		2,469.00
	01-2383-1-021-4-026-083-6460	HR SHORTTERM SAL		11,924.00
	01-5269-1-021-4-026-083-6460	MILEAGE		40.00
	01-5374-1-040-4-026-083-6460	MEMBERSHIPS		1,140.00
	01-5825-2-040-4-026-083-6460	OTHER OPERATING EXPENSES & SVC		155.00
	01-6411-1-021-4-026-083-6460	NEW EQUIP TECHNOLOGY		465.00
				<b>16,193.00</b>
BR12-00132	01-5999-1-050-4-034-089-6950	OPR EXP SRVS HOLDING	31,933.00	
	01-5651-1-050-4-034-089-6950	MAINT AGREEMNT		1,563.00
	01-5722-1-050-4-034-089-6950	MANDATORY ASSESSMENTS		15,000.00
	01-5811-1-050-4-034-089-6950	CONTRACT SERVICES		774.00
	01-6410-1-050-4-034-089-6950	NEW EQUIPMENT		14,596.00
			<b>31,933.00</b>	<b>31,933.00</b>
BR12-00134	01-1412-1-024-1-051-075-6420	HR NCLSRM FAC OL	12,000.00	
	01-2483-1-024-1-051-075-0809	HR INSTR STRM SAL	660.00	
	01-3320-1-024-1-051-075-0809	OASDI NINST CLSSF	225.00	
	01-3510-1-024-1-051-075-0809	UNEMP INSTR STAFF	1,400.00	
	01-3610-1-024-1-051-075-0809	WCOMP INSTRUCTIONAL	1,498.00	
	01-1413-1-024-1-051-075-0809	HR NCLSRM FAC PT		3,123.00
	01-1413-1-024-1-051-075-6420	HR NCLSRM FAC PT		12,000.00
	01-6410-1-024-1-051-075-6420	NEW EQUIPMENT		660.00
			<b>15,783.00</b>	<b>15,783.00</b>
BR12-00144	01-4300-0-000-4-077-006-6960	INSTR SUPPLIES & MATERIALS	5,029.00	
	01-4600-0-000-4-077-006-6960	NON-INSTR SUPPLIES & MATERIALS		159.00
	01-5811-0-000-4-077-006-6960	CONTRACT SERVICES		3,250.00
	01-5821-0-000-4-077-006-6960	GEN FEE/ALLOWANCE		1,620.00
			<b>5,029.00</b>	<b>5,029.00</b>
BR12-00146	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	40,000.00	
	01-5270-0-000-4-022-000-6750	CONFERENCE		40,000.00
			<b>40,000.00</b>	<b>40,000.00</b>
BR12-00147	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	18,000.00	
	01-5270-0-000-4-020-000-6620	CONFERENCE		18,000.00
			<b>18,000.00</b>	<b>18,000.00</b>

Journal Number	Account	Description	From	To
BR12-00148	01-6999-0-000-4-025-000-6720	CAPITAL OUTLAY HOLDING	20,000.00	
	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING		20,000.00
			<b>20,000.00</b>	<b>20,000.00</b>
BR12-00149	01-1413-1-021-1-026-000-6460	HR NCLSRM FAC PT	9,050.00	
	01-2141-1-021-1-026-000-6460	RG CLERIC SAL		9,050.00
			<b>9,050.00</b>	<b>9,050.00</b>
			<b>198,150.00</b>	<b>198,150.00</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	BR12-00104	BR12-00120	BR12-00136
	BR12-00105	BR12-00126	BR12-00137
	BR12-00107	BR12-00127	BR12-00138
	BR12-00110	BR12-00128	BR12-00150
	BR12-00112	BR12-00129	BR12-00152
	BR12-00113	BR12-00130	BR12-00154
	BR12-00117	BR12-00133	BR12-00155
	BR12-00119	BR12-00135	BR12-00156

**Irvine Valley College**

Journal Number	BR12-00108	BR12-00121	BR12-00140
	BR12-00111	BR12-00124	BR12-00145
	BR12-00116	BR12-00131	BR12-00157

**ATEP**

Journal Number	BR12-00123	BR12-00125
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**TO:** Board of Trustees

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

**RE:** SOCCCD: October/November 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 October/November 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**

The Phoenix Philanthropy Group, Inc. Alumni Relations Consulting Services – To develop fundraising, constituent relations, and organizational development programs. Saddleback College	\$52,500.00
Jayne Jones Consultant Agreement – Research, prepare, draft and submit nine federal project requests for funding in fiscal year 2013. Saddleback College	\$20,000.00
Dick Vosper Broadcast Services Consultant Agreement – Inspect, calibrate and repair of the transmission system, monitors, metering and control systems for KSBR-FM transmitter and translators. Saddleback College	\$15,000.00
Vicenti, Lloyd & Stutzman, LLP Amendment No. 1 – To increase current contract amount by \$15,000.00 for a total revised contract amount of \$25,000.00. South Orange County Community College District – HR	\$15,000.00

Tams-Witmark Music Library, Inc. License Agreement – for the production of George M. Saddleback College	\$9,742.50
Action Duct Cleaning Company Scope of Work Agreement – Cleaning the air conditioning/heating unit and ductwork. Saddleback College	\$4,900.00
Tams-Witmark Music Library, Inc. License Agreement – for the production of Anything Goes. Irvine Valley College	\$3,198.50

**RECOMMENDATION**

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adjustments to Trustee Area Boundaries to Comply with California Voting Rights Act

**ACTION:** Approval

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### **BACKGROUND**

Last year, the U.S. Department of Commerce's Census Bureau conducted the decennial census of the country's population. After each census, local governments, including community colleges, are required to evaluate their current election processes and perform an analysis of the overall district population, current trustee areas, and mapping of protected subgroups to avoid compliance issues with State and Federal Voting Rights Acts. The study determines whether adjustments are necessary to current trustee area boundaries and whether the current method of electing trustees is adequate in order to maintain compliance. The district hired the Center for Demographic Research (CDR) at California State University, Fullerton to provide redistricting analysis services and Woodruff, Spradlin & Smart (WSS) law services to provide a legal analysis of voting rights compliance.

### **STATUS**

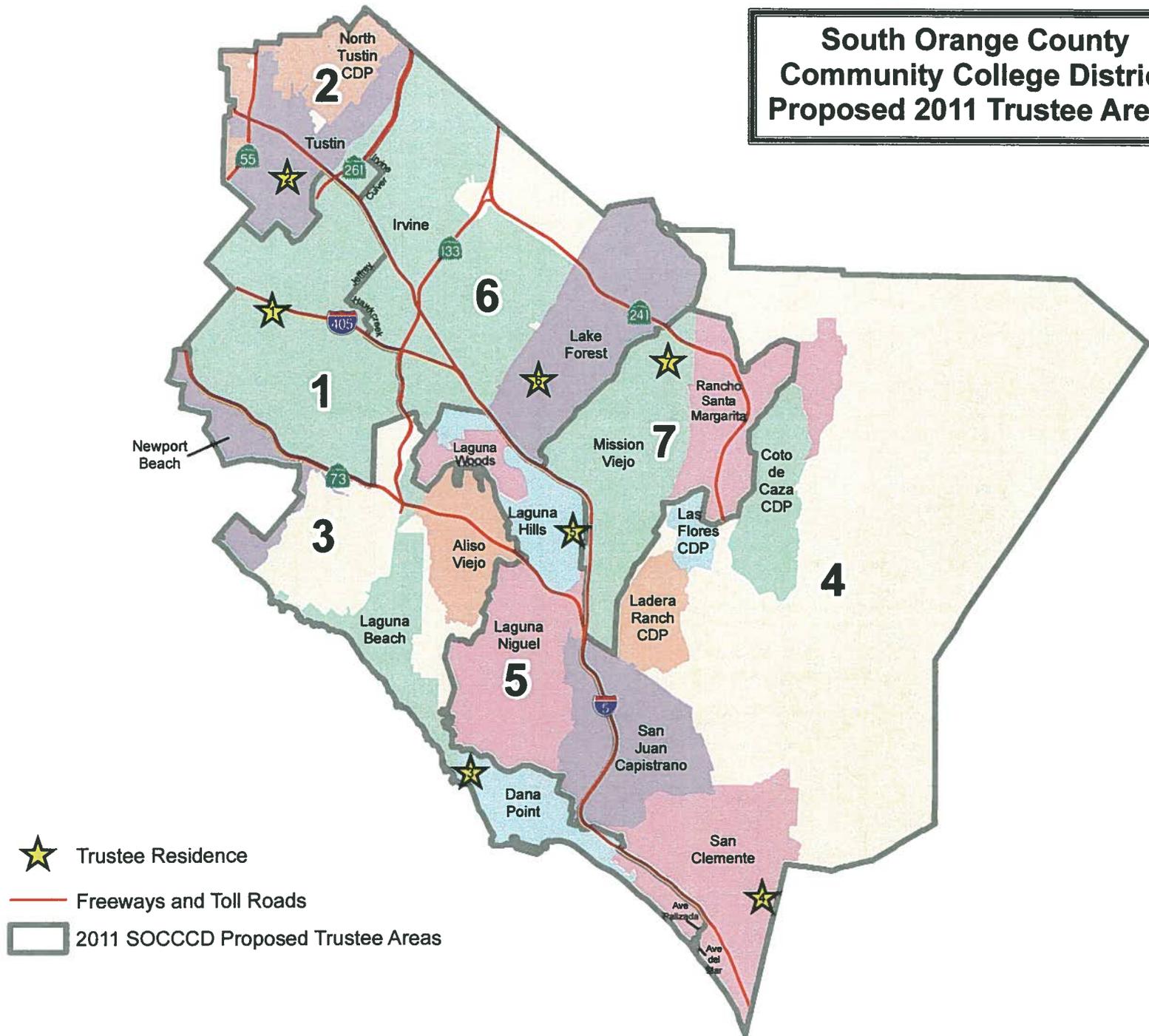
CDR and WSS have completed their analyses and recommend a realignment of trustee area boundaries to better equalize populations.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt the proposed 2011 Trustee Areas Plan (Exhibit A) and resolution #11-35 (Exhibit B) petitioning for a realignment of trustee area boundaries to be submitted for approval with the Orange County Committee on School District Organization.

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

**South Orange County  
Community College District  
Proposed 2011 Trustee Areas**



- ★ Trustee Residence
- Freeways and Toll Roads
- 2011 SOCCCD Proposed Trustee Areas

**South Orange County Community College District  
Summary Table of Elements of the Proposed Plan**

**Race/Ethnicity Breakdown by Proposed Trustee Area**

<b>Trustee Area</b>	<b>Total Population</b>	<b>Non-Hispanic White</b>	<b>Hispanic or Latino of Any Race</b>	<b>Non-Hispanic Asian</b>	<b>Non-Hispanic Black or African-American</b>	<b>All Other Non-Hispanic Races/Ethnicities</b>
<b>1</b>	134,091	62,647	12,290	50,306	2,063	6,785
<b>2</b>	126,637	52,539	42,617	25,114	2,152	4,215
<b>3</b>	128,536	91,876	19,483	10,987	1,450	4,740
<b>4</b>	125,566	94,748	17,634	7,808	1,070	4,306
<b>5</b>	126,704	84,740	25,400	11,095	1,216	4,253
<b>6</b>	134,034	68,698	24,289	33,156	2,162	5,729
<b>7</b>	131,378	88,588	23,806	11,970	1,809	5,205
<b>TOTAL</b>	906,946	543,836	165,519	150,436	11,922	35,233

**Difference from Target Trustee Area Population: 129,564**

<b>Trustee</b>	<b>Number</b>	<b>Percentage</b>
<b>1</b>	4,527	3.49%
<b>2</b>	-2,927	-2.26%
<b>3</b>	-1,028	-0.79%
<b>4</b>	-3,998	-3.09%
<b>5</b>	-2,860	-2.21%
<b>6</b>	4,470	3.45%
<b>7</b>	1,814	1.40%

<b>Percentage Spread (Largest - Smallest)</b>
6.58%

**Split Cities - 4**

- Irvine (3)
- Rancho Santa Margarita (2)
- San Clemente (2)
- San Juan Capistrano (2)

(#) Indicates the number of proposed Trustee Areas the city falls within.  
SOCCCD Redistricting 2011  
10/17/2011

South Orange County Community College District  
Proposed 2011 Trustee Areas

<b>TRUSTEE AREA 1</b>	
<b>PLACE</b>	<b>Total Population</b>
Irvine*	134,091
<b>Trustee Area 1 Total</b>	<b>134,091</b>

<b>TRUSTEE AREA 2</b>	
<b>PLACE</b>	<b>Total Population</b>
Irvine*	15,221
North Tustin	23,152
Orange	18
Santa Ana	11,530
Tustin	75,483
Unincorporated	1,233
<b>Trustee Area 2 Total</b>	<b>126,637</b>

<b>TRUSTEE AREA 3</b>	
<b>PLACE</b>	<b>Total Population</b>
Aliso Viejo	47,823
Dana Point	33,351
Laguna Beach	22,723
Newport Beach	12,362
San Clemente*	11,153
Unincorporated	1,124
<b>Trustee Area 3 Total</b>	<b>128,536</b>

<b>TRUSTEE AREA 4</b>	
<b>PLACE</b>	<b>Total Population</b>
Coto de Caza CDP	14,866
Ladera Ranch CDP	22,980
Las Flores CDP	5,971
Rancho Santa Margarita*	9,780
San Clemente*	52,369
San Juan Capistrano*	17,404
Unincorporated	2,196
<b>Trustee Area 4 Total</b>	<b>125,566</b>

<b>TRUSTEE AREA 5</b>	
<b>PLACE</b>	<b>Total Population</b>
Laguna Hills	30,344
Laguna Niguel	62,979
Laguna Woods	16,192
San Juan Capistrano*	17,189
<b>Trustee Area 5 Total</b>	<b>126,704</b>

<b>TRUSTEE AREA 6</b>	
<b>PLACE</b>	<b>Total Population</b>
Irvine*	56,700
Lake Forest	77,264
Unincorporated	70
<b>Trustee Area 6 Total</b>	<b>134,034</b>

<b>TRUSTEE AREA 7</b>	
<b>PLACE</b>	<b>Total Population</b>
Mission Viejo	93,305
Rancho Santa Margarita*	38,073
<b>Trustee Area 7 Total</b>	<b>131,378</b>

	<b>Total Population</b>
<b>SOCCCD Total</b>	<b>906,946</b>

\*Split city/CDP  
CDP- Census Designated Place in Unincorporated County  
Source: 2010 Census Redistricting Data [P.L. 94-171] Summary File  
SOCCCD Redistricting 2011

**2010 Census Total Population by Race/Ethnicity and  
Proposed 2011 South Orange County Community College District Trustee Areas**

Trustee Area	Total Population	Non-Hispanic White	Hispanic or Latino of Any Race	Non-Hispanic Asian	Non-Hispanic Black or African-American	All Other Non-Hispanic Races/Ethnicities
1	134,091	62,647	12,290	50,306	2,063	6,785
	100.0%	46.7%	9.2%	37.5%	1.5%	5.1%
2	126,637	52,539	42,617	25,114	2,152	4,215
	100.0%	41.5%	33.7%	19.8%	1.7%	3.3%
3	128,536	91,876	19,483	10,987	1,450	4,740
	100.0%	71.5%	15.2%	8.5%	1.1%	3.7%
4	125,566	94,748	17,634	7,808	1,070	4,306
	100.0%	75.5%	14.0%	6.2%	0.9%	3.4%
5	126,704	84,740	25,400	11,095	1,216	4,253
	100.0%	66.9%	20.0%	8.8%	1.0%	3.4%
6	134,034	68,698	24,289	33,156	2,162	5,729
	100.0%	51.3%	18.1%	24.7%	1.6%	4.3%
7	131,378	88,588	23,806	11,970	1,809	5,205
	100.0%	67.4%	18.1%	9.1%	1.4%	4.0%
<b>TOTAL</b>	906,946	543,836	165,519	150,436	11,922	35,233

**2010 Orange County Population 18 Years and Over by Race/Ethnicity and  
Proposed 2011 South Orange County Community College District Trustee Areas**

Trustee Area	Total Population 18 and Over	Non-Hispanic White	Hispanic or Latino of Any Race	Non-Hispanic Asian	Non-Hispanic Black or African-American	All Other Non-Hispanic Races/Ethnicities
1	106,569	51,803	9,139	39,673	1,615	4,339
	100.0%	48.6%	8.6%	37.2%	1.5%	4.1%
2	93,388	42,301	27,541	19,402	1,714	2,430
	100.0%	45.3%	29.5%	20.8%	1.8%	2.6%
3	101,289	75,251	13,327	8,813	1,170	2,728
	100.0%	74.3%	13.2%	8.7%	1.2%	2.7%
4	89,694	69,770	11,178	5,854	807	2,085
	100.0%	77.8%	12.5%	6.5%	0.9%	2.3%
5	100,926	70,851	17,017	9,406	1,008	2,644
	100.0%	70.2%	16.9%	9.3%	1.0%	2.6%
6	101,258	55,066	16,482	24,946	1,663	3,101
	100.0%	54.4%	16.3%	24.6%	1.6%	3.1%
7	99,145	69,307	15,980	9,529	1,446	2,883
	100.0%	69.9%	16.1%	9.6%	1.5%	2.9%
<b>TOTAL</b>	692,269	434,349	110,664	117,623	9,423	20,210

**South Orange County Community College District  
by Proposed 2011 Trustee Areas**

**Summary Table of Citizen Voting Age Population (CVAP) Estimates**

<b>Trustee Area</b>	<b>Total Estimated CVAP</b>	<b>Non-Hispanic White</b>	<b>Hispanic or Latino of Any Race</b>	<b>Non-Hispanic Asian</b>	<b>Non-Hispanic Black or African-American</b>	<b>All Other Non-Hispanic Races/Ethnicities</b>
<b>1</b>	81,756	47,339	7,267	23,658	1,827	1,665
	100.0%	57.9%	8.9%	28.9%	2.2%	2.0%
<b>2</b>	69,837	43,212	12,531	11,194	1,671	1,229
	100.0%	61.9%	17.9%	16.0%	2.4%	1.8%
<b>3</b>	94,613	76,450	8,065	7,449	1,263	1,386
	100.0%	80.8%	8.5%	7.9%	1.3%	1.5%
<b>4</b>	78,650	65,757	6,829	3,868	718	1,478
	100.0%	83.6%	8.7%	4.9%	0.9%	1.9%
<b>5</b>	89,977	71,291	8,798	7,214	1,440	1,234
	100.0%	79.2%	9.8%	8.0%	1.6%	1.4%
<b>6</b>	81,179	52,060	9,691	15,630	2,022	1,776
	100.0%	64.1%	11.9%	19.3%	2.5%	2.2%
<b>7</b>	88,796	68,767	10,036	6,572	1,374	2,047
	100.0%	77.4%	11.3%	7.4%	1.5%	2.3%
<b>TOTAL</b>	584,808	424,876	63,217	75,585	10,315	10,815
	100.0%	72.7%	10.8%	12.9%	1.8%	1.8%

Notes: Percentages are calculated from sum of individual categories, not Total Estimated CVAP. Because this is a special tabulation of data and not part of the standard data products shown on the Census Bureau's American Factfinder website, these estimates are rounded. Therefore, individual categories may not exactly add to the total.

Source: U.S. Census Bureau American Community Survey, 2005-2009

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

**RESOLUTION PROVIDING FOR A PROPOSAL  
TO REALIGN TRUSTEE AREA BOUNDARIES**

**RESOLUTION 11-35**

Whereas, section 5019(c) (1) of the California Education Code provides that the South Orange County Community College District may submit a realignment/reapportionment proposal to the Orange County Committee on School District Organization (the "County Committee").

Therefore, the South Orange County Community College District hereby resolves, determines and orders as follows:

1. That pursuant to the authority contained in 5019(c) of the California Education Code, the territory comprising Trustee Areas 1, 2, 3, 4, 5, and 7, respectively, shall be as identified in the attached map as prepared by the Center for Demographic Research and presented to the South Orange County Community College District Board of Trustees.
2. If the proposal is approved by the County Committee in accordance with Section 5109(d) of the Education Code, the boundaries of the Trustee Areas described in Section 1 shall be effective for the next District election occurring at least 120 days after such approval.
3. The District Superintendent or designee shall deliver copies of this Resolution to the County Committee and the Orange County Superintendent of Schools.

ADOPTED, SIGNED AND APPROVED this 16<sup>th</sup> day of November, 2011.

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

By: \_\_\_\_\_  
Nancy M. Padberg, Board President

By: \_\_\_\_\_  
Marcia Milchiker, Clerk of the Board

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Life Science Building: Change Order Request No. 2

**ACTION:** Approval

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### **BACKGROUND**

The Board of Trustees approved funding from basic aid for the Irvine Valley College Life Sciences project for a total project budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved a contract with Edge Development Inc. for construction in the amount of \$11,387,287. Previously approved change orders decreased the amount by \$23,198 for a revised contract amount of \$11,364,089.

### **STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 21, 37, 50 and 56. Approval of this COR will result in an increase of \$3,773 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 \$11,367,862.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request (COR) numbers 21, 37, 50 and 56 for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in a increase of \$3,773 in the total project cost. The revised contract total amount is \$11,367,862.

IVC - Life Sciences Building

Exhibit A

Bid No. 303

Board Change Order No.2

November 16, 2011

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT
303	General Contractor	Edge Development Inc	\$11,387,287.00	-\$23,198.00	\$3,773.00	\$11,367,862.00
		27368 Via Industria, Suite 101 Temecula, CA 92590	<b>TOTAL</b>			<b>11,367,862.00</b>

COR No.	Date	Description	Requested	Status	Amount
21	10/19/2011	Modify Stake Deterrent Design	by architect	reviewed	\$0.00
37	10/19/2011	Add 2" Gas Line from Powerhouse to Building	by architect	reviewed	\$5,773.00
50	10/25/2011	Change from Crushed to Miscellaneous Rock	by contractor	reviewed	(\$2,000.00)
56	10/19/2011	Add Emergency Light in Bathroom	by architect	reviewed	\$0.00

**TOTAL THESE CHANGE ORDER REQUESTS**

**\$3,773.00**

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

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**BACKGROUND**

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

**STATUS**

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

Those academic personnel actions shown in 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>
Faltas, Agnes	MS/Chemistry	Chemistry/IVC	II/6	01/09/12
Gerami, Emal	MA/Sociology	Sociology/SC	II/6	01/09/12
Go, Marianne	MA/Sociology	Sociology/IVC	II/6	03/19/12
Hines, Damon	MA/Communications	Speech/SC	II/6	01/09/12
Keating, Kevin	MA/TESL	ESL/SC	II/6	01/09/12
Liu, Emily	MA/English	English/SC	II/6	01/09/12
Massey, Bonnie J.	MA/Sociology	Sociology/IVC	II/6	01/09/12
McCabe, Brian W.	MA/Geography	Geography/IVC	II/6	01/09/12
Nasiri, Ladan	MS/Chem. Engineering	Chemistry/IVC	II/6	01/09/12
<sup>1</sup> Patton, Kenneth	MA/Physical Education	Rapid Digital Tech/IVC	II/6	01/09/12
Ross, James	PhD/Chemistry	Chemistry/IVC	II/6	01/09/12
Shah, Priya	PhD/English	English/SC	V/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>
Malec, Christopher	MA/Communication/Ldrshp	Phys. Ed/SC	II/6	01/03/12

Equivalency is based upon a Bachelor of Arts degree in Law & Society from University of California, Santa Barbara, and a Master of Arts degree in Communication and Leadership from Gonzaga University, Spokane, WA. Mr. Malec completed 20 units of upper division courses in baseball and exercise science-related sport courses while at UC Santa Barbara. Mr. Malec's experience includes playing professional baseball for six years; five with the New York Yankees. Mr. Malec has been coaching varsity baseball at local high schools in addition to providing private baseball instruction, and is currently an Assistant Baseball Coach at Saddleback College.

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<sup>1</sup>Mr. Patton retired as an Academic Administrator for Saddleback College on May 21, 2011. His original hire date with the District was August 12, 2002.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**4. 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>
Vidal, Jonathan	MS/Nursing	Medical Billing/SC	II/6	10/31/11

Equivalency is based upon a Bachelor of Science degree in Nursing from Northern Michigan University, Marquette, Michigan, and a Master of Science degree in Nursing from Loyola University of Chicago, Chicago, Illinois. Since 2004, Mr. Vidal has been a Senior Director of Marketing for Practice Builders in Irvine, where he is responsible for training physicians and mid-level providers about marketing health care practices, as well as, providing training and skills development to their sales and marketing team.

**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>
Alessi, Anna Marie	In-service Presenter/SC	\$ 500.00	08/22/11-12/19/11
Altman, Cheryl	Co-Coord., Reading Lab/SC	1,721.00	01/09/12-05/18/12
Bander, Carol	In-service Presenter/SC	500.00	08/22/11-12/19/11
Barrows, Morgan	Chair, Envir. Stud./Marine Sci/SC	2,581.50	01/09/12-05/18/12
Bauer, Roy	Chair, Humanities/IVC	3,442.00	01/09/12-05/18/12
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/09/12-05/18/12
Branch-Stewart, Kim	Chair, Human Services/SC	3,442.00	01/09/12-05/18/12
Brass, Monique	Facilitator, Life Fitness Ctr/IVC	2,753.60	01/09/12-05/18/12
Camelot, Allison	Chair, Sociology/SC	2,800.00	01/09/12-05/18/12
Cassens, Michael	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Cassens, Michael	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11
Castroconde, Miriam	Chair, Math/Comp. Sci/Eng/IVC	5,163.00	01/09/12-05/18/12
Cesareo-Silva, Claire	Co-Chair, Anthrop/CC Std/SC	1,800.00	01/09/12-05/18/12
Chattopadhyay, C.	Co-Chair, Honors Program/SC	10,326.00	01/09/12-05/18/12
Chen, Joanne	Facilitator, Language Ctr/IVC	3,442.00	01/09/12-05/18/12
Chu, Hencelyn	Chair, MLT/Phlebotomy/SC	1,721.00	01/09/12-05/18/12
Cobos, Ana Maria	Chair, Library/SC	3,442.00	01/09/12-05/18/12
Cox, Barbara	Chair, Business/SC	3,579.68	01/09/12-05/18/12
Crammer, Cale	Co-Facilitator, MUN/IVC	860.50	01/09/12-05/18/12
Cubbage-Vega, April	Chair, Wmn's/Gender Studies/SC	1,300.00	01/09/12-05/18/12
Davis-Allen, Lisa	Chair, Visual Art/IVC	2,581.50	01/09/12-05/18/12
Davison, John	Co-Chair, Physical Sciences/IVC	1,721.00	01/09/12-05/18/12
Delson, Cheryl	Co-Chair, Library/IVC	860.50	01/09/12-05/18/12
Delson, Cheryl	Co-Facilitator, Library/IVC	860.50	01/09/12-05/18/12
Delson, Cheryl	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Delson, Cheryl	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11
Delson, Cheryl	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11

**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</u>	
		<u>Amount</u>	<u>Effective Date</u>
Demarchi, Joanne	In-service Presenter/SC	\$ 500.00	08/22/11-12/19/11
Duquette, Jan	Chair, Kinesiology/Ath./SC	6,884.00	01/09/12-05/18/12
Etter, William	Co-Chair, English/IVC	2,581.50	01/09/12-05/18/12
Evancoe, Eugene	Chair, Elec Tech/Applied CT/ SC	1,721.00	01/09/12-05/18/12
Evans, Julie	Facilitator, Writing Center/IVC	4,130.40	01/09/12-05/18/12
Even, Ryan	Chair, Photography/SC	1,376.00	01/03/12-05/18/12
Farnsworth, Robert	Chair, Horticulture/SC	1,721.00	01/09/12-05/18/12
Farthing, Scott	Chair, Music/SC	1,721.00	01/03/12-05/18/12
Faseler, Shannon	Facilitator, Art Gallery/IVC	2,753.60	01/09/12-05/18/12
Fesler, Susan	Chair, Languages/IVC	4,302.50	01/09/12-05/18/12
Fier, Scott	Chair, Chemistry/SC	2,581.50	01/09/12-05/18/12
Fisher, Katherine S.	Co-Coordinator, English/SC	1,721.00	01/09/12-05/18/12
Fong, Fleur	Facilitator, Emeritus Institute/IVC	1,721.00	01/09/12-05/18/12
Forouzesh, Jennifer	Chair, Nursing/SC	3,442.00	01/09/12-05/18/12
Frame, Stewart	Co-Facilitator, MUN/IVC	860.50	01/09/12-05/18/12
Freemel, Deborah	In-service Presenter/SC	500.00	08/22/11-12/19/11
Galbraith, Mark	Team Doctor/SC	1,000.00	01/09/12-01/31/12
Garcia, Renee	Co-Chair, Anthrop/CC Std/SC	1,800.00	01/09/12-05/18/12
Garey, Jason	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11
Garey, Jason	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Gialamas, Gus	Team Doctor/SC	1,000.00	01/09/12-01/31/12
Gilman, Bruce	Co-Chair, English/SC	2,581.50	01/09/12-05/18/12
Goodman, Richard	Liason, Drug Court/SC	1,376.80	01/09/12-05/18/12
Gouldsmith, Yolanda	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Gouldsmith, Yolanda	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11
Grihalva, Lawrence	Chair, EMT/SC	1,721.00	01/09/12-05/18/12
Gupta, Sanjai	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/19/11
Gupta, Sanjai	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Haeri, Melanie	Facilitator, Reading Ctr./IVC	1,721.00	01/09/12-05/18/12
Haeri, Mitchell	Co-Chair, Astro./Physics/Eng/SC	860.50	01/03/12-05/18/12
Hernandez, Jerry	Facilitator, Athletics/IVC	1,721.00	01/09/12-05/18/12
Hernandez-Bravo, C.	Chair, International Language/SC	4,474.60	01/09/12-05/18/12
Hernandez-Bravo, C.	Coordinator, Int'l Language/SC	1,721.00	01/09/12-05/18/12
Hewitt, Suzanne	Chair, Consumer Fam Sci/FN/SC	1,721.00	01/09/12-05/18/12
Hoggatt, Michael	Chair, Special Services/SC	2,237.00	01/09/12-05/18/12
Homma, Mary	In-service Presenter/SC	500.00	08/22/11-12/19/11
Hunt, Matthew	Coordinator, Writing Ctr./SC	1,721.00	01/09/12-05/18/12
Huntley, Anthony	Co-Chair, Biology/SC	1,290.75	01/03/12-05/18/12
Kiernan, Maria	Chair, Emeritus, Fine Arts/SC	3,441.90	01/09/12-05/18/12
Kil, Joon	Chair, Social/Behaviorial Sci./IVC	3,442.00	01/09/12-05/18/12
Kolasa, Jeffrey	In-service Presenter/SC	500.00	08/22/11-12/19/11
Konishi, Hiro	Co-Chair, Cinema/TV/Radio/SC	860.50	01/09/12-05/18/12
Lam, Chin	Co-Chair, ESL/SC	1,721.00	01/09/12-05/18/12
Lebauer, Roni	Co-Chair, ESL/SC	1,721.00	01/09/12-05/18/12

**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</u>	
		<u>Amount</u>	<u>Effective Date</u>
Levin, Patricia	Chair, Art/SC	\$ 1,721.00	01/03/12-05/18/12
Lin, Anthony	Co-Chair, Library/IVC	860.50	01/09/12-05/18/12
Lin, Anthony	Co-Facilitator, Library/IVC	860.50	01/09/12-05/18/12
Lovett, Margot	Chair, History/SC	4,900.00	01/09/12-05/18/12
Lowe, Lesley	Chair, Emeritus/Kines./FA/SC	3,441.90	01/09/12-05/18/12
Manuel-Ellison, Ron.	Chair, Theatre/IVC	1,721.00	01/09/12-05/18/12
Manuel-Ellison, Ron.	Facilitator, Theatre Prod./IVC	2,753.60	01/09/12-05/18/12
Marangi, Kent	Team Doctor/SC	1,000.00	01/09/12-01/31/12
McCaughey, Colin	Facilitator, Adm. of Justice/IVC	2,753.60	01/09/12-05/18/12
McFann, Kent	Chair, Theatre/SC	1,376.00	01/03/12-05/18/12
McLeod, Paul	Advisor, Lariat/SC	3,442.00	01/09/12-05/18/12
Meyer, Clifford	Chair, Automotive Technology/SC	1,721.00	01/09/12-05/18/12
Meyer, Clifford	In-service Presenter/SC	500.00	08/22/11-12/19/11
Meyer, Kurt	Co-Chair, English/SC	2581.50	01/09/12-05/18/12
Meyer-Canales, Kather.	Co-Chair, Astro/Physics/Eng/SC	860.50	01/03/12-05/18/12
Myers, Charles	Co-Chair, Cinema/TV/Radio/SC	860.50	01/03/12-05/18/12
Ochoa, Heidi	Co-Director/Coach, Forensics/SC	5,163.00	01/03/12-05/18/12
Ozima, Megan	Facilitator, Computer Lng. Ctr/IVC	1,721.00	01/09/12-05/18/12
Ozima, Megan	Facilitator, Tutoring Ctr/IVC	1,721.00	01/09/12-05/18/12
<sup>2</sup> Pestolesi, Diane	Asst. Director, Nursing/SC	3,442.00	01/09/12-05/18/12
<sup>2</sup> Pestolesi, Thomas	Chair, HS/Kinesiology/Athl's/IVC	2,581.50	01/09/12-05/18/12
Quade, Joyce	Chair, Computer Info. Mgmt/SC	4,405.76	01/09/12-05/18/12
Radden, Larry	Coach, Forensics/SC	5,163.00	01/03/12-05/18/12
Reed, Michael	Chair, Journalism/SC	1,721.00	01/09/12-05/18/12
Renault, Irene	Chair, Reading Lab/SC	3,442.00	01/09/12-05/18/12
Repka, James	Chair, Geology/Oceanography/SC	1,721.00	01/09/12-05/18/12
Rochford, Stephen	Chair, Music/IVC	2,581.50	01/09/12-05/18/12
Rousseau, Michele	Chair, Computer Science/SC	1,721.00	01/03/12-05/18/12
Rybold, Gary	Co-Director, Forensics/IVC	2,581.50	11/16/12-05/18/12
Scott, Daniel	Liason/Facilitator, SLO/IVC	500.00	08/22/11-12/18/11
Scott, Daniel	Liason/Facilitator, SLO/IVC	500.00	01/09/12-05/18/12
Skaff, Penelope	In-service Presenter/SC	500.00	08/22/11-12/19/11
Smith, Basil	Chair, Humanities/Philosophy/SC	1,721.00	01/09/12-05/18/12
Smith, Christina	Chair, Education/SC	323.20	08/22/11-12/19/11
Smith, Christina	Chair, Education/SC	1,700.00	01/09/12-05/18/12
Smith, Jeanne	Chair, Mathematics/SC	6,884.00	01/03/12-05/18/12
Smith, Maureen	Co-Chair, Geography/SC	1,200.00	01/09/12-05/18/12
Soltani, Parisa	Facilitator, SSO/IVC	3,442.00	01/09/12-05/18/12
Stankovich, Kimberly	Chair, Speech/SC	1,721.00	01/03/12-05/18/12
Stephens, Blake	Chair, Architecture/Drafting/SC	1,721.00	01/09/12-05/18/12

<sup>2</sup> Spouses: Diane Pestolesi, Nursing Instructor, Health Science & Human Services, Saddleback College; Thomas Pestolesi, PE Instructor/Head Volleyball Coach, Health, Physical Education & Athletic, Irvine Valley College.

**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</u>	
		<u>Amount</u>	<u>Effective Date</u>
Stevens, Kay	Chair, Medical Asst/Insur Cd/SC \$	1,721.00	01/09/12-05/18/12
Stevenson, William	Co-Chair, English/SC	2,581.50	01/09/12-05/18/12
Stevenson, William	Co-Coordinator, English/SC	1,721.00	01/09/12-05/18/12
Tabibzadeh, Kiana	Chair, Physical Sciences/IVC	1,721.00	01/09/12-05/18/12
Tamer, Rita	Chair, Sign Language/SC	3,442.00	01/09/12-05/18/12
Tamialis, Barbara	Chair, Child Development/SC	3,600.00	01/09/12-05/18/12
Taylor, Karen	Chair, Graphic Design/SC	1,721.00	01/09/12-05/18/12
Teh, Steve	Co-Chair, Biology/SC	1,290.75	01/03/12-05/18/12
Teng, Anthony	Chair, Accounting/SC	3,579.68	01/09/12-05/18/12
Thomas, Arlene	Chair, Interior Design/Travel/SC	1,721.00	01/09/12-05/18/12
Tiongson, Edwin	Chair, Speech/IVC	1,721.00	01/09/12-05/18/12
Tiongson, Edwin	Co-Director, Forensics/IVC	2,581.50	11/16/12-05/18/12
Tucker, Kari	Chair, Social/Behavioral Sci/IVC	3,442.00	01/09/12-05/18/12
Urell, Robert	Chair, Business Sciences/IVC	3,442.00	01/09/12-05/18/12
Walsh, Daniel	Co-Chair, Geography/SC	1,200.00	01/09/12-05/18/12
Weatherford, Theodore	Chair, Dance/IVC	1,721.00	01/09/12-05/18/12
Weatherford, Theodore	Coordinator, Dance Prod./ IVC	1,721.00	01/09/12-05/18/12
Wegenek, Amira	Chair, Psychology/SC	3,900.00	01/09/12-05/18/12
Welc, Martin	Chair, Real Estate/SC	1,927.52	01/09/12-05/18/12
Wolff, Michele	Liason, AHA/SC	1,135.86	01/09/12-05/18/12
Woodward, Kenneth	Chair, Economics/SC	3,200.00	01/09/12-05/18/12

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2011/2012 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Barraza, Greg	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Bromberger, Kristine	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Brown, Christopher	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Callum, Oceana	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Carlander, David	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Casil, Amy	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Fisher, Katherine	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Langille, Rachel	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Meyer, Jill	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Montagne-Galloway, L.	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Morris-Freshwater, L.	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Oderlin, Jeffrey	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Strong, Margaret	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Tash, Sharon	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Westover, Leo	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Ziehm, Carol	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12
Zimmerman, Ray	Reading, Challenge & ESL Essays/SC	01/09/12-05/17/12

**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>
Alvarez, Lisa	Co-Coord., Diag. Basic Skills/IVC	\$ 1,250.00	01/09/12-05/18/12
Aminy, Marina	BSI Project, Eng 300/SC	516.30	08/22/11-12/19/11
Aminy, Marina	BSI Project, Eng 300/SC	516.30	01/09/12-05/18/12
Bowman, Donald	Acctg. Tutor Provisions/Perkins/SC	1,235.00	08/23/11-12/19/11
Chen, Joanne	Facilitator, ESL/W.L. Ctr/BSI/IVC	1,721.00	01/09/12-05/18/12
Cosper, Scott	Acctg. Tutor Provisions/Perkins/SC	280.00	08/23/11-12/19/11
Etter, William	Co-Coord., Diag. Basic Skills/IVC	1,250.00	01/09/12-05/18/12
Grimm, Amy	Curric. Dev./Ap. Museum Stud./IVC	1,600.00	11/01/11-12/19/11
Haeri, Melanie	Co-Coord., Diag. Basic Skills/IVC	500.00	01/09/12-05/18/12
Hare, Matthew	String Coaching Session/Foundation/SC	150.00	10/13/11-10/15/11
Homma, Mary	Prod. Mgr., You-Tube/Perkins/SC	1,225.00	08/22/11-12/19/12
Homma, Mary	Prod. Mgr., You-Tube/Perkins/SC	1,225.00	01/09/12-05/18/12
Horan, Elizabeth	Online Stud. Success Wksp./BSI/SC	500.00	08/22/11-12/19/11
Jensen, Dianne	Editor, Online Magazine/ASG/SC	1,221.92	08/22/11-12/19/11
Licitra, John	Coord., College Success LC/BSI/IVC	1,721.00	01/09/12-05/18/12
Melendez, Robert	Coord., Project START/BSI/IVC	3,442.00	01/09/12-05/18/12
Melendez, Robert	Coord., Vets to College/BSI/IVC	1,721.00	01/09/12-05/18/12
Meyer, Clifford	Proj. Mgmt, Alternate Prop./Perkins/SC	2,250.00	01/01/12-06/01/12
Meyer, Kurt	Co-Coord., Diag. Basic Skills/IVC	1,250.00	01/09/12-05/18/12
Millovich, June	Perkins Grant/Curr. Map Wksp Mgr/SC	1,000.00	01/09/12-05/18/12
Millovich, June	Perkins Grant Oversight, CD/SC	500.00	08/22/11-12/19/11
Nigrelli, Christina	Co-Mgr., Perkins Grant/Wksp/SC	400.00	08/22/11-12/19/11
Nigrelli, Christina	Workshops/BSI Project/SC	500.00	08/22/11-12/19/11
Serpas, Summer	Co-Coord., Diag. Basic Skills/IVC	500.00	01/09/12-05/18/12
Smith, Christina	Workshops/BSI Project/SC	500.00	08/22/11-12/19/11
Street, Karah	Bootcamp for Sciences/BSI/SC	137.68	08/22/11-12/19/11
Street, Karah	Bootcamp for Sciences/BSI/SC	137.68	01/09/12-05/18/12
Tamialis, Barbara	Fieldwork Manager/Perkins/SC	900.00	08/22/11-12/19/11
Tamialis, Barbara	Fieldwork Mgr/Workshp/Perkins/SC	750.00	01/09/12-05/18/12
Teng, Anthony	Acctg. Tutor Provisions/Perkins/SC	485.00	08/23/11-12/19/11
Vidal-Prudholme,L	Co-Mgr., Perkins Grant/Wksp/SC	400.00	08/22/11-12/19/11
Westphal, Karla	Bootcamp for Sciences/BSI/SC	137.68	08/22/11-12/19/11
Westphal, Karla	Bootcamp for Sciences/BSI/SC	137.68	01/09/12-05/18/12
Zebley, Matthew	Coord. Jazz Studies/Foundation/SC	2,134.04	08/22/11-12/19/11
Zoval, James	Bootcamp for Sciences/BSI/SC	137.68	08/22/11-12/19/11
Zoval, James	Bootcamp for Sciences/BSI/SC	137.68	01/09/12-05/18/12

**D. REQUEST TO RESCIND REDUCED WORKLOAD**

1. EGASSE, JEANNE, ID #2461, Spanish Instructor, Pos #1529, Academic Faculty Salary Column V, Step 30, School of Humanities & Languages, Irvine Valley College, has requested to rescind from the STRS Reduced Workload Program, which was originally approved by the Board of Trustees on December 7, 2009, in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2007-2010. Her assignment is currently at 83.33% workload for the academic years 2011-2012, and she would like to return to 100% of contract beginning in the Fall, 2012-2013 Academic Year. This item is contingent upon approval by the California State Teachers Retirement System (CalSTRS).

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

1. PLANO, GWENDOLYN, ID #12455, Vice President of Student Services, Pos #1712, Academic Administrator Salary Range III, Step 6, Office of Student Services, Irvine Valley College, resignation effective June 30, 2012 and retirement July 1, 2012. Payment is authorized for any compensated time off. (Start date: June 4, 2002)

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.4  
DATE: 11/16/11**

**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, Exhibit B, and Exhibit C.

**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. <sup>1</sup>DELGADO, JOSE, is to be employed as Senior Copy Center Technician, Pos #3255, Technology Services, Office of Instruction, Irvine Valley College, Classified Bargaining Unit Salary Range 124, Step 1, 40 hours per week, 12 months per year, effective October 24, 2011. This is a replacement position for Juan Fraustro, who resigned.

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
<sup>2</sup> Arendts, Eirka	Senior Administrative Assistant/IVC	127/1	10/01/2011
De Carlo, Sharon	Health Center Nurse/SC	136/1	10/04/2011
<sup>3</sup> Mueller, Todd	Administrative Assistant/Dist.	121/1	10/17/2011
Tatro, Shani	Admission & Records Specialist I/IVC	116/1	10/10/2011

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>
DeFoy, Jessica	Clerk, Short-Term/SC	\$ 12.50	11/01/11-06/30/12
Gronau, John	Project Specialist/IVC	15.00	10/15/11-06/30/12
Hatter, Kelly	Project Specialist/SC	11.50	09/15/11-06/30/12
Jahan, Adam	TMD Aide/SC	9.00	01/01/12-06/30/12
James, Gregg	Special Proj. Coord./IVC	30.00	01/01/12-06/30/12
Jaramillo, Linda	Clerk - Short Term/SC	11.50	01/01/12-06/30/12
Jensen, Jon	Project Specialist/IVC	16.00	01/01/12-06/30/12
Johnson, Scott	TMD Aide/IVC	10.50	01/01/12-06/30/12
Jones, David	Project Specialist/IVC	14.00	01/01/12-06/30/12
Khabovets, Kristina	Project Specialist/SC	15.00	01/01/12-06/30/12
Klein, Marisa	Project Specialist/SC	15.00	01/01/12-06/30/12
Klink, John	Coaching Aide/SC	15.00	01/01/12-06/30/12
Knopick, Eric	Adapt. Kines. Aide/SC	8.50	01/01/12-06/30/12
Kochanski, Jennifer	Project Specialist/IVC	18.00	01/01/12-06/30/12
Kohlhas, Paul	Project Specialist/IVC	14.00	01/01/12-06/30/12
Kokesch, Aaron	TMD Aide/IVC	20.00	01/01/12-06/30/12
Kovalchuk, Ekaterina	Project Specialist/SC	13.00	01/01/12-06/30/12

<sup>1</sup> Nephew of Teresa Camacho, Senior Administrative Assistant, EOPS, Division of Counseling Services & Special Programs, Saddleback College.

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

<sup>3</sup> Son of Mary "Beth" Mueller, District Director of Fiscal Services, Office of Business Services, District.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Kristjanson, Johann	DSPS Proctor/SC	\$ 16.00	01/01/12-06/30/12
Kwok, Anne	Project Specialist/SC	16.00	01/01/12-06/30/12
Lapinski, Zachary	TMD Aide/SC	9.50	01/01/12-06/30/12
LaRusso, Pamela	Clerk - Short Term/IVC	8.50	01/01/12-06/30/12
Lee, Adriana	Clerk - Short Term/SC	15.00	01/01/12-06/30/12
Leigh, Alexander	TMD Aide/SC	20.00	01/01/12-06/30/12
Levine, Samantha	Child Dev. Center Aide/SC	10.00	01/01/12-06/30/12
Liedholm, Christopher	TMD Aide/SC	8.50	01/01/12-06/30/12
Lindahl, Glenda	Project Specialist/SC	16.00	01/01/12-06/30/12
Lucas, Richard	TMD Aide/IVC	12.50	01/01/12-06/30/12
Lye, Lain	Project Specialist/IVC	14.00	01/01/12-06/30/12
Maddox, Kelsey	Project Specialist/IVC	14.00	01/01/12-06/30/12
Maeda, Evan	TMD Aide/IVC	20.00	01/01/12-06/30/12
Marotta, Rina	Clerk - Short Term/IVC	8.50	01/01/12-06/30/12
Martin, Mary	Clerk - Short Term/SC	15.00	01/01/12-06/30/12
Mayville, Joseph	Adapt. Kines. Aide/SC	8.50	01/01/12-06/30/12
McCann, Samantha	TMD Aide/IVC	10.50	01/01/12-06/30/12
McGinley, Shaun	Coaching Aide/SC	15.00	01/01/12-06/30/12
McMackin, Kelly	Child Dev. Center Aide/SC	11.00	01/01/12-06/30/12
McNulty, Peter	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Medling, Jane	Project Specialist/SC	12.50	01/01/12-06/30/12
Mehrabian, Shakeh	Project Specialist/IVC	20.00	01/01/12-06/30/12
Metcalf, Andria	Clerk - Short Term/SC	10.00	01/01/12-06/30/12
Michael, Adrian	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
Michaels, Mary	TMD Aide/IVC	10.50	01/01/12-06/30/12
Miller, Matthew	Project Specialist/SC	16.00	01/01/12-06/30/12
Mino, Carla	CDC Aide/SC	10.00	10/04/11-06/30/12
Minot, Mason	Project Specialist/IVC	10.50	01/01/12-06/30/12
Mitchell, JoAnn	Clerk, Short-Term/SC	15.00	11/01/11-06/30/12
Mitchell, Kevin	Coaching Aide/SC	15.00	01/01/12-06/30/12
Mohyi, Jasmine	Child Dev. Center Aide/SC	11.00	01/01/12-06/30/12
Monterola, Miguel	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Montoya, Natalie	Coaching Aide/SC	15.00	01/01/12-06/30/12
Morales, Jamee	Coaching Aide/SC	15.00	01/01/12-06/30/12
Moran, Devin	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Moyen, Nicole	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Murtaugh, David	Coaching Aide/SC	15.00	01/01/12-06/30/12
Myers, Ashley	TMD Aide/SC	11.50	01/01/12-06/30/12
Nakamura, Gary	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Newberry, Daniel	Coaching Aide/SC	15.00	01/01/12-06/30/12
Newell, Phillip	Project Specialist/SC	16.00	01/01/12-06/30/12
Nguyen, Christian	Project Specialist/IVC	11.50	01/01/12-06/30/12
Nutting, Patricia	Clerk - Short Term/SC	10.00	01/01/12-06/30/12
Ochiai, Alan	Coaching Aide/IVC	15.00	01/01/12-06/30/12

**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>
Ochoa, Erica	TMD Aide/SC	\$ 8.50	01/01/12-06/30/12
Ohlig, Vanessa	Child Dev. Center Aide/SC	10.00	01/01/12-06/30/12
Ong, Cassandra	Project Specialist/SC	12.50	01/01/12-06/30/12
Ortiz, Maria	Child Dev. Center Aide/SC	12.00	01/01/12-06/30/12
Overduin, Alexander	Project Specialist/Dist.	20.00	01/01/12-06/30/12
Palma Serrano, Nayeli	Adapt. Kines. Aide/SC	11.50	01/01/12-06/30/12
Palmer, James	Project Specialist/IVC	15.00	01/01/12-06/30/12
Parra, Antonio	Adapt. Kines. Aide/SC	10.50	01/01/12-06/30/12
Paschetta, Chantal	Coaching Aide/IVC	15.00	01/01/12-06/30/12
Patterson, Pamela	Adapt. Kines. Aide/SC	20.00	01/01/12-06/30/12
Peckham, Lindsay	CDC Project Spec./SC	20.00	01/01/12-06/30/12
Peeler, Danielle	Coaching Aide/SC	15.00	01/01/12-06/30/12
Peterson, Maureen	Project Specialist/Dist.	15.00	01/01/12-06/30/12
Petrovich, Alexis	Project Specialist/SC	12.50	01/01/12-06/30/12
Phan, James	Project Specialist/IVC	10.50	01/01/12-06/30/12
Phillips, Linus	Project Specialist/SC	10.50	01/01/12-06/30/12
Pinto, Patricia	Adapt. Kines. Aide/IVC	11.50	01/01/12-06/30/12
Plessney, Linda	Clerk - Short Term/SC	10.00	01/01/12-06/30/12
Presley, Ashley	Child Dev. Center Aide/SC	12.00	01/01/12-06/30/12
Quezada, Terry	Project Specialist/SC	9.50	10/11/11-06/30/12
Shults, MaryAnne	Project Specialist/SC	12.50	10/25/11-06/30/12
Uy, Vincent	Project Specialist/SC	12.00	10/06/11-06/30/12
Yaganeh, Samira	Project Specialist/SC	15.50	10/15/11-06/30/12

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>
Benkert-Langrell, Alex	10/11/11-06/30/12
DeRosas, David	08/22/11-06/30/12
Garcia, Erika	09/15/11-06/30/12
<sup>4</sup> Leftwich, Denham	09/23/11-06/30/12
Liu, Xin	10/21/11-06/30/12
Paulis, Monique	09/15/11-06/30/12
Ryznal, Kathryn	10/25/11-06/30/12
Valentino, Nicholas	09/29/11-06/30/12
Vidal, Daniel	08/22/11-06/30/12

<sup>4</sup> Son of Helene Giziel Leftwich, Senior Administrative Assistant, Liberal Arts, Saddleback College, and grandson to Virginia Helen Locke, Director of Student Affairs, Irvine Valley College. This also corrects the October 24, 2011 agenda.

**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>
Denaro, Aaron	Tutor/IVC	\$ 12.00/hr	10/21/11-06/30/12
Genevro, William	Workforce Trainer/IVC	72.00/hr	10/06/11-06/30/12
Gibson, John	Workforce Trainer/IVC	72.00/hr	10/03/11-06/30/12
Grimalda, Andrew	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12
Hambric, Sandra	Tutor/IVC	12.00/hr	10/03/11-06/30/12
Haynes, Chris	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12
<sup>5</sup> Huggins, Jennifer	Cert. Test Proctor/IVC	10.50/hr	11/15/11-06/30/12
Hutchinson, Charlene	Interpreter V/SC	45.00/hr	11/15/11-06/30/12
King, Jason	Clinical Skills Spec./SC	30.00/hr	10/04/11-06/30/12
Kwon, Chung	Captionist/SC	45.00/hr	10/21/11-06/3/012
Kyne, Jennie	Captionist/SC	45.00/hr	10/04/11-06/30/12
Lewallen, Carole	Clinical Skills Spec./SC	30.00/hr	10/18/11-06/30/12
<sup>6</sup> McCaughey, Colin	Comm. Ed./IVC	2500.00/cs	07/01/11-06/30/12
Morley, Michael	Cert. Test Proctor/IVC	10.50/hr	10/06/11-06/30/12
Weng, Linda	Tutor/IVC	12.00/hr	10/01/11-06/30/12

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

1. 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. Reference C5 of this agenda. (Position approved: August 26, 2008)

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

1. CLERICAL ASSISTANT, Classified Bargaining Unit Salary Range 113, Extended Education, School of Academic Programs, Irvine Valley College, seeks authorization to establish and announce a part-time, 20 hours per week, 10 months per year position to its staff complement, effective November 17, 2011.
2. CLERICAL ASSISTANT, Classified Bargaining Unit Salary Range 113, Extended Education, School of Academic Programs, Irvine Valley College, seeks authorization to establish and announce a part-time, 20 hours per week, 10 months per year position to its staff complement, effective November 17, 2011.

<sup>5</sup> Daughter of Barbara Huggins, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College.

<sup>6</sup> Also a Full-time Administration of Justice Instructor, School of Social and Behavioral Sciences, Irvine Valley College.

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

3. 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.
4. 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.
5. 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, 2011. This position is contingent upon approval by the Board of Trustees of item B1 of this agenda.
6. 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, to its staff complement, effective October 25, 2011.
7. 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.

**D. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS**

1. **IRVINE VALLEY COLLEGE, School of Admissions, Records and Enrollment Services** seeks authorization to reorganize the following Classified Bargaining Unit positions within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit C, Attachments 1)
  - 1a. **ELIMINATE ADMISSIONS AND RECORDS SPECIALIST II**, Pos #3264, Classified Bargaining Unit Salary Range 120, full-time, 40 hours per week, 12 months per year, effective November 1, 2011. (Position #3264 was approved February 27, 2006, vacancy by Pamela Kite's retirement)
  - 1b. **REPLACE ADMISSIONS AND RECORDS SPECIALIST I**, by eliminating Pos #2736, Classified Bargaining Unit Salary Range 116, full-time, 40 hours per week, 12 months per year position from its staff complement, and establishing an ADMISSIONS AND RECORDS SPECIALIST II, Classified Bargaining Unit Salary Range 120, full-time, 40 hours per week, 12 months per year position, effective November 1, 2011. (Position #2736 was approved September 30, 2002)

**D. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS -  
Continued**

- 1bi. **RECLASSIFY NGUYEN, VINCENT, ID #8500, from Admissions and Records Specialist I, Pos #2736, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, to Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, 12 months per year, effective November 1, 2011.**
- 1c. **REPLACE ADMISSIONS AND RECORDS SPECIALIST I, by eliminating Pos #3743, Classified Bargaining Unit Salary Range 116, part-time, 28 hours per week, 12 months per year, and establishing an ADMISSIONS AND RECORDS SPECIALIST II, Classified Bargaining Unit Salary Range 120, full-time, 40 hours per week, 12 months per year position, effective November 1, 2011. (Position #3743 was approved June 25, 2007)**
  - 1ci. **RECLASSIFY ZAKARYAN, KARINE, ID #11437, from Admissions and Records Specialist I, Pos #3743, Classified Bargaining Unit Salary Range 116, Step 6, part-time, 28 hours per week, 12 months per year, to Admission and Records Specialist II, Classified Bargaining Unit Salary Range 120, Step 5, along with a permanent increase in hours at full-time, 40 hours per week, 12 months per year, effective November 1, 2011.**
2. **IRVINE VALLEY COLLEGE, Office of Technology Services, seeks authorization to reclassify the following Classified Bargaining Unit positions and assignments within their department pursuant to Article 8.16 of the C.S.E.A. contract. (Exhibit B, Attachments 1)**
  - 2a. **REPLACE MULTIMEDIA TECHNICIAN, by eliminating Pos #2707, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position from its staff complement and establishing a COMPUTER/AUDIOVISUAL TECHNICIAN, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position, effective October 25, 2011. (Position #2707 was approved September 30, 2002)**
    - 2ai. **RECLASSIFY LEVINSON, MARC, ID #3275, from Multimedia Technician, Pos #2707, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, effective October 25, 2011.**
3. **IRVINE VALLEY COLLEGE, Financial Aid, Office of Student Services, seeks authorization to reclassify the following Classified Bargaining Unit positions and assignments within their department pursuant to Article 8.16 of the C.S.E.A. contract. (Exhibit B, Attachments 2)**
  - 3a. **REPLACE VETERANS SPECIALIST, by eliminating Pos #4404, Classified Bargaining Unit Salary Range 126, a full-time, 40 hours per week, 12 months per year position from its staff complement and establishing a SENIOR VETERANS SPECIALIST, Classified Bargaining Unit Salary Range 130, full-time, 40 hours per week, 12 months per year position, effective November 1, 2011. (Position #4404 was approved February 28, 2011)**

**D. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS -**  
Continued

- 3ai. **RECLASSIFY HALL, EZEKIEL**, ID #13567, from Veterans Specialist, Pos #4404, Classified Bargaining Unit Salary Range 126, step 6, full-time, 40 hours per week, 12 months per year, to Senior Veterans Specialist, Classified Bargaining Unit Salary Range 130, Step 5, full-time, 40 hours per week, 12 months per year, effective November 1, 2011.
4. **SADDLEBACK COLLEGE, Office of College Technology**, seeks authorization to reclassify the following Classified Bargaining Unit positions and assignments within their department pursuant to Article 8.16 of the C.S.E.A. contract. (Exhibit B, Attachments 1)
- 4a. **REPLACE MULTIMEDIA TECHNICIAN**, by eliminating Pos #3239, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position from its staff complement and establishing a **COMPUTER/AUDIOVISUAL TECHNICIAN**, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position, effective October 25, 2011. (Position #3239 was approved February 27, 2006)
- 4ai. **RECLASSIFY FOUNDS, RICK**, ID #9971, from Multimedia Technician, Pos #3239, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, effective October 25, 2011.
- 4b. **REPLACE MULTIMEDIA TECHNICIAN**, by eliminating Pos #3288, Classified Bargaining Unit Salary Range 126, part-time, 25 hours per week, 12 months per year position from its staff complement and establishing a **COMPUTER/AUDIOVISUAL TECHNICIAN**, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position, effective October 25, 2011. (Position #3288 was approved February 27, 2006)
- 4bi. **RECLASSIFY** <sup>7</sup>**LAKOW, WILLIAM**, ID #10173, from Multimedia Technician, Pos #3288, Classified Bargaining Unit Salary Range 126, Step 6, part-time, 25 hours per week, 12 months per year, Saddleback College, to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, part-time, 25 hours per week, 12 months per year, effective October 25, 2011.
- 4c. **REPLACE MULTIMEDIA TECHNICIAN**, by eliminating Pos #3359, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position from its staff complement and establishing a **COMPUTER/AUDIOVISUAL TECHNICIAN**, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position, effective October 25, 2011. (Position #3359 was approved February 27, 2006)

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<sup>7</sup> Son of I. Antonia "Toni" Lakow, Human Resources Specialist, Office of Human Resources, District; brother of Maria Lakow, Senior Administrative Assistant, Office of College Technology, Saddleback College and Gina Lakow-Oram, Health Office Assistant, Student Health Center, Office of Student Services, Saddleback College.

**D. REORGANIZATION AND/OR RECLASSIFICATION OF CLASSIFIED POSITIONS -**  
Continued

- 4ci. **RECLASSIFY MANLEY, DANA, ID #1823, from Multimedia Technician, Pos #3359, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, to Computer/Audiovisual Technician, Classified Bargaining Unit Salary Range 126, Step 6, full-time, 40 hours per week, 12 months per year, effective October 25, 2011.**
5. **SADDLEBACK COLLEGE, Student Development, Office of Student Services** seeks authorization to reclassify the following Classified Bargaining Unit positions and assignments within their department pursuant to Article 8.16 of the C.S.E.A. contract.
- 5a. **REPLACE OFFICE ASSISTANT, by eliminating Pos #4418, a categorical grant funded position, Classified Bargaining Unit Salary Range 113, Student Development, Office of Student Services, Saddleback College, part-time, 29 hours per week, 12 months per year position from its staff complement and establishing STUDENT DEVELOPMENT OFFICE ASSISTANT, a categorical grant funded position, Classified Bargaining Unit Salary Range 121, a part-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. (Position #4418 was approved August 29, 2011, and is vacant)**
6. **DISTRICT, Office of Human Resources,** seeks authorization to reorganize the following Classified Bargaining Unit positions and assignments within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
- 6a. **REPLACE SENIOR ADMINISTRATIVE ASSISTANT, by eliminating Pos #3396, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year from its staff complement and establishing HUMAN RESOURCES SPECIALIST, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position, effective November 1, 2011. (Position #3396 was approved February 27, 2006, vacancy by Lorna Hixon's retirement)**
7. **DISTRICT, Office of Human Resources,** seeks authorization to reclassify the following Classified Bargaining Unit positions and assignments within their department pursuant to Article 8.16 of the C.S.E.A. contract.
- 7b. **REPLACE RECEPTIONIST, by eliminating Pos #3409, Classified Bargaining Unit Salary Range 113, full-time, 40 hours per week, 12 months per year position from its staff complement and establishing a HUMAN RESOURCES ASSISTANT, Classified Bargaining Unit Salary Range 121, full-time, 40 hours per week, 12 months per year position, effective November 1, 2011. (Position #3409 was approved February 27, 2006)**
- 7bi. **RECLASSIFY HAZZARD, RUBY, ID #16706, from Receptionist, Pos #3409, Classified Bargaining Unit Salary Range 113, step 5, 40 hours per week, 12 months per year position, to Human Resources Assistant, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, effective November 1, 2011. (Step anniversary date is November 1<sup>st</sup>)**

**E. CHANGE OF STATUS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. PRIBYL, DONNA, ID #14728, Senior Graphic Designer, Pos #3624, Classified Bargaining Unit Salary Range 134, Step 6, 29 hours per week, 12 months per year, Office of College Publications, Saddleback College, has been given a temporary increase in hours to 40 hours per week, with benefits, pursuant to Article 7.3.1.1 of the C.S.E.A. contract, effective November 1, 2011.

**F. OUT OF CLASS ASSIGNMENTS**

1. ARAUJO, ROBERTO, ID #13594, Night Custodial Supervisor, Pos #3043, a temporary assignment, Classified Management Salary Range 4, Step 1, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, assignment ended October 7, 2011, and returned to permanent assignment as 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, effective October 8, 2011.
2. BANGS, BARBARA, ID #2535, Buyer, Pos #3263. Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, has been given a temporary change in assignment to Senior Buyer, Pos #3400, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, Facilities, Planning and Purchasing, Office of Business Services, District, effective October 17, 2011. This is a temporary replacement for Linda Sommers, who is on leave.
3. HAMBLIN, SAMUEL, ID #8490, Administrative Assistant, Pos #3270, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, has been given a temporary change in assignment to Buyer, Pos #3263, Classified Bargaining Unit Salary Range 126, Step 5, 40 hours per week, Facilities, Planning and Purchasing, Office of Business Services, District, effective October 17, 2011. This is a temporary replacement for Barbara Bangs, who has been temporarily reassigned.
4. NGUYEN, JOHNNY, ID #14563, Lead Custodian, Pos #3379, a temporary assignment, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per weeks, Facilities Custodial, Office of Physical Plant, Saddleback College, assignment ended October 7, 2011, and returned to permanent assignment as 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, effective October 8, 2011.

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

1. GARANT, ERIC, ID #2014, Director of Instructional Support Services, Pos #3051, Classified Management Salary Range 8, Step 10, 40 hours per week, Facilities, Maintenance and Operations, Saddleback College, resignation effective January 31, 2012 and retirement February 1, 2012. Payment is authorized for any compensated time off. (Permanent Start date: October 4, 1976)

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued**

2. SMITH, DIANE, ID #3507, Senior Graphic Designer, Pos #3525, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 12 months per year, Office of College Publications, Saddleback College, resignation effective October 31, 2011 and retirement November 1, 2011. Payment is authorized for any compensated time off. (Permanent Start date: April 17, 1990)

**H. VOLUNTEERS**

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

Advanced Technology and Applied Science, Saddleback College

Batanero, Mike	Cohen, Heather	Larios, Peter
Pasztor, Victor	Thomas, Jillian	

Community Education, Saddleback College

Wehr, Dana	Wehr, Martine
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Counseling Services and Special Programs, Saddleback College

Blecharczyk, Ilona	Moslehshivari, Mahnaz	Shirzai, Alireza
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Fine Arts and Media Technology, Saddleback College

Berkson, Brianna	Berkson, Nancy	Gieselman, Dana
Gaskey, Steve	Gieselman, Mary	McGauley, Karen
McGauley, Katherine	Prendiville, Michael	

KSBR, Fine Arts and Media Technology, Saddleback College

Gonzales, Jesse	Maher, Thomas	Meyers, Michael
Stalker, Victoria		

Geography, Social and Behavioral Sciences, Saddleback College

Blethen, Mark	Callard, Adrian	Cubbage-Vega, April
Hanson, Jeff	Horan, Elizabeth	Kearns, Margaret
Millovich, June	Sherman, Matthew	

Kinesiology and Athletics, Saddleback College

Samson, Alfredo

Health, Kinesiology and Athletics, Saddleback College

Minor, Linda

Office of Student Services, Saddleback College

Irwin, Jim	Robinson, Tracy
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Humanities and Languages, Irvine Valley College

Ha, Jeoung Min	Ochi, Misako	Shiokawa, Sumie
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Veterans Office, Office of College Fiscal Services, Saddleback College

Fraser, Kyle	Frohlich, Michael
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**H. VOLUNTEERS - Continued**

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

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

Dowing, Chad

Du, Kimberly

Emrani, Saina

Gale, Susan,

Mirian, Samineh

Soleymani, Rouzbeh

## ATTACHMENT 1

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.

Ralph Andersen & Associates, July, 1988  
Revised: June, 2005 Johnson & Associates  
Revised: Forsberg Consulting Services, September, 2011 – replaces Multimedia Technician  
South Orange County Community College District

## ATTACHMENT 2

### **SENIOR VETERANS SPECIALIST - ID # - Classified Bargaining Unit Salary Range 130**

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

#### SUMMARY DESCRIPTION

Under direction from 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:

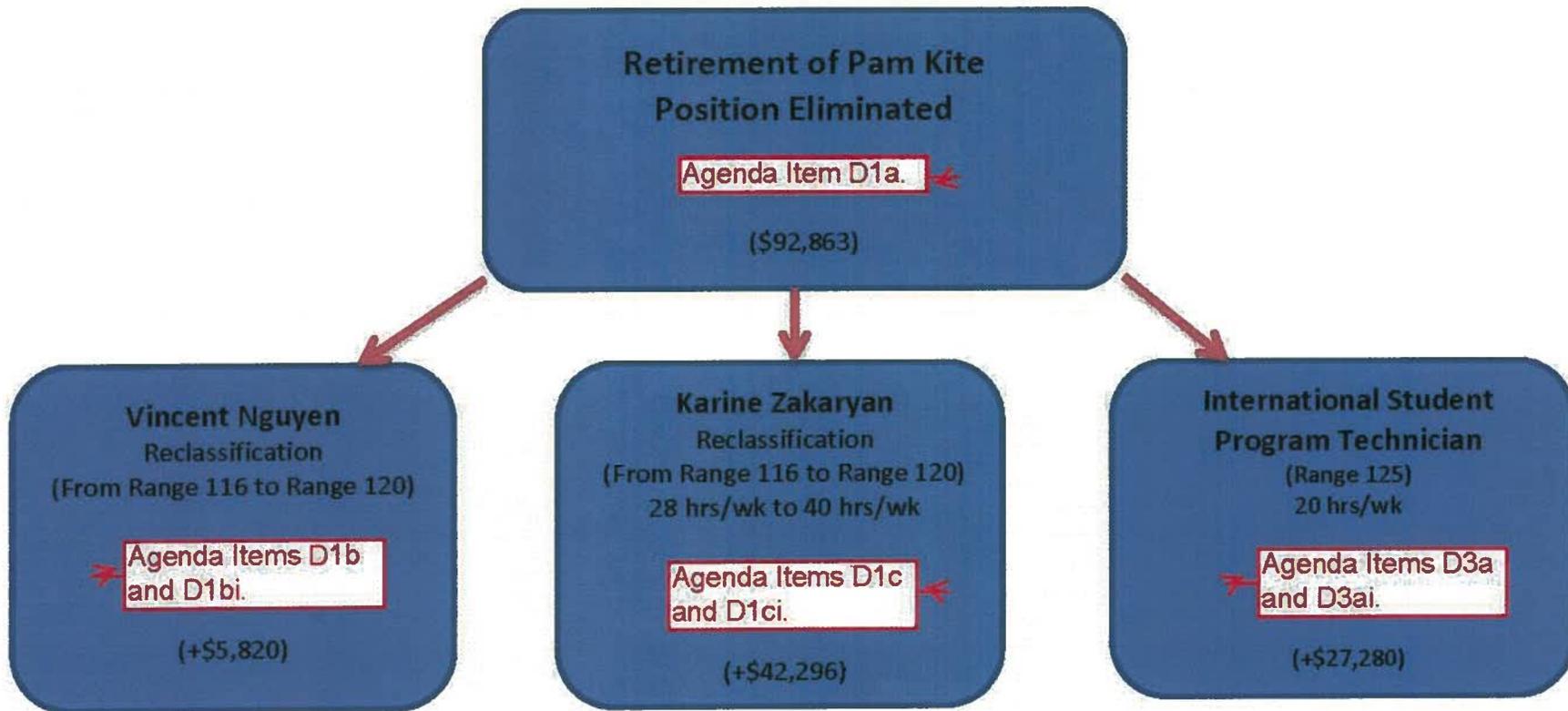
See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Prepared by: Forsberg Consulting Services, October, 2011

With the retirement of Pam Kite, the Admissions & Records Department is able to re-class two permanent employees (Vincent Nguyen and Karine Zakaryan) to provide the services that are needed. With these reclassifications, the areas of transcripts and verifications are now covered. Additionally, the Admissions & Records Department is able to hire a new Part-Time International Student Program Technician to assist with the growing international population. The reorganization is at no additional cost to the District; rather, there is an overall savings of \$17,467.



**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>
10/26/11 12:00pm	FA 210	Larry Jones	Art 143 – Adv. Jewelry	Leslee Frumin	Slide Clasp
11/03/11 12:00pm	BGS 235	Sandra Kennedy	Anthropology 4	Roman Gratreaks	Identity and Language in a Paiute Indian Community
11/14/11 12:00pm	FA 210	Larry Jones	Art 133 – Beg. Jewelry	Stacey Van Hanswyk	Glass Bead Workshop

**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 10/24/11 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 October 24, 2011 Board Meeting**

	1999-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	Total
Actual Basic Aid Receipts	\$114,528,126	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$38,737,963	\$393,955,568
Estimated Basic Aid Receipts 2011/12								\$39,203,922
								<b>Total Receipts \$433,159,490</b>
								<b>Total Approved Projects \$392,765,371</b>
								<b>Uncommitted Basic Aid Funds \$40,394,119</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
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**

Project Description	Approved Amount	1999/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
College Scheduled Maintenance Projects	5,000,000	381,124	900,200	431,327	161,938	1,428,062	1,184,918		512,432	5,000,000
2005/06 Allocation for Salary Schedule Restructure	4,245,000		4,245,000		-	-	-		-	4,245,000
2005/06 College Instructional Equipment Needs	1,392,000		438,461	41,503	378,311	473,955	55,237.32		4,532	1,392,000
Technology Needs for IVC, SC & District	19,304,095	2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	923,579	431,902	19,304,095
Campus Appearance Improvement IVC & SC	1,000,000					378,837	215,312	144,365	261,486	1,000,000
ATEP Operating Budget*	10,963,521	266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548		2,353,039	10,963,521
ATEP Staffing, Equipment, Program Development	891,611					20,689	171,285		699,637	891,611
ATEP Renovation	7,964,191	1,000,339	1,035,239	3,838,068	1,318,978	103,660	450,213	153,872	63,821	7,964,191
ATEP Building Demolition	7,000,000					61,693	12,192	1,439,404	5,486,711	7,000,000
ATEP Hangar & Chapel Utilities	-					-	-	-	-	-
ATEP Site Development	340,436								340,436	340,436
ATEP Site Development Negotiations	4,265,883			12,066	887,067	1,080,568	592,509	618,846	1,074,828	4,265,883
ATEP Development	3,750,000				565,425	1,041,250	750,807	735,035	657,483	3,750,000
ATEP Parking Lot Renovation	176,413						176,205		208,340	176,413
ATEP First Building Phase 3A	12,500,000								12,500,000	12,500,000
College/District Contributions for Debt Retirement - COPS	4,380,701	2,894,983	1,485,718	-	-	-	-	-	-	4,380,701
Debt Retirement Contribution	34,400,000	26,000,000	4,200,000	4,200,000	-	-	-	-	-	34,400,000
IVC Business & Technology Innovation Center	10,182,000		25,860	981,852	5,563,594	2,292,938	23,716	-	1,294,039	10,182,000
IVC Design and Install Entrance from Barranca	2,850,000		9,950	-	-	-	41,576	45,644	2,752,829	2,850,000
IVC Fine Arts Building	7,352,000				61,163	115	-	-	7,290,722	7,352,000
IVC Floor Repairs	58,340	57,458	882	-	-	-	-	-	-	58,340
IVC Life Sciences Project	17,410,000					81,776	793,360	448,231	16,086,633	17,410,000
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759	1,500	222,418	1,183,432	69,409	-	-	-	-	1,476,759
IVC Maintenance and Police Facility	4,553,656	90,046	1,575,308	1,412,747	1,475,172	383	-	-	-	4,553,656
IVC Modular Building	370,000	370,000								370,000
IVC Landscaping (PAC & BSTIC)	1,796,000						105,493	146,485	1,544,022	1,796,000
IVC Performing Arts Center	17,006,209	681,476	4,235,617	10,727,931	1,137,271	38,469	185,445		-	17,006,209
IVC Science Equip & TV Studio	500,000	500,000								500,000
IVC Sports Facilities	896,000	896,000								896,000
IVC Replace Main Water Valves	275,000						6,035	76,957	192,008	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000						3,088	41,368	185,544	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							215,836	184,164	400,000
IVC SSC HVAC System	800,000						1,346	19,668	778,986	800,000
IVC Utility Service Project	416,000		125,332	220,576	315	-	-	-	69,778	416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123		35,700	413,103	29,853	5,466				484,123
IVC Modular Bldg Replacement (CEC)	197,402			197,402						197,402
IVC Science Lab Addition & Remodel	6,980,000			276,823	86,014	2,373,462	2,024,161	412,531	1,807,009	6,980,000
IVC A-300 Bldg Remodel	1,902,389			49,177	94,785	1,529,452	228,508	467		1,902,389
IVC A-400 Bldg Remodel	1,000,000								1,000,000	1,000,000
IVC Early College Program	60,000				19,626	40,374			0	60,000
Retiree Benefits	38,017,938	5,874,987	3,361,039	4,681,912	10,500,000	500,000	2,500,000		10,600,000	38,017,938
SC M/S/E Bldg, Soil, & Slab Repairs	128,710	57,748		9,684	61,163	115				128,710
SC M/S/E Plaza Repairs	69,288					69,288				69,288
SC M/S/E Renovation	39,000					39,000				39,000
SC Building Repairs - TAS Building	1,956,000	26,775	97,135	28,465		1,048		13,800	1,788,776	1,956,000
SC Building Repairs - Library Remodel	20,141,000	77,892					511,511	9,685,166	9,866,431	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	981,290	737,255						455	1,719,000
SC Demolition and Upper Quad Remodel	1,000,000								1,000,000	1,000,000
SC Village Remodel	4,130,000				244,229	2,014,945	1,311,975	124,943	433,909	4,130,000
SC Village Expansion	3,942,000					463,110	2,942,595	474,450	61,844	3,942,000
SC Golf Driving Range Net Replacement	300,000		1,800	43,400	46,600	5,000	5,000	4,950	193,250	300,000
SC Health Science/District Office Building	15,251,655	15,043,551	189,994	5,096	13,014				0.460	15,251,655
SC Hire Consultant for Parking/Traffic Study	24,250	24,250								24,250
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	1,335,000								1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200		682,740	3,735,624	4,277,090	28,746				8,724,200
SC Sciences Building (M/S/E annex)	47,656,346			29,595				258,563	47,368,187	47,656,346

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual	2012 and Forward	Total
SC Science Equip & TV Studio	500,000	500,000								500,000
SC Science/Applied Science Bldg	14,850	14,850								14,850
SC Sports Facilities	817,310	805,320	11,990							817,310
SC Bridge Replacement	1,700,000						2,693	97,266	1,600,041	1,700,000
SC M/S/E Bldg Ventilation System Upgrade										
SC Pool Deck Replacement	1,500,000						23	1,276,844	223,133	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000						166,833	851,935	481,232	1,500,000
SC Temporary Classroom Facilities	7,269,285	714	3,729,338	3,341,007	105,308	450	300		92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000			162,708	105,248	2,023,613	72,862	121	177,448	2,542,000
SC Loop Road	3,442,000						5,740	212,701	3,223,559	3,442,000
SOCCCD: Replace HR & Bdg Dev Systems	897,740		208,797	672,943	16,000					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/AATEP 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
<b>Totals</b>	<b>392,765,370</b>	<b>64,620,943</b>	<b>33,077,552</b>	<b>44,726,959</b>	<b>38,085,375</b>	<b>26,963,776</b>	<b>22,188,298</b>	<b>21,664,298</b>	<b>141,438,170</b>	<b>392,765,371</b>

	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  
November 16, 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. Work is on-going as follows: *Installation of toilet partitions at the first floor;* Second and third floor wall insulation and drywall; First and second floor drywall taping; Curtain wall system installation with glazing; 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. *Completed work includes: Installation of aluminum storefronts and glazing on the first, second and third floor; and Installation of lights and diffusers on the second and third floor.* The District and furniture consultant are advancing vendor contracts for purchase of the FF&E. Project updates may be viewed at: <http://socccd.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

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. *When the State determined they would not be funding projects this year, rather advancing existing projects in the queue, the Gateway Building was identified as the Final Project Proposal to advance for funding consideration at State Chancellor's Office. This was the final step in removing the Sciences Building from future consideration of state funding.* 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 schematic design is continuing. Individual departmental meetings with user groups were conducted last month to define storage and support space requirements *and individual laboratory requirements.* Meetings were held this month with Saddleback end users and M&O. *The team continues to research alternative energy solutions.* 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 *be reevaluated* 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 *is* 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 Board approved the award of the construction contract in June, 2011. The Notice to Proceed occurred in September 2011. Renovation of the storm drain system is *complete*. *The prefabricated bridge was delivered to the site and installed. Concrete work at the site and bridge deck continues.* 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. *The architect and District have developed a programming schedule and end user design meetings began this month.*

### 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 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://socccd.edu/businessservices/ProjectUpdates.html>. The project has had a rough start. The general contractor has proposed recovery of lost time. Concrete placement is underway for slab. Progress, particularly regarding plumbing work, continues to be slow. *The contractor has not provided the appropriate documentation to process the pay application delaying release of funds.* 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. The kick off meeting *with the new contractor* was held August 19, 2011. Grading and electrical underground *are* 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 BUILDING DEMOLITION

The Board approved both Phase I and II contractors on October 25, 2010. Phase I *and II* is complete. The district *advertised for bids for demolition of the remaining buildings, No. 26 and 524, on November 10, 2011.* Project updates may be viewed at: <http://soccdd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$7,000,000 funded through basic aid.

### 2. 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.

### 3. ATEP FIRST BUILDING PHASE 3A

On February 28, 2011, the Board approved moving forward with the First Building of Phase 3A. The budget estimate for this project is \$23,500,000. The current basic aid assignment of \$12,500,000 is sufficient to meet anticipated design costs. Program level planning is underway.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.4**  
**DATE: 11/16/11**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

---

### **BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

### **STATUS**

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of September 30, 2011 for the 2011/12 fiscal year, is attached (EXHIBIT A) for the Board of Trustees' information and review.

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

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLORS OFFICE

Quarterly Financial Status Report CCFs-311Q  
VIEW QUARTERLY DATA

District: (890) SOUTH ORANGE

Fiscal Year: 2011-2012  
Quarter Ended: (Q1) Sep 30, 2011

Line	Description	As of June 30 for the fiscal year specified		
		Actual 2008-09	2009-10 Actual	2010-11 Projected

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Line	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-2012 Projected
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,702,584	181,588,225	179,153,234	177,656,360
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	180,702,584	181,588,225	179,153,234	177,656,360
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,868,154	136,661,585	143,192,286	146,924,953
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	48,636,000	44,656,082	41,067,999	40,285,346
B.3	Total Unrestricted Expenditures (B.1 + B.2)	182,504,154	181,317,667	184,260,285	187,210,299
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,801,570	270,558	-5,107,051	-9,553,939
D.	Fund Balance, Beginning	28,373,829	26,572,259	26,842,817	21,735,766
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,373,829	26,572,259	26,842,817	21,735,766
E.	Fund Balance, Ending (C. + D.2)	26,572,259	26,842,817	21,735,766	12,181,827
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.6%	14.8%	11.8%	6.5%

II. Annualized Attendance FTES:

Line	Description	2008-09	2009-10	2010-11	2011-2012
G.1	Annualized FTES (excluding apprentice and non-resident)	25,759	26,233	28,199	28,199

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds	24,575,572	8,659,681	24,575,572	0
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1 + H.2)	24,575,572	8,659,681	24,575,572	0

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage Year-to-Date (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,656,360	177,656,360	18,771,768	10.6%
I.2	Other Financing Sources (Object 8900)	0	0	0	0
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,656,360	177,656,360	18,771,768	10.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,924,953	146,924,953	30,750,121	20.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,285,346	40,285,346	540,287	1.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	187,210,299	187,210,299	31,290,408	16.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,553,939	-9,554,939	-12,518,640	
L.	Adjusted Fund Balance, Beginning	21,735,766	21,735,766	21,735,766	
L.1	Fund Balance, Ending (C. + L.2)	12,181,827	12,180,827	9,217,126	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.5%	6.5%	6.5%	

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent				Temporary			
	Total Cost Increase	% *						
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

District: (890) SOUTH ORANGE

CHANGE THE PERIOD  
Fiscal Year: 2011-2012  
Quarter Ended: (Q1) Sep 30, 2011

Your Quarterly Data is ready for certification.  
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Debra Fitzsimons, Ph.D., Vice Chair

CBO Phone: Use format 999-555-1212  
949-582-4665

CBO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Chief Executive Officer Name: Gary L. Poertner, Chancellor

CEO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Electronic Cert Date: \_\_\_\_\_

District Contact Person

Name: Beth Mueller

Title: District Director of Fiscal Services

Telephone: Use format 999-555-1212  
949-582-4661

Fax: Use format 999-555-1212  
949-347-0390

E-Mail: bmueller@socccd.edu

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 catalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu  
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Quarterly Investment Report (for LAIF and OCIP)

**ACTION:** Information

---

### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

### **STATUS**

This report is for the quarter ending on September 30, 2011. Our cash balances at the end of September 30, 2011 were One Hundred Fifty-Nine Million, One Hundred Two Thousand, Two Hundred Ninety-Six Dollars and 69/100 (\$159,102,296.69) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Seven Hundred Eighty-Two Thousand, Two Hundred Seventeen Dollars and 26/100 (\$25,782,217.26) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.55% and the LAIF investment pool is yielding an average of 0.38% for the fiscal quarter ending September 30, 2011. Both pools are highly liquid, with overnight wire transfers available upon request.

Compared to the June 30, 2011 report the yield for LAIF has dropped 0.10% and the yield for the OCIP has dropped 0.17%.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Year 2012/13 Non-Resident Tuition Fees for Foreign & Out-of-State Students

**ACTION:** Information

---

### **BACKGROUND**

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per unit of attendance (FTES) for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year fee is \$179 per unit.

Pursuant to Education Code Section 76141, a district **may** also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student – **except** for “AB 540” students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country. Revenue derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section is limited by the following: 1) the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding year; **OR** 2) 50% of the 2011-12 nonresident tuition fee adopted pursuant to EC 76140. The current fiscal year fee is \$25 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, **OR** \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year fee is \$54.

The Associated Student Governments requested they be given advance information on the proposed fee, prior to the Board taking action to establish the fee for the next academic year. As classes will not be in session when the agenda item is prepared for Board approval in January 2012, this item is being submitted now as advance information of the proposed fee.

### **STATUS**

All of the factors necessary to establish these fees as required by Education Code are not available at this time. The District Business Office staff has calculated an estimate of the District non-resident related fees based on current information (EXHIBIT A). This exhibit also includes a suggested set of fees for 2012/13. A recommendation will be submitted to the Board in January 2012, after comparison data is received from the state.

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

**Estimated Current Expense of Education \*  
for 2012/13 Non-Resident Tuition Rate**

A. Expense of Education for Base Year (2010/11 CCFS 311, Pages 26-29, AC 0100-6700, Col. 1-3)	\$ 141,775,934
B. Annual Attendance FTES (2010/11 Audit Report)	28,604
C. Expense of Education per FTES (A / B)	\$ 4,957
D. US CPI Factor **	\$ 1.053
E. Costs per FTES for Tuition Year (C x D)	\$ 5,219
<b>F. Estimated 2012/13 Per unit non-resident tuition fee:</b> Semester system colleges (E/30)	<b>\$ 174</b>

**2012/13  
Capital Outlay Fee Calculation  
E.C.S. 76142**

A. Total Capital Outlay	\$ 28,508,617
B. FTES for 2010/11	28,604
C. Foreign Student Charge per Academic Year (A / B)	\$ 997
<b>D. Estimated 2012/13 Capital Outlay Fee, per unit</b> (C / 30)	<b>\$ 33</b>

**2012/13  
Application Fee Calculation  
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2010/11 (per CCFS-311, A.C. 6200)	\$ 3,361,891
B. FTES for 2010/11	28,604
C. Student cost per academic year (A / B)	\$ 118
<b>D. Estimated 2012/13 Application fee, per semester</b> (C / 2)	<b>\$ 59</b>

**Comparison of Non-Resident Fees**

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13***</u>
Non-Resident Tuition	\$ 190	\$ 183	\$ 179	\$ 174
Capital Outlay Fee	\$ 25	\$ 25	\$ 25	\$ 25
Application Fee	\$ 54	\$ 54	\$ 54	\$ 54

This portion of the Ed Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student - **except** for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country.

\* Based on estimates only, actual numbers will be provided by California Community College Chancellor's Office for final calculation.

\*\* The USCPI is not available at this time. This is the same number used last year.

\*\*\* POTENTIAL 2012/13 FEES

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information and Clarification

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**BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June 2008 with a deposit of \$50,791,103. An additional deposit was made on January 10, 2011 of \$4,618,708.

**STATUS**

A status report on the irrevocable trust was sent to the Board of Trustees in October 2011. The trust balance reflected the current volatility of the stock market and the Board requested further information. Exhibit A is a letter from Benefit Trust which provides information on the composition of the trust, the long term investment strategy, and the performance of the trust since inception. Exhibit B is last month's report for reference purposes.



October 28, 2011

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

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

These past few months have truly been historic, from the contentious debate over the U.S. debt ceiling and our country's credit downgrade, to the problems in Europe, and to the 10-year Treasury trading below 2%, to name a few. These historic happenings have extended to both the stock and bond markets.

Your portfolio is a blend of four asset classes: domestic bonds, global bonds, domestic stocks, and global stocks. We always stay fully diversified across all sectors and parts of the world so that we are never concentrated in any one particular investment. Unfortunately this past quarter was filled with fear of global recessions, governmental distrust, and potential defaults of Europe sovereign debt, which led investors to flee risk assets and move to perceived safe haven assets. Virtually the only asset that was up in the third quarter, US Treasuries, was the asset class we have the least exposure to because we believe yields are historically low for these securities and not a good value.

An example of this is the Barclay's Capital U.S. Treasury 7-10 Year Bond Index, an index composed of intermediate term U.S. Treasuries which was up 10.1% in the third quarter. Contrast this to high yield corporate bonds which fell in value 6.1% during the quarter. Similarly domestic stocks were down nearly 14% for the quarter while international stocks were down 19%. Your blended portfolio was down 8.6% for the quarter.

What is our opinion of these events and what did we do in response to these events? We are longer-term investors and always seek to match our clients' timeframe with an appropriate investment strategy. While the perception during the third quarter was that global economic growth had slowed, we believed the market had discounted a worst case scenario of a double-dip recession in the U.S. as well as dire consequences in Europe and emerging economies. This heightened risk aversion seemed to reflect panic, rather than a reaction to a major change in the medium term outlook. In other words, we felt the market had overreacted to the downside. We used this downturn as an opportunity to re-balance the portfolios.

The past month we've seen these moves validated by an historic movement of the markets, but this time in the positive direction. Economic data and corporate earnings announcements validated our view that the global economy wasn't as weak as had been feared. Even the

weak U.S. economy grew by 2.5% in the third quarter. It also appears that Europe may at last have a plan in place to deal with their sovereign debt issues (though many questions remain). The S&P 500 is on track for the best month since 1974, and global bond markets have recovered significantly. Specifically, your largest global bond manager is up nearly 5% in October as the markets began to reconsider whether it was justified to "throw the baby out with the bath water", a reference to the indiscriminate selling off of securities throughout all if the major global bond markets.

Specific to your account, your balance on January 1, 2011 was \$58,006,867. On January 10th, 2011, you made a contribution of \$4,618,708. Your September 30th value had dropped to \$59,379,068.18, a calendar year-to-date loss of 5.15%. Your October 28, 2011 balance is \$63,799,234.88, a gain of nearly 7.5% for the month. While these markets have been dramatic on both the upside and downside, we continually attempt to stay diversified though asset allocation will change short-term based solely upon market movement. It is our intention to continue to match client's timeframes with appropriate portfolios, and take advantage of what we believe to be panic situations in the marketplace to rebalance back to target allocations.

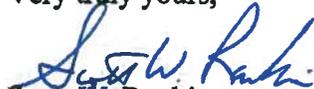
As requested I hereby provide a short synopsis of your trust's annualized performance for your review:

<u>Date</u>	<u>Balance</u>	<u>YTD Performance</u>	<u>Annualized Since Account Inception:</u>		
			<u>Account</u>	<u>S&amp;P 500</u>	<u>Barclay's Index</u>
12/31/2008	\$42,145,127.57	-16.55%	-16.55%	-28.48%	+4.07%
12/31/2009	\$51,753,635.09	+22.93%	+1.56%	-6.46%	+7.20%
12/31/2010	\$58,006,867.08	+12.14%	+5.66%	+1.60%	+6.63%
*6/30/2011	\$65,060,898.04	+3.80%	+6.00%	+3.33%	+6.46%
9/30/2011	\$59,379,068.18	-5.15%	+2.64%	-1.55%	+7.17%
10/28/2011	\$63,799,234.88	+2.00%	-----unavailable-----		

\*balance includes \$4,618,708.00 contribution on 1/10/2011

Should you have any further questions whatsoever, please do not hesitate to contact us.

Very truly yours,

  
Scott W. Rankin  
Senior Vice President





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

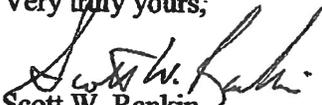
With a fair market value at September 30th of \$59,379,068.18, your portfolio was down -8.63% for the quarter and has a positive 2.64% annualized return since the June 24, 2008, inception date net of program fees.

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

**TO:** Gary L. Poertner, Chancellor, and Members of the Board of Trustees

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

**DATE:** November 7, 2011

**SUBJECT: President's Report for the November 16, 2011 Board of Trustees Meeting**

### **IVC Supports City, Exchange Club and Irvine Chamber**

On November 17, Irvine Valley College will support and sponsor the Exchange Club of Irvine, the Irvine Chamber of Commerce, and City of Irvine's 30th Annual Irvine Thanksgiving Community Prayer Breakfast to be held at the Irvine Marriot. This annual community event supports charities that work to prevent child abuse in Orange County. The keynote speaker will be Erin Runnion, founder of the Joyful Child.

### **IVC Faculty Member Honored**

IVC Psychology Professor Kari Tucker was published in the October, 2011 issue of *Teaching of Psychology*, a prestigious, peer-reviewed journal. Professor Tucker was recognized for winning the Wayne Weiten Teaching Excellence Award for outstanding teaching at a two-year college.

### **Job and Career Tech Fair**

On November 2, Irvine Valley College held a Job and Career Tech Fair with over 20 Employers on campus to recruit. The campus and the community were welcomed with free coffee and donuts, compliments of Career Technical Education & Workforce Development.

### **Lego League Held at IVC**

On November 13, Irvine Valley College and Engineers4KidsUSA hosted FIRST®LEGO® League for the Orange County Region in the IVC Gym. Kids (ages 9-14) worked to prevent or combat food contaminates by creating cool robots using LEGO robotics. This is a global kid-friendly robotics competition held in 55 countries.

### **IVC Celebrates Halloween**

On October 31, ASIVC hosted their annual Halloween Spooktacular Event. The students had contests for best costume, pie-eating, pumpkin decorating, and much more. The festivities also included a DJ and lots of spooky decorations to add to the fun. On Wednesday, October 19, IVC President Glenn Roquemore accompanied 62 children, 39 parents, and 12 staff on a visit to the Johnson Brothers pumpkin patch at the corner of Irvine Center Drive and Jeffrey Road. It was designed as a field trip to celebrate fall and Halloween.

### **Jane Austen Celebration**

From October 19 through December 19, Irvine Valley College is celebrating 200 years of Jane Austen's wit and wisdom. The library is featuring art, costumes and literature inspired by Jane Austen. The celebration also includes a photo and essay contest for students.

### **IVC Honors Veterans**

On Thursday, November 10, seven Irvine Valley College veterans from different eras and different wars participated in a moving program to honor their own in the B Quad of the IVC Campus. Led by "honorary vet" IVC President Glenn R. Roquemore, the event honored and celebrated all veterans. Currently, more than 500 veterans are studying at Irvine Valley College. California is currently home to approximately 2.3 million veterans, more than any other state in the nation. Master of Ceremonies was Darryl Cox, Director of Financial Aid and a U.S. Army veteran. The official welcome was delivered by IVC President Glenn Roquemore. The invocation was led by Jon Jensen, IVC Veterans Services and veteran of the Army National Guard. The Pledge of Allegiance was led by IVC student veteran Enrique Campo, a Private First Class in the Army National Guard. Musical selections were performed by veteran Andy Nikitin, a Navy Seabee Builder First Class, also a music major at IVC. Andy, a native of Ukraine, performed inspiring versions of "God Bless America" and the U.S. Navy's anthem, "Anchors Aweigh." Faculty remarks were delivered by Ted Weatherford, a faculty member in IVC Health Sciences, Physical Education and Athletics and a Vietnam veteran of the U.S. Marine Corps. Student remarks were delivered by Erik Bieznieks, IVC Veterans Club President and U.S. Marine Corps veteran of Afghanistan. Closing remarks were delivered by U.S. Air Force veteran John Edwards, Director of IVC Maintenance and Operations.

### **IVC Art Gallery to Showcase Faculty**

From November 3 through January 20, the IVC Art Gallery will showcase the IVC Faculty. This exhibition will showcase the talent and myriad interests of Irvine Valley College's internationally recognized faculty. The exhibition will highlight their work in the areas of studio art, photography, and digital media arts courses offered at the college.

### **Dance Department Showcases Talent**

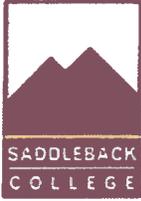
On Friday, November 18, at 7:30 p.m., the IVC Dance Department presents Dance Perspectives Fall 2011 in the Irvine Valley College Performing Arts Center.

### **Cole Porter Musical Takes the Main Stage in Performing Arts Center**

The IVC Theatre Department presented seven performances of Cole Porter's "*Anything Goes*" in the IVC Performing Arts Center, November 4-6 and November 10-13. The production included Broadway showstoppers "I Get a Kick," "You're the Top," "Friendship," and "Easy to Love."

**President Roquemore Leads Accreditation Team at Modesto Junior College**

From October 24-27, IVC President Glenn Roquemore was Team Chair for Modesto Junior College and District Chair for the Yosemite Community College District for an accreditation site visit. ACCJC is the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. President Roquemore led an 11 member team from California and Hawaii community colleges. Sandy Jefferies, Executive Assistant to President Roquemore at Irvine Valley College was the team assistant. Prior to the visit, IVC's technology department created a unique SharePoint site that was recognized by ACCJC as a possible new standard for sharing documents and secure information. The SharePoint site developed and hosted by Irvine Valley College allowed team members to share drafts and findings in a secure environment. For the visit, President Roquemore's team was tasked with evaluating Modesto Junior College's 2011 Self Study Report.



## **SADDLEBACK COLLEGE**

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4722 • www.saddleback.edu

**Tod A. Burnett, Ed.D.**  
President

**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for November 16, 2011 BOARD OF TRUSTEES MEETING

Dr. Tod Burnett was thrilled to host a town hall meeting of the Student Success Task Force and California Community College Chancellor's Office to discuss draft recommendations to improve community college completion rates. The town hall was held on November 8<sup>th</sup> in the Ronald Reagan Board of Trustees Room.

The Student Success Task Force was appointed by the board of governors in January 2011 to examine strategies and develop recommendations for promoting student success, including improving the student assessment process, delivering remedial instruction, increasing academic counseling, and using technology to help students reach their goals faster.

Chancellor Scott's executive team and members of the task force addressed completion hurdles and discuss draft recommendations designed to help the California Community Colleges improve student achievement. The draft recommendations will be developed into a plan to be considered by the board of governors and subsequently presented to the Legislature no later than March 2012.

Saddleback College welcomed Dr. Joan Smith and Dr. Eva Baggs on November 3<sup>rd</sup> for their accreditation visit. The college's faculty, staff, and management are proud of their work with the district in responding to the accreditation team's recommendations.

Dr. Burnett attended the Chancellor's and Board of Trustees campus forum on November 2<sup>nd</sup>.

Dr. Burnett addressed prospective Saddleback College students and their families at Family Night on November 14<sup>th</sup>. This year's family night provided in-depth information on transfer opportunities, Career Technical Education, and campus life.

### **Office of Instruction**

#### ***Business Science and Economic & Workforce Development***

The new Accounting Tutoring Program, funded by Perkins IV/CTEA, is a huge success in its first semester. Professor Tony Teng (Accounting) reports that the open sessions produce over 40 student contacts per week.

Professor Rebecca Knapp (Business) has received a Faculty Entrepreneurship Project mini-grant as part of a sub-agreement with the Young Entrepreneurship Program (YEP) Center at Rancho Santiago Community College District.

Professor Martin Welc (Real Estate) reports that, according to the California Community College Chancellor's Office, Saddleback College has the second largest Real Estate program in the State, based on student enrollment.

Professor Larry Moore (Computer Information Management) reports that enrollment and interest in the CIM Department's new course in "Applications for Android" devices exceeded expectations.

For the first time, Career Technical Education was spotlighted at Family Night, held on November 14. CTE workshops with parents and families of potential students consisted of discussions with Saddleback College faculty, students and administrators. The question, "What can I do with an education in \_\_\_\_\_?" was answered by representatives of Accounting, Business, Counseling, Entertainment and Theatre Technology, Gerontology, and Nursing departments.

Dean Rocky Cifone attended the Orange County Economic Forecast Conference, co-produced by the Orange County Business Council and the CSU Fullerton Mihaylo School of Business and Economics. The data obtained from the forecast is crucial to assisting Saddleback College in Career Technical Education and Workforce Development program planning, review and improvement.

Sponsored by the CTE Collaborative Program's HD/Video/Media Grant, students from Saddleback College's Cinema/TV/Radio classes participated in interactive tours of radio station KWAVE and J.A.S. Productions recording studios.

Saddleback College's 7<sup>th</sup> and 8<sup>th</sup> Grade Career Pathways Initiative is in full swing. CTE staff are visiting the following schools to provide career choice mentorship and support to students: Pioneer Middle School, Columbus Tustin Middle School, Aliso Viejo Middle School, and Thurston Middle School.

The South Orange County Regional Chamber of Commerce is partnering with Saddleback College to conduct a business retention survey of 100 businesses in the Spring of 2012. The Chamber recently voted to contribute \$5,000 to the effort for scholarships for the student interns working on the project. Representatives from the Chamber will work with the students on survey questions and presentation of the results. The Chamber is also co-sponsoring a regional business and education EXPO on April 13, 2012 in the gymnasium to showcase local businesses, Saddleback Career Technical Education programs, and employer resources. Additional partners to date include title sponsor SDG&E, the City of Mission Viejo, and the OC Workforce Investment Board.

Saddleback College and IVC are partnering to launch a new internship web portal to help students find internships and employers to find interns. The web portal, funded in part by a grant from SDG&E to Saddleback, will be modeled after the successful Cooperative Work Experience Education (CWEE) program at College of the Canyons (COC). A meeting was held recently for faculty from COC to present information about their program and answer questions from interested faculty and management representatives in our district. The new portal should launch in spring semester 2012.

The monthly Business Science Film Series continues with spotlights on cinematic classics with themes in business, law, accounting and real estate.

#### *Health Sciences and Human Services*

As the academic partner with Kaiser-Irvine, Saddleback Division of HSHS assisted the Quality Council of Kaiser Permanente-Irvine in obtaining a research award to examine the relationship between post-operative pain and music. Donna Rane-Szostak, Dean of HSHS, was recently selected as a Kaiser Nurse Scientist and works closely with Nurse Leaders at Kaiser-Irvine. This award is the first of what we hope will be many collaborative projects between Saddleback College Division of Health Sciences and Kaiser.

The HSHS proposal for a Basic Skills initiative for Allied Health is one of only two Community College pilot projects chosen from the entire state and has been presented in Washington, DC, as part of California's Allied Health initiative.

We anticipate an award of at least \$250,000 for the first year to develop and implement a 8-week Allied Health 'Boot Camp' to address foundational skills for success in Allied Health careers. Areas include: applied mathematics, reading for information, medical terminology and career exploration. Modalities will include: a modular approach, contextualized learning, and student learning communities. The goal is to have it ready for Summer, 2012—what better time for 'camp' than summer? *Contract will be brought to the BOT for approval as soon as it is received.*

#### *Math, Science & Engineering*

The 3rd Annual Science Lecture Series began November 18<sup>th</sup> and will run through April 6<sup>th</sup>. The Science Lecture Series is a forum designed to give students and the Saddleback College community the chance to meet renowned scientists and learn about their area of expertise. This series provides an unparalleled opportunity to explore an astonishing range of topics with scientific value, including emerging technologies and advancements in research.

The Science Lecture Series 2011-2012 is composed of seven individual lectures that occur throughout the academic year. Each 1.5-hour program includes an introduction of the guest speaker followed by the featured lecture and ends with an open forum discussion. Audience members interact directly with the distinguished expert. Some events include activities before the lecture and prize giveaways. So don't miss out! Special thanks to the Associated Student Government of Saddleback College for sponsoring this event.

Lecture Committee: Sara Sheybani, Coordinator; Dr. Tony Huntley, Biology Department Co-Chair; Professor Steve Teh, Biology Department Co-Chair; Dr. Jim Zoval, Chemistry Faculty.

#### *Online Education & Learning Resources*

Library: By the end of November, there will be 4 folding 6 foot tables each with 4 folding chairs in VIL 3, replacing 2 ranges of Stacks. By the end of November, about 90% of reference books will have been shifted to the Circulating collection. The RFID hardware was shipped last week and is scheduled to arrive on campus around 11/15.

Center for Instructional Design and Distance Education: Each month we are offering a series of training classes for faculty. Faculty and staff love the new remodeling of the CIDDE facilities.

Basic Skills Initiative: Our BSI reports for 2010 – 2011 and 2011 and 2012 were submitted to the State on October 28<sup>th</sup>. Approximately \$180,000 of BSI funds for 2010 – 2012 has been awarded for projects specific to support and success of our Basic Skills students.

#### *Fine Arts & Media Technology*

There were numerous and varied events in November, which started with the Art Gallery exhibit entitled *Clay Today: A Re-Visit*, curated by Scott Young. This exhibition brought back ceramic artists and educators who displayed their works at a previous show in the gallery. Admission was free. Randy Pile, Saddleback College Guitar faculty member, performed a solo concert on November 3<sup>rd</sup> at noon. Admission was free. The Department of Theatre Arts presented Oscar Wilde's *The Importance of Being Earnest* in the McKinney Theatre from November 4<sup>th</sup> to the 13<sup>th</sup>. Our own costume designer Diane Lewis presented a brief overview and display on Oscar Wilde and Aesthetic Fashion before the performance on November 13<sup>th</sup>. On November 5<sup>th</sup> at 4 pm, the Saddleback College Concert Choir

presented *Bach to Basics*, under the direction of Dr. Scott Farthing, at the Newport Beach Lutheran Church. On November 19<sup>th</sup>, the Saddleback College Women's Camerata, under the direction of Dr. Scott Farthing, returned to Newport Beach to present *Soaring, Sailing and Sighing*, including the powerful *Anne Frank – A Living Voice*. The Professional Guest Artist Series presented *'Til Death Do Us Part: Late Night Catechism 3* to an enthusiastic audience on November 19<sup>th</sup> at 3 pm in the McKinney Theatre. On November 20<sup>th</sup>, Kirill Gliadkovsky presented the first piano recital of his new *Reflections of the Ocean Classical Keyboard Series with Colors of the Orient*, a piano recital with Joanne Chang, in the McKinney Theatre.

#### *Liberal Arts & Learning Resources*

Phi Theta Kappa, the international honor society for two-year colleges, will be having its fall induction ceremony on Friday, December 9, from 6:00 to 8:00 p.m. in SSC 212. Typically, 100 to 125 Saddleback students accept the invitation to join PTK each semester, many of whom participate in the candlelight induction ceremony that brings deserved attention to their scholarship.

#### *Social & Behavioral Sciences Division*

The Child Development Department held our fall Child Development Information night on Wednesday, October 26. Over 130 people attended, mostly Saddleback students, but also ROP students from local high schools and perspective Saddleback students. It included advising, transfer information, reps from 4 year colleges, online education demonstrations and hands on curriculum demonstrations.

Christina Nigrelli and I also are receiving training this week in the CLASS (Classroom Assessment Survey System) which the state of California Child Development Division has adopted as part of the statewide Early Childhood Quality Assessment instrument.

The Child Development Department will also be hosting a one day conference for our students and local early childhood teachers on Social Emotional Development on March 3, 2012.

The Helping Hand Sociology Club participated in the Hope for Haiti Project in September and will participate in the Walk Now for Autism on 11/12.

The Sociology Department will participate in the CTE breakout sessions on Family Night on 11/14 to promote the Gerontology Certificate Program. The focus will be on "What can you do with an education in Gerontology."

The Women's and Gender Studies Advisory Committee held a domestic violence awareness talk on October 18th for domestic violence awareness month. It was well attended by over 100 students and several faculty were present.

**Anthropology and Cross-Cultural Studies:** We are continuing to bring speakers and film showings to students through the Anthropology and Cross-Cultural Studies Speaker Series. This semester we had the forensic scientist Vanessa Schlotmann Calderon from the Pasadena Police Department speak on her work, and are showing the film "Precious Knowledge" about students in the Mexican American Studies Program at Tucson High School, which has become a national model of education success.

We also continue to look for learning opportunities for our students. Last semester, Professors Garcia, Cesareo-Silva and Dorner took nine students to a two-day flintknapping workshop at Cal State Dominguez Hills, and this summer, Professor Garcia took several students to the Forensic Anthropology Center at the University of Tennessee, Knoxville, for a week-long Forensic Taphonomy course.

Psychology students participated in the following events: OC Breast Cancer Walk in October, Homecoming and Club Rush Events, hosted two seminars open to all students to attend: One presentation by Professor Merrifield about the cultural history of Halloween and one presentation by Sociology Instructor Debbie Freemel about death and dying.

### *Advanced Technology & Applied Science*

**Environmental Studies:** The Alternative Energy Technologies students visited the National Fusion Laboratory to see how nuclear fusion works, the prospects of nuclear fusion as a viable energy source, and what studies graduate students are doing in the field.

Students of the Natural History of CA, ENV 24 hiked and did restoration work in the Prado Basin near Corona, an 11,000 acre area behind the dam and spillway (still sports "200 years of freedom" in large painted letters) seen off the 91 Fwy. The Basin supports the single largest remaining forested wetland in coastal southern CA and is the center for recovery efforts for the endangered least Bell's vireo on the Santa Ana River. The students participated in reforestation efforts by planting several hundred willows, cottonwoods, and mulefat. These ongoing efforts have resulted in lush riparian habitat that currently supports the single largest least Bell's vireo population in existence.

Env 24 instructor D. Zembal runs a recovery program for one of southern CA most beleaguered species, the endangered Light-footed Clapper Rail in cooperation with the Huntington Beach Wetlands Conservancy, CA Department of Fish and Game, and US Fish and Wildlife Service. One important aspect of the program is captive propagation. Wild rails have been taken to Sea World, the Safari Park, and Chula Vista Nature Center where they have bred in captivity; the captive-bred youngsters are released into the wild to augment smaller population in several coastal wetlands. This month marked the release of the 300<sup>th</sup> captive bred rail since 2001 when Zembal founded the program. Students visited one of the captive breeding facilities and participated in the refurbishment of artificial nesting rafts deployed for the rails in the UC Kendall-Frost Reserve in north northern Mission Bay next to Campland. A muddy but fun time was had by all.

This fall, for the first time, the Environmental Studies Department offered Certified Interpretive Guide training, a certification course designed by the National Association of Interpretation for those acting as guides in museums, parks, and nature centers and at the completion of the course, twenty-four students were certified by National Association for Interpretation, a great benefit to the participants and to the public of Orange County, who will benefit from their additional knowledge in program planning!

Environmental Studies students began their volunteer activities in September in the Native Garden. Their initial activities were focused on general clean-up and preparing some of the area for the season rain events that occur in the fall

The Environmental Awareness Club discussed some of the activities the club will be during throughout the year. There was a good turnout for the first meeting. The next meeting is scheduled for Nov 15<sup>th</sup>. Tentative activities discussed included the following:

Adopt-a-Beach program - Let's help clean up one of the nation's dirtiest beaches, Doheny Beach! It'll be a great, educational opportunity about water usage, waste and it's impact on the ecosystem. More bacteria = More science fun!

Tree planting on campus with the Lion's Club

Field trip to the Salton Sea geothermal plant

### Field trip to a Treatment, Storage and Disposal Facility

Electronics recycling drive

Earth Week events - haven't got into details about this yet but we've talked about having more guest lecturers, getting other departments and other clubs involved.

Creating a walking path around campus.

### *Community Education*

The department participated in Family Night and launched its spring catalog online.

### **Office of Student Services**

#### *Special Services*

Special Services began its annual "Ride The Wave to Saddleback College" designed for transitioning high school students with disabilities. On November 4, 2011, the department held an information night for students and their parents who plan to attend Saddleback College following graduation.

The Adaptive Computer Lab provided workshops on the use of Smart Technology and demonstrated its use and benefits for students with disabilities. Workshops included the Smart Pen, iPad, and Kurzweil Reading Software.

#### *VETS Program*

During Veterans Week, the Student Veterans Club placed a silent memorial of flags in the quad recognizing those who lost their lives in wars defending our freedom.

The VETS Center held a Veterans Day Ceremony on Wednesday November 9<sup>th</sup>, retiring the flag flown over the Veterans Memorial.

The VETS Program and VA Office were reviewed in i-journal online magazine.

Classified Senate raised funds and food donations for student Veterans and their families in need for Thanksgiving.

VETS Program served as a featured panelist at the CCL Conference in San Jose held on November 17<sup>th</sup>-20<sup>th</sup>.

VETS Program was a highlighted presenter for the December 2<sup>nd</sup> Veterans Summit held by FACCC.

#### *Transfer Center*

The Transfer Center Counselors presented the following workshops to students: CSU Application Workshops, UC Application Workshops, UC Personal Statement Workshops, Common Application Workshops, and Transfer Planning for Fall 2013.

Transfer Talk continued in the Transfer Center. Students were able to chat "live" with counselors through the internet.

Transfer Center offered CSU/UC Application Help Desk (walk in assistance) for students November 7-10 and 21-30 8am-7pm

Transfer Center Counselors visited various classes (Class Visit or Don't Cancel That Class Visit) to provide transfer information to Saddleback students

CSULB TAP (Transfer Alliance Program) presentation for STEM majors on Saddleback Campus

Representatives from Arizona State University, Cal Poly Pomona, Cal Poly SLO, DeVry University, CSU Fullerton, UC Irvine, UCLA, UC San Diego, UC Santa Cruz, and Vanguard University met with Saddleback College students.

Transfer Center counselors attended Family Night at Saddleback College to present transfer information to parents and high school students

Transfer Center counselor took 15 students to visit UCLA on a campus tour

Transfer Center counselor attended the following transfer related meetings off campus: SCHEC meeting, Region 8 meeting, CSUF Mihaylo Business College, ASU Community College Roundtable, Counselors Collaborating for Success Conference, Regional Admission Counselors of California (RACC), and UCLA Transfer Alliance Program Conference (TAP).

*Teacher Preparation Pipeline (TPP) Program (November 2011)*

Student California Teachers Association Future Teachers Club (SCTA-FTC) introduced their program to Saddleback students at club rush on November 28<sup>th</sup> and sold Candy-Grams to Saddleback students to show appreciation to the Saddleback faculty members. The SCTA had a guest speaker speak to the club regarding teaching in the inner city and administration.

TPP filed for extension for 2010-11 grant. TPP is still waiting for RFA for 2011-2011 grant

Preparing for a Career in Teaching (PACT)- TPP counselors met with high school students interested in teaching at the Family Night fair on November 14. TPP counselor gave presentation to Saddleback counselors on teacher preparation pathways for Saddleback students and the ATT for Liberal Studies for Teacher Preparation. Counselor attended SCHEC meeting to learn admission updates from local universities on November 18<sup>th</sup>. Counselor attended Associate Faculty Support Committee to share PACT resources with other associate faculty members. Counselors attended Arizona State University luncheon to learn more about teacher preparation program. Counselor created power point and voice over for transfer center website.

*Matriculation*

Matriculation in collaboration with the Office of Outreach will begin onsite placement testing at two area feeder high schools, San Juan Hills High School and Mission Viejo High School.

The Matriculation Department has received a Basic Skills Grant which will allow for our college to offer 4 Freshmen Advantage in person orientation days beginning in July.

*Student Health Center*

Seasonal Flu Vaccines Clinic was held on October 10<sup>th</sup> & 11<sup>th</sup> for students and staff, Seasonal flu vaccines protect against the three influenza viruses that research indicates will be most common during the upcoming season.

**External Affairs**

Promotion of the spring semester is underway in the Office of Public Information and Marketing.

Postcards featuring Cinema/Television/Radio students were mailed to district homes, and online promotion including advertisements, social media, and a new students web page were launched.

The Office of Public Information and Marketing is working with the Phoenix Philanthropy Group to roll out the college's alumni communications plan. An electronic survey will be deployed to alumni with the help of the Office of Planning, Research, and Grants, followed by in-person interviews with key alumni by the consultants.

The Outreach and Recruitment Office coordinated Family Night, with prospective students and their families coming to the college for orientations on transfer opportunities, Career Technical Education, and campus life. Tables were also set up by all the divisions and departments to provide information to the students on the many programs offered by the college.



## MEMORANDUM

TO: Chancellor Gary Poertner  
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Associate Vice Chancellor

DATE: November 7, 2011

RE: ATEP Report for the November 16, 2011 Board of Trustees Meeting

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### **ATEP Demolition Update**

Advertising for contractors for two additional ATEP related demolitions is underway. One is the demolition of the chapel building structure and the other is the helicopter hangar. It is anticipated that these demolition activities could commence early in 2012. Upon completion, all of the above-the-ground structure demolitions will be accomplished. The next phase will be the demolition of ground level structures which is now in the planning stage. This demolition work will include removal of such things as the remaining building foundations, basements, sidewalks, helicopter tarmac and old roads. Requests for contractor bids on this phase will probably go out early in the new calendar year. These demolitions improve the value of the land and also prepare the ATEP site for next steps of improvements and construction.

### **Land Exchange with Orange County**

Tustin City Council has approved a series of minor amendments to the Tustin Legacy Specific Plan that will accommodate the future potential land exchange between the district and the County of Orange. The land exchange agreement document between the district and county is nearing completion and will be presented to the SOCCCD board of trustees when finalized. The ten acre land exchange with the County of Orange will enhance the function of these land parcels for both the county and district.

### **Tustin Ranch Road Extension and Tustin Legacy Development Progress**

Large earth moving equipment can be seen at the Tustin Legacy site near our ATEP property as construction crews begin carving out the path for the extension of Tustin Ranch Road. This road, along with in ground infrastructure, will open up access to this undeveloped area. The City of Tustin has approved a new implementation strategy framework that promotes the further development of these Tustin Legacy open land areas. Identified parcels at Tustin Legacy are being reviewed by commercial/retail developers as they prepare and submit proposals to the city for these sites. The continued development of Tustin Legacy in and around ATEP has a positive impact on our ATEP site development. For complete information, the Tustin Legacy Newsletter can be found on line at the Tustin City website at

<http://tustinca.org/documents/TustinLegacyNewsletter.pdf>.

Report to the SOCCCD Board of Trustees for November 16, 2011  
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

**Status of Selected Administrative Regulations of Interest to the Board:**

- **AR 4345: Catastrophic Leave: Administrators, Managers, and Classified Staff-**  
Past practice has been for sick leave donations to be authorized to be transferred only to other employees within the respective employee group that the donor resides. There was interest expressed in expanding the practice to allow for transfers of sick leave donations to cross employee groups. Vice Chancellors David Bugay and Debra Fitzsimons conferred on this with others including the academic senates and drafted revised language for AR 4345. The revisions to the AR and the accompanied forms were revised to accommodate this expanded authority. We are pleased to report that the Board Policies and Administrative Regulations Advisory Council (BPARC) approved this recommendation at their October 27, 2011 meeting so those employees who need catastrophic leave donations may have the added benefit of all employee groups being able to donate their sick leave if they wish to.
- **AR 3110 Basic Aid Allocation Process-**  
The Board approved BP 3110 at the August board meeting. The Board Policy required that an Administrative Regulation be developed to implement BP 3110. The Board Policy and Administrative Regulation Advisory Council (BPARC) assigned a Basic Aid Administrative Regulation Recommendation Workgroup to work on the draft administrative regulation, process, committee, and cycle and bring the draft back to the BPARC. The first draft did indeed go to the BPARC and consequently has been receiving feedback from the constituency groups at both colleges and district services. The district-wide feedback has been informative and is being incorporated into a compromise document that will hopefully be finalized and can move the district in a positive and forward direction on this issue.

The feedback regarding the AR has been collaborative, collegial, and positive, thus far, with participatory groups appreciating the transparency of the process. It is anticipated that it will be taken to BPARC in November or December. Administrative Regulations are not normally brought to the board. However, given the combination of the high profile nature and district-wide interest in this AR, as well as the strong impact of this AR to accreditation and to the board's role in approving budget and basic aid allocation, it will be brought to the board for information. It is hoped that a final version of AR 3110 can be brought to the board of trustees for their information for the January board meeting. As a reminder, no basic aid funds for capital projects have been allocated this fiscal year, waiting for the administrative regulation to be completed and approved.

**State Budget Status:**

- This time of year, the California Department of Finance starts mulling its January Governor's Budget proposal. They're in the process of completing their first (of several) economic forecasts and the bad news is — things don't look very good.
- The Assembly Budget Committee also is estimating the FY 2012-2013 budget and has very preliminary projections of a \$5 to \$8 billion shortfall in state revenues which is higher than the \$3.1 billion estimated by administration (DOF).
- That said, there's limited economic data to draw from this early in the process, though traditionally legislative estimates come in "rosier" than those of DOF.
- The shortfall impact brings uncertainty to how it will be addressed. The options include continued cuts for the CC's, CSU's, and UC's, potential for Proposition 98 guarantee minimum increases, and/or deeper cuts to other sectors outside of higher education. Whether the trigger cuts are pulled this year and what the results of a lawsuit filed by the Association of California

School Administrators (ACSA) regarding Prop 98 will be, can "muddy" the situation further for next year.

Report to the SOCCCD Board of Trustees for November 16, 2011  
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- We will continue to keep you abreast of the state budget situation throughout the various phases that unfold from these very early stages, to the governor's budget proposal, legislative session, and through final state budget approval.
- **Upcoming key dates:** The Governor is scheduled to have his budget proposal submitted by January 10<sup>th</sup>. We will learn more at the ACBO (CBO) budget workshop in early January and at the CCLC legislative conference that takes place on January 29 and 30.