

The vision of the
South Orange County Community College District
is to be a leader in exemplary teaching and learning,
student success and community partnerships.

AGENDA

Meeting of the Board of Trustees



Monday, November 25, 2013

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.

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

The meeting is video recorded for public viewing.

Board of Trustees

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



Meeting of the Board of Trustees

November 25, 2013

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 Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (2)
 - 1. Public Employee Employment (1)
 - a. Classified Employee, International Student Program Specialist (SC)
 - 2. Public Employee Evaluation of Performance, Discipline, Dismissal, Release (1)
 - a. Dean, Fine Arts and Business Sciences (IVC)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
- C. Conference with Real Property Negotiators (GC Section 54956.8) (1)
 - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo.
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D.
Regarding price and terms and terms of payment
 - 2. Sale or Exchange of Property by District: Portion of ATEP Site, Parcel 3: City of Tustin, 300 Centennial Way, Tustin
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D.
Regarding exchange of land and terms of payment
- D. Conference with Legal Counsel (GC Section 54956.9) (1)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
 - a. Bayley v. South Orange County Community College District

RECONVENE OPEN SESSION: 6:00 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Bill Jay

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

1. Irvine Valley College – President Glenn Roquemore will be commending the Model United Nations Team for receiving top honors for Outstanding Delegation at the National Model United Nations Conference.
2. Saddleback College – President Tod Burnett will be commending five architecture students for winning a student design award at the Orange County American Institute of Architects Competition.

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports
 - Request for Report on Security Cameras at Saddleback College
 - Request for cost/benefit of using Higher One to distribute financial aid funds to our students and colleges.

4.0 DISCUSSION ITEMS

- 4.1 None

5.0 CONSENT CALENDAR ITEMS

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on October 28, 2013.
- 5.2 **Saddleback College: Student Out of State Travel – Missoula, MT**
Approve the out-of-state travel request for four students and a Saddleback College faculty advisor to attend the April 1 through April 6, 2014, American College Dance Festival in Missoula, Montana at a cost not to exceed \$4,925.
- 5.3 **Saddleback College: Forensics Team Out of State Travel**
Approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament on April 5-13, 2014, in Denver, CO, and the Hell Froze Over Tournament on January 10-13, 2014 in Austin, TX at a cost not to exceed \$33,586.
- 5.4 **Saddleback College: Transfer Degrees for the 2013/14 Academic Year**
Approve the proposed changes in curriculum to new Transfer degree.
- 5.5 **Saddleback College: Sciences Building – Hire DSA Inspector of Record**
Approve agreement with LCC3 Construction Services, Inc. at a cost of \$315,360.
- 5.6 **Saddleback College: Sciences Building – Hire Labor Compliance Consultant**
Approve agreement with Parsons Brinckerhoff, Inc. in the amount of \$127,000.
- 5.7 **Irvine Valley College: Copier Maintenance and Supply Services**
Approve the use of CMAS contract for the IVC copier maintenance and

supplies services and for analytical support for an annual amount of \$52,000 with a total estimated amount of \$156,000.

- 5.8 **Saddleback College and Irvine Valley College: Spring 2014 Community Education Programs**
Approve Community Education courses, presenters, and compensation for Spring 2014.
- 5.9 **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.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-40 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.11 **SOCCCD: Building Envelope Consultant Services Pool**
Approve three firms for a pool from which to draw Building Envelope Consulting services for no greater than a five year period.
- 5.12 **SOCCCD: Geotechnical, Testing and Inspection Services Pool**
Approve eight firms for a pool from which to draw Geotechnical, Testing & Inspection services for no greater than a five year period.
- 5.13 **SOCCCD: Contract with I3 Solutions for Business Analysis and Project Management Services**
Approve agreement with I3Solutions for an amount not to exceed \$54,000.
- 5.14 **SOCCCD: Agreement for Professional Services for ATEP Planning Services, Entitlement Support and CEQA Compliance – EP D Solutions, Inc.**
Approve the agreement with Environment | Planning | Development Solutions, Inc. in an amount not to exceed \$451,000.
- 5.15 **SOCCCD: Agreement for Investigative Services: Richard D. Roth, Esq.**
Approve agreement with Richard D. Roth on a time and material basis.
- 5.16 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-01967 through P14-02351 amounting to \$1,769,777.01. Approve confirming requisitions dated October 9, 2013 through November 5, 2013 totaling \$3,346,433.89.
- 5.17 **SOCCCD: Payment of Bills**
Approve check no. 174042 through 174946 processed through the Orange County Department of Education, totaling \$8,719,295.80; and check no.

010825 through 010855, processed through Saddleback College Community Education, totaling \$38,407.33; and check no. 009181 through 009187, processed through Irvine Valley College Community Education, totaling \$12,588.18.

- 5.18 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.19 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations for the period ending October 31, 2013.
- 5.20 **SOCCCD: October/November 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Acceptance of District Annual Audit Report: 2012-2013**
Review and accept
- 6.2 **SOCCCD: Acceptance of the Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: 2012-2013**
Review and accept
- 6.3 **SOCCCD: Acceptance of Retiree OPEB Trust Annual Audit Report: 2012-2013**
Review and accept
- 6.4 **SOCCCD: Contract with Neudesic LLC for Software Development**
Approve the contract with Neudesic, LLC in the amount of \$615,000.
- 6.5 **SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary Classification Changes and Initial Classification Placement, BP-4306: Calendar**
Accept for review and study.
- 6.6 **SOCCCD: Board Policy Revision: BP-136: Minutes of the Board of Trustee Meetings, BP-158: Political Activity, BP-4085: Holidays, BP-5230: Athletics**
Accept for discussion/approval
- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund,

Academic Administrator Title/Position Change,
Resignation/Retirement/Conclusion of Employment.

- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Change of Status, Out of Class Assignments, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedules, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.9 **SOCCCD: Request to Rescind Spring 2014 Sabbatical**
Approve request from faculty member to rescind Spring 2014 sabbatical leave.

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: Retiree (OPEB) Trust Fund**
The report is for period ending October 31, 2013.
- 7.5 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through October 31, 2013.
- 7.6 **SOCCCD: Quarterly Investment Report**
The report is for the quarter ending September 30, 2013.
- 7.7 **SOCCCD: Academic Year 2014-2015 Non-Resident Tuition Fees for Foreign & Out-of-State Students**
An estimate of the District non-resident related fees based on current information.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

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

9.0 ADDITIONAL ITEMS

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



BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the Board meeting agenda.

Date: 11.25.13

Trustee Name: Timothy Jemal

Specific Request for Report: Campus Public Safety Cameras

Please report on the status of installing public safety cameras at Saddleback College and Irvine Valley College. Please include in the report: information supporting the use of public safety cameras to detect and deter crime; projected installation and maintenance costs; access and storage of recorded data; and on-going reporting to management and the board on the effectiveness of the cameras in ensuring and enhancing public safety. Also include how to assure personal liberties and privacy of students, managers, faculty, staff and visitors are upheld.

Reason for Request (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

To establish a Board Policy and Regulation on the use of public safety cameras at Saddleback College and Irvine Valley College.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:



BOARD OF TRUSTEES REQUEST FOR REPORT

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the Board meeting agenda.

Date: 11/18/13

Trustee Name: Marcia Milchiker

Specific Request for Report: Request for cost/benefit of using Higher One to distribute financial aid funds to our students and to our colleges.

Reason for Request (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

I want to insure that it is in the best interest of our students and of our colleges to disburse financial aid funds using Higher one. I want to know if there are hidden fees charged to our students. In 2011, 80% of the revenues for Higher One came from fees paid by students. I want to make sure we have a contract which is most favorable to our students. If this is not the case, I want to look into other ways we can disburse these funds to our students. I want a report on how accessible the Higher One ATM's are to our students, where are they located, what hours are they available for our students, and how long the lines get for students who use the Higher One ATM's. All of the charges associated with their Higher One credit cards should be prominently posted where our students who receive financial aid will likely read it.

The purpose of this request for a report is to determine if it is in the best interest of our students and our colleges to continue using Higher One to distribute financial aid disbursements to our students, or whether we should explore other alternatives, such as having our financial aid offices distribute these funds to our students once again.

How long does it take each of our colleges to distribute financial aid disbursements to our students?

Is Higher One the best way to disburse funds to our financial aid students? What about other companies -- while paying attention to the financial viability of these companies as well. I want to make sure that our students have a way of accessing the monies without charging them excessive fees, while teaching them good financial habits.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

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

Minutes from:

October 28, 2013 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 28, 2013**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
Timothy Jemal, Member
David B. Lang, Member
James R. Wright, Member
David Robinson, Student Member

Administrative Officers:

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

ABSENT

Debra Fitzsimons, Vice Chancellor, Business Services
Glenn Roquemore, President Irvine Valley College

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) (20)
 - 1. Public Employee Employment/Evaluation (19)
 - a. College President (SC)
 - b. Dean, Counseling Services (SC)
 - c. Dean, Students and Counseling (IVC)
 - d. Dean, Business Science, Economics and Workforce Development (SC)
 - e. Director, Research, Planning and Accreditation (SC)
 - f. Dean, Online Education and Learning Services (SC)
 - g. Vice President for Student Services (IVC)
 - h. Dean, Fine Arts and Business Services (IVC)
 - i. Director Research, Planning and Accreditation (IVC)
 - j. District Director Research, Planning and Data Management (DS)
 - k. Dean, Math Science and Engineering, (SC)
 - l. Dean, Transfer Career and Special Programs (SC)
 - m. Dean, Liberal Arts (SC)
 - n. Dean, Health Sciences & Human Services (SC)
 - o. Assistant Dean, Health Sciences and Human Services/Director of Nursing (SC)
 - p. College President (IVC)
 - q. Dean, Enrollment Services (SC)
 - r. Director, Learning Assistance (SC)
 - s. Dean, Social and Behavioral Sciences (SC)
 - 2. Public Employee Discipline, Dismissal, or Release: (1)
 - a. Police Officer
- B. Conference with Legal Counsel (GC Section 54956.9)(1)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
 - a. California Department of Finance, etc. et.al, SOCCCD, etc. et.al. (Intervenors) v. Grimes

RECONVENE OPEN SESSION: 6:00 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public

and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote, the board approved the Settlement Agreement in California Department of Finance (“DOF”), etc. et. al, SOCCCD etc. et. al. (Intervenors) v. Grimes, and authorize the Chancellor to sign the Settlement Agreement on behalf of the Board. The Department of Finance, the Chancellor’s Office and the four community college districts in Orange County sued the Orange County Auditor Controller, Jan Grimes, and the County Board of Supervisors, as an intervenor on behalf of the auditor controller, for incorrectly calculating the County’s Vehicle License Fee Adjustment Amount (“VLFAA”) for 2011-12 and 2012-13 and thereby failing to pay approximately \$150,000,000 into the County’s Educational Revenue Augmentation Fund for those years. The Orange County Superior Court ruled in favor of the districts, and the DOF. In order to avoid further litigation and appeals, the parties have agreed to a settlement which provides for the County to repay the \$150,000,000 over time by making payments into the County’s Educational Revenue Augmentation Fund and through deposits into a separate account in the County’s treasury for the benefit of the California Community Colleges. Once all parties have signed the Settlement Agreement, a copy will be available through the Chancellor’s Office.

On a 7-0 vote, the board approved a resolution terminating the employment of an academic administrator at Saddleback College and directed administration to send the appropriate notice to the employee.

The board approved all remaining administrators listed on the agenda a renewal of a three-year contract with the exception of the Saddleback College administrator listed in the above action.

- 2.2 Invocation**
Led by Trustee Marcia Milchiker
- 2.3 Pledge of Allegiance**
Led by Trustee T.J. Prendergast
- 2.4 Resolutions/Commendations**
 - A. Resolutions
None

- B. Commendations
None

2.5 **Public Comments**

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

3.0 **REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports

4.0 **DISCUSSION ITEMS**

4.1 **SOCCCD: Advanced Technology & Education Park (ATEP) Planning and Development**

Information on the next steps of planning and development.

Associate Vice Chancellor Randy Peebles provided a status update for the Advanced Technology and Education Park (ATEP) development, including status of ownership, site improvements, and roles and responsibilities of District Services, Irvine Valley College, and Saddleback College, and next steps.

4.2 **Saddleback College: High School Partnership Program (HSPP)**

Presentation on a comprehensive effort to improve first-year college student preparedness and success.

Saddleback College President Tod Burnett, Saddleback College Outreach and Recruitment Director Leslie Humphrey and San Juan Hills School Principal Tom Ressler presented an overview of the Saddleback College High School Partnership Program. Saddleback College, Capistrano Unified School District and Saddleback Valley Unified School District have developed the Saddleback College High School Partnership Program to better prepare students for the rigors of college coursework leading to success after high school.

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 Wright requested to pull items 5.10 and 5.16 and Trustee Lang requested to pull items 5.11 and 5.14.

On a motion made by Trustee Jay and seconded by Trustee Lang, the balance of the consent calendar was approved on a 7-0 vote.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on September 23, 2013.
- 5.2 **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.
- 5.3 **Irvine Valley College: City of Irvine Education Partnership Fund (EPF) – Grant for Scholarships and Early College Program**
Approve agreement with City of Irvine in the amount of \$100,000.
- 5.4 **Saddleback College: Curriculum Inventory Revision for the 2013/14 Academic Year**
Approve the proposed revisions and changes in curriculum.
- 5.5 **Saddleback College: Spring Special Topics for the 2013-2014 Academic Year**
Approve the proposed changes in curriculum.
- 5.6 **Saddleback College: Transfer Degrees for the 2013/14 Academic Year**
Approve the proposed changes in curriculum to new and revised Transfer degrees.
- 5.7 **Saddleback College: Community Education Programs, Fall Sessions**
Approve the Community Education courses, presenters, and compensation.
- 5.8 **Saddleback College: Student Out of State Travel – San Antonio, TX**
Approve the out-of-state travel request for up to six students and a Saddleback College staff member to attend the October 30, 2013 through November 3, 2013 National Student Electronic Media Convention in San Antonio at a cost not to exceed \$8,876.
- 5.9 **Saddleback College: Orange County Workforce Investment Board Agreement**

Approve award of the Orange county Workforce Investment Board and approve the agreement in the amount of \$170,660.

- 5.10 **Saddleback College: Study Abroad Program to Peru**
Approve agreement with Travel & Education.

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

- 5.11 **Saddleback College: Sciences Building Project – Preconstruction Services Amendment No. 1**
Approve amendment with C.W. Driver, Inc., increasing the agreement amount by \$72,588. The total revised agreement amount is \$217,763.

Trustee Lang requested that the following verbiage be included on the front page of the item: “request for additional basic aid.”

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

- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-35 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.

- 5.13 **SOCCCD: Award of Bid – Biology Equipment for IVC Life Sciences Building**
Approve award of bid to vendors listed for a total amount of \$159,896.16.

- 5.14 **SOCCCD: Five Year Construction Plan Revision**
Approve the revision to the District’s Order of Priority for the Five Year Construction Plan.

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

- 5.15 **SOCCCD: Revised Basic Aid Allocation Recommendation for FY 2013-2014**
Approve the revised recommendation to include the additional \$62,326 needed to retire the IVC energy management loans.

- 5.16 **SOCCCD: Trustees’ Requests for Attending Conferences**
Approve trustees’ requests for attending conferences.

An amendment was made to the conference dates to reflect the correct year 2014.

On a motion made by Trustee Wright and seconded by Trustee Lang, this item was approved as corrected on a 7-0 vote.

5.17 SOCCCD: Transfer of Budget Appropriations

Approve the transfer of budget appropriations for the period ending September 30, 2013.

5.18 SOCCCD: Purchase Order/Confirming Requisitions

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-01519 through P14-01966 amounting to \$5,552,151.34. Approve confirming requisitions dated September 4, 2013 through October 8, 2013 totaling \$139,434.90.

5.19 SOCCCD: Payment of Bills

Approve check no. 172868 through 174041 processed through the Orange County Department of Education, totaling \$6,363,078.21; and check no. 010792 through 010824, processed through Saddleback College Community Education, totaling \$176,681.50; and check no. 009166 through 009180, processed through Irvine Valley College Community Education, totaling \$43,836.05.

5.20 SOCCCD: Gifts to the District and Foundations

Accept donations.

5.21 SOCCCD: September/October 2013 Contracts

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 Saddleback College: Grant Acceptance – Orange County Healthcare Career Transitions – Fast Track to Success (OCHC²T) Grant Agreement # TC-25010-13-60-A-6

Accept the award of \$2,749,999 from the United States Department of Labor Employment and Training Administration (CFDA17.282; Agreement # TC-25010-13-60-A-6).

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

6.2 Saddleback College: Technology & Applied Sciences Building Architectural Services – Amendment No. 1 for Increased Services

Approve amendment with gkkworks increasing the agreement amount by \$47,925. The total revised agreement amount is \$757,925.

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

- 6.3 **SOCCCD: Authorize the Increase of the Project Budget and the Execution and Delivery of Lease Leaseback Agreements for the Saddleback College Sciences Building Project**
Approve the increase of \$8,523,000 to the project budget and Lease Leaseback agreements with C.W. Driver in the amount of \$53,844,044 and a new total project budget of \$67,358,000.

Director Brandye D'Lena provided a brief presentation on this item.

On a motion made by Trustee Wright and seconded by Trustee Prendergast, this item was approved on a 7-0 vote.

- 6.4 **SOCCCD: Board Policy Revision: BP-136: Minutes of the Board of Trustee Meetings, BP-158: Political Activity, BP-4085: Holidays, BP-5230: Athletics**
Accept for review and study.

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

- 6.5 **SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-4012: Academic Administrators and Classified Managers Personnel Files**
Discussion/Approval

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

- 6.6 **SOCCCD: Request to Rescind Spring 2014 Sabbatical**
Approve request from Faculty member to rescind Spring 2014 sabbatical leave.

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

- 6.7 **SOCCCD: SOCCCD 2014-15 Full-Time Faculty Hiring**
Approve Saddleback College and Irvine Valley College Faculty hiring priority lists.

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

- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Full-Time Faculty Position and Create Academic Administrative Position,

Authorization to Eliminate and Create Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.

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

6.9 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Add to Classified Job Classification Description, Authorization to Eliminate and Create Classified Positions, Reorganization, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

On a motion made by Trustee Milchiker and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

6.10 SOCCCD: Adopt Resolution No. 13-36: Classified Employee Layoff

Adopt resolution to eliminate categorically-funded position.

On a motion made by Trustee Prendergast, this item was approved on a 7-0 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: Retiree (OPEB) Trust Fund

The report is for period ending September 30, 2013.

7.5 SOCCCD: Monthly Financial Status Report

This report displays the adopted budget, revised budget and transactions through September 30, 2013.

7.6 SOCCCD: Quarterly Financial Status Report

The report is as of September 30, 2013 for FY 2013-2014.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:02 p.m. in memory of Saddleback College Professor Micael Merrifield.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Out of State Travel – Missoula, MT

ACTION: Approval

BACKGROUND

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

STATUS

The Dance Department intends to send four students and a Saddleback College faculty advisor to the American College Dance Festival in Missoula, MT. Dates of the conference, including travel, are from Tuesday, April 1, 2014 through Sunday April 6, 2014. Expenses for the conference are estimated to be \$4,925, which will be paid through a \$2,000 appropriation from ASG, and \$2,925 from the Dance Collective Foundation Account. Additional expenses not covered by these funds will be paid by students and staff attending the festival. An overview of the conference and its associated expenses are detailed in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for four students and a Saddleback College faculty advisor to attend the April 1 through April 6, 2014, American College Dance Festival in Missoula, Montana at a cost not to exceed \$4,925.

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

South Orange County Community College District

SADDLEBACK COLLEGE

2014 American College Dance Festival

LOCATION: University of Montana, Missoula, Montana

DATES: April 1 to April 6, 2014

Sponsored by the Associated Student Government - this annual spring festival is expected to draw over 5,000 students nationwide. Participation in the American College Dance Festival will raise interest in our Dance program, showcase the talents of our students, provide opportunities for students from other colleges to learn about our program, and allow Saddleback students interested in transferring, exposure to four-year university dance programs and faculty, as well as professional dance companies.

Saddleback College has been participating in this event since 2008. Four students and a faculty advisor from our Dance department will be attending the festival next spring. By continuing a trend of annual participation in this festival, we will have an opportunity to showcase our talented students at a national level. Participating dance students will perform in the American College Dance Festival adjudicated concert, and take four full days of dance classes while at the festival.

Anticipated Expenses:

<u>Per student</u>	
Registration	115
Airfare (including fees)	400
Lodging \$120per night	150
Meals (student rate) \$25 x 6 days	150
Ground Transportation	40
Sub-total	\$855 x 4 students = \$3,420
Adjudication (2) \$100 each	<u>200</u>
Total	\$3,620
<u>Faculty/Staff member</u>	
Registration	115

Airfare	400
Lodging \$120per night x 5 nights	600
Meals (at employee rate) \$25 x 6 days	150
Ground Transportation	40
<u>Total faculty/staff</u>	<u>\$1,305</u>
Total	\$4,925

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Forensics Team Out of State Travel – Denver, CO and Austin, TX

ACTION: Approval

BACKGROUND

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

STATUS

Saddleback College plans to participate in the Phi Rho Pi National Tournament, held April 5-13, 2014, in Denver, CO. Up to 14 students Forensic Team members and four faculty coaches are planning to attend this event. This tournament will incur entry and judging fees, lodging, transportation, and meals for the students and coaches at a cost not to exceed \$23,908 (Exhibit A). Up to 8 students Forensics Team members and two faculty coaches are planning to attend the Hell Froze Over Tournament, held January 10-13, 2014, in Austin, TX. This tournament will incur entry and judging fees, lodging, transportation, and meals for students and coaches at a cost not to exceed \$9,678 (Exhibit B). Out of State Travel costs for the 2013-2014 year will not exceed \$33,586. Funds for these tournaments have been budgeted and approved by the Saddleback College Associated Student Government and the team's Foundation account. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament in Denver, CO, and the Hell Froze Over Tournament in Austin, TX at a cost not to exceed \$33,586.

South Orange County Community College District

SADDLEBACK COLLEGE

PHI RHO PI NATIONAL FORENSICS TOURNAMENT

LOCATION: Denver, CO

DATES: April 5-13, 2014

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

Anticipated Expenses:

Per student:	
Registration	\$100
Airfare	\$371
Lodging (\$126/night x 8 nights, 3-4 students/room)	\$288
Meals (\$35/day x 9 days - \$15 for tournament banquet)	\$300
Ground transportation	\$83
Checked bags	\$50
Checked set pieces	\$22
Total per student	\$1,214
x 14 students	\$16,996

Per faculty coach:	
Registration	\$0
Airfare	\$371
Lodging (\$126/night x 8 nights, 3 coaches rooms)	\$756
Meals (\$55/day x 9 days - \$27 for tournament banquet)	\$468
Ground transportation	\$83
Checked bags	\$50
Total per faculty coach	\$1,728
x 4 faculty coaches	\$6,912
Total for 14 Students and 4 Coaches	\$23,908

South Orange County Community College District

SADDLEBACK COLLEGE

HELL FROZE OVER FORENSICS TOURNAMENT

LOCATION: Austin, TX

DATES: Jan 10-13, 2014

Up to 8 student Forensics Team members will be chosen to attend the event and will be accompanied by two faculty coaches.

Anticipated Expenses:

Per student:	
Registration	\$75
Airfare	\$434
Lodging (\$150/night x 3 nights, 2-3 students/room)	\$169
Meals (\$35/day x 4 days-\$15 for dinner)	\$125
Ground transportation	\$60
Checked bags	\$50
Total per student	\$913
x 8 students	\$7,304

Per faculty coach:	
Registration	\$0
Airfare	\$434
Lodging (\$150/night x 3 nights, 2 coaches rooms)	\$450
Meals (\$55/day x 4 days-\$27 for dinner)	\$193
Ground transportation	\$60
Checked bags	\$50
Total per faculty coach	\$1,187
x 2 faculty coaches	\$2,374
Total for 8 Students and 2 Coaches	\$9,678

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Transfer Degrees for the 2013/14 Academic Year
ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the Transfer degree for the 2013/14 academic year.

STATUS

Saddleback College proposes a Journalism transfer degree. Exhibit A includes a new transfer degree that is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2013-2014 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum to new Transfer degree as listed in Exhibit A.

Transfer Model Curriculum (TMC) Template for Journalism

CCC Major or Area of Emphasis: Journalism

TOP Code: 060200

CSU Major(s): Journalism; Mass Communications; Public Relations; Advertising

Total Units: 18 (all units are semester units)

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Journalism for Transfer Degree					
College Name: Saddleback College					
TRANSFER MODEL CURRICULUM (TMC)			COLLEGE PROGRAM REQUIREMENTS		
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/IGETC Area
REQUIRED CORE: (9 units)					
Introduction to Mass Communications (3)	JOUR 100	JRN 1	Mass Media and Society	3	D7/ Area 4G
Introduction to Reporting and Newswriting (3)	JOUR 110	JRN 2	News Writing	3	
Lower Division Student Media Practicum I (3)	JOUR 130	JRN 111	News Media Production & Editing	4	
		JRN 112		4	
		JRN 107		4	
LIST A: Select one (3 units)					
Multimedia Reporting (3)	JOUR 120	JRN 106	Video Journalism	3	
Intermediate Reporting/Newswriting (3)	JOUR 210				
Introduction to Public Relations (3)	JOUR 150				
Introduction to Photojournalism (3)	JOUR 160				

Introduction to Visual Communication (3)	JOUR 170				
Lower Division Student Media Practicum II (3)	JOUR 131	JRN 109	News Media Production and Data Reporting	4	
LIST B: Select two (6 units)					
Introduction to Photograph (3)	ARTS 260				
Desktop Publishing (3)	AAM				
Introduction to Statistics (3) OR Introduction to Statistics in Sociology (3)	MATH 110 SOC 125	MATH 10	Introduction to Statistics	3	B4/ Area 2
Introduction to Communication Studies (3) OR Introduction to Communication Theory (3)	COMM 180 COMM 180				
Principles or Microeconomics (3) OR Principles of Macroeconomics (3)	ECON 201 ECON 202	ECON 4 OR ECON 2	Principles (MICRO) OR Principles (MACRO)	3 3	D2/ Area 4B D2/ Area 4B
Introduction to American Government and Politics (3)	POLS 110	PS 1	American Government	3	D8/ Area 4H
Introduction to Comparative Government and Politics (3)	POLS 130	PS 12	Comparative Politics and Government	3	D8/ Area 4H
Argumentative Writing and Critical Thinking (3)	ENGL 105	ENG 1B	Principles of Composition II	3	A3/ Area 1B
Introduction to Logic (3) OR Symbolic Logic (3)	PHIL 110 PHIL 210				
Argumentation (3) OR Argumentation and Debate (3)	COMM 120 COMM 120	SP 3	Argumentation and Debate	3	A3
Introduction to Critical Thinking (3)	AAM				
Any course articulated as lower division preparation in the Journalism major at a CSU.	AAM				
Any CSU Breadth courses from two different Areas within A through D or IGETC Areas 1A through 5C.	GECC	SP 1	Communication Fundamentals	3	A1/ Area 1C
		ENG 1A	Principles of Composition I	4	A2/ Area 1A
		MATH 2	Pre-Calculus Mathematics	5	B4/ Area 2
		ENV 24	Natural History of California	4	B2, B3/ Area 5B, 5C
		CTVR 3	The History and Appreciation of American Cinema	3	C1

		CTVR 5	History and Appreciation of International Cinema	3	C1
		CTVR 7	Cross Cultural Cinema	3	C1
		CTVR 9	Women in Cinema and Television	3	C1
		MUS 27	History of Jazz	3	C1/ Area 3A
		MUS 28	History of Rock	3	C1/ Area 3A
		PHOT 25	History of Photography	3	C1/ Area 3A
		CHI 1	Elementary Chinese	5	C2/ Area 3B
		FR 1	Elementary French	5	C2/ Area 3B
		SL 1	American Sign Language I	4	C2/ Area 3B
		SPAN 1	Elementary Spanish	5	C2/ Area 3B
		ANTH 2	Cultural Anthropology	3	D1/ Area 4A
		ES 1	Multicultural Experiences in the United States	3	D3/ Area 4C
		ES 2	Multicultural Identities in the United States	3	D3/ Area 4C
		ES 10	Margins and Border Crossings	3	D3/ Area 4D

		WS 10	Introduction to Women's Studies	3	D4/ Area 4
Total Units for the Major:	18	Total Units for the Major:		19-24	
		Total Units that may be double-counted <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			6-12
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			3-16
		Total Degree Units (maximum)			60

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Sciences Building - Hire DSA Inspector of Record
ACTION: Approval

BACKGROUND

On October 28, 2014, the Board of Trustees approved additional basic aid funding for the new Saddleback College Sciences Building for a new project amount of \$67,358,000 and also approved the contract for construction. The Division of the State Architect (DSA) requires full time inspection by a DSA Inspector of Record (IOR) for this project.

STATUS

DSA approved the use of Daryl Koroluck, Class 1 inspector with LCC3 Construction Services, Inc. for this project. LCC3 Construction Services, Inc. has provided a proposal of \$315,360 for Mr. Koroluck's services. Staff recommends hiring Daryl Koroluck of LCC3 Construction Services, Inc. for the SC Sciences Building project.

Funds for these services are available within the approved project budget which is \$67,358,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with LCC3 Construction Services, Inc., to provide DSA Inspector of Record services for the Saddleback College Sciences Building project for a price of \$315,360.

AGREEMENT - SCIENCES BUILDING, DSA INSPECTION SERVICES, SADDLEBACK COLLEGE

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and LCC3 Construction Services, Inc., PO Box 764, Rancho Cucamonga, CA 91723, 909.476.3567, hereinafter referred to as "CONSULTANT."

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. **Code Requirement.** Services to be provided by CONSULTANT: Inspector of Record services as required by Section 34 of the California Administrative Code, Title 21, Public Works, for the construction of the Sciences Building project at Saddleback College.

2. **Scope of Work.** The DSA Inspector's services shall include but not be limited to the following tasks:

- a. Provide resident inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the District and Construction Manager in writing if work does not conform to contract document.
- b. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
- c. Maintain liaison with the A/E, Construction Manager, Testing Lab, District and other regulatory agencies and governing bodies as necessary to maintain project continuity.
- d. Submit, **on a daily basis**, an activity report to the Construction Manager, including the following information:
 - i. Activities performed by the Contractors, and areas where work is performed.
 - ii. Manpower assigned to each Contractor and Subcontractor.
 - iii. Weather conditions.
 - iv. Equipment and materials delivered to the site.
 - v. Construction equipment and vehicles utilized.

- vi. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - vii. Verbal instruction and clarifications of the work given to the Contractor.
 - viii. Inspection by representatives of regulatory agencies.
 - ix. Note occurrences or conditions that might affect Contract Sum or Contract Time.
 - x. List visitors to the site, titles, and reasons for visit.
 - xi. List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
 - xii. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- e. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
 - f. Attend all meetings as required in contract documents and requested by District, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
 - g. Assist the Construction Manager and District in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
 - h. Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection **must** occur within 48 hours of Contractor's delivery of equipment to the job site.
 - i. Submit to the Construction Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
 - j. Review the Contractor's Payment Requests at billing meetings.
 - k. When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list" and submit to the Construction Manager.

- l. Assist the District in the review of Contractor's Submittals.
 - m. At completion of project, deliver all inspection records and project correspondence to the District.
 - n. Prior to commencement of work, Inspector will cooperate with the District and Construction Manager to develop an **inspection plan** for the construction of the project.
 - o. Participate in the constructability review of project documents with contracting firm, District, and College representatives.
 - p. Post logs, reports, notes, and other documents and information to project electronic filing system as directed by the District.
3. **Regulatory Compliance.** Inspector shall comply with all federal, state, county and local governmental requirements.
4. **Term.** CONSULTANT shall commence providing services under this AGREEMENT on or about **November 26, 2013**, and will diligently perform as required until completion of the project which is anticipated to be finished by **December 1, 2015**.
5. **Compensation.** DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT upon satisfactory completion of the services. CONSULTANT will perform the services on an hourly basis at Seventy-Three and Zero/100 Dollars/hour (\$73.00/hour) for a total contract amount of **Three Hundred Fifteen Thousand Three Hundred Sixty dollars and 00/100 (\$315,360.00)**.
6. **Expenses.** DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT
7. **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.
8. **Materials.** CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. **Originality of Services.** CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services.

10. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

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

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

12. **Hold Harmless.** CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

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

sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

- b. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance.** Pursuant to Section 10, CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million & no/100 Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than December 3, 2013, CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

14. **Assignment.** The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.

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

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

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

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

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

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

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

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

CONSULTANT:

LCC3 Construction Services, Inc.
PO Box 764
Rancho Cucamonga, CA 91729
Attn: Ed Cunningham
President

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

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

THIS AGREEMENT IS ENTERED INTO THIS 26TH DAY OF NOVEMBER, 2013.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

LCC3 Construction Services, Inc.

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

BY: _____
Ed Cunningham
President & Managing Principal

DATE: _____

DATE: _____

Taxpayer Identification Number

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Sciences Building - Hire Labor Compliance Consultant

ACTION: Approval

BACKGROUND

On January 1, 2012, Labor Code section 1771.5, which outlines the requirements of the Labor Compliance Program, was modified to place the responsibility for monitoring labor compliance with the Department of Industrial Relations (DIR). Prior to this change, the District employed Parsons Brinckerhoff, Inc. for Labor Compliance services.

As the "Awarding Body", the District continues to be responsible for certain actions including notification of project commencement to the DIR, payment of fees for DIR services and conducting a pre-job conference. The District must also continue to respond to all public records requests pertaining to certified payroll submittals.

STATUS

The Saddleback College Sciences Building will require labor compliance services be addressed according to Labor Code section 1771.5. Parsons Brinckerhoff, Inc. is available to provide labor compliance services for the two year construction duration at an amount of \$127,000. Staff recommends approving the agreement (EXHIBIT A) for hiring Parsons Brinckerhoff, Inc. for the Labor Compliance services for the Saddleback College Sciences Building.

Funds for these services are available within the approved project budget which is \$67,358,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Parsons Brinckerhoff, Inc., to provide Labor Compliance services for the Saddleback College Sciences Building for a total of \$127,000.

CONSULTANT AGREEMENT FOR LABOR COMPLIANCE SERVICES– SADDLEBACK COLLEGE SCIENCES BUILDING

This agreement is entered into this 26th day of November, 2013 by and between the South Orange County Community College District herein referred to as “DISTRICT” and Parsons Brinckerhoff, Inc. herein referred to as “CONSULTANT”.

California Labor Code section 1771.5 sets forth the requirements for meeting the Labor Compliance.

Consultant represents that it has the necessary personnel, professional qualifications, expertise, and financial capability to assist the district with meeting the labor compliance requirements described herein.

In consideration of the agreements herein the Parties agree as follows:

1. TERM OF CONTRACT

1.1 The initial term of this Agreement shall commence on November 26, 2013 and will continue until completion of the project. The DISTRICT, in its sole discretion, shall have the option to renew for additional one year periods, not to exceed five (5) years. Depending on the need for services, the District may, at its sole discretion, enter into an agreement with an additional Consultant(s) at a later time.

1.2 This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. Should the Consultant not meet the material requirements of the Agreement, the District may immediately terminate the services and only reimburse the Consultant for services satisfactorily rendered prior to termination.

2. CONSULTANT SERVICES

2.1 The Consultant agrees to perform the services as described in ATTACHMENT A: Scope of Services attached hereto and made a part of this Agreement. Such defined services shall be referred to as the “Services.” The Consultant shall perform the Services diligently, expeditiously and with adequate forces consistent with Project requirements. Changes in primary staff identified as Sara DeVault shall require prior approval by the District.

2.2 The Consultant agrees to confirm that the listed subcontractors are the subcontractors that are working on the project and will notify the District in writing if there is any variance.

2.3 The Consultant shall commence performance of the Services for Saddleback College Sciences Building Project (“the Project”) as agreed in writing by the Parties subsequent to the execution of this Agreement (“the Project”) following the Consultant’s submittal of all required insurance certificates to the District as required herein and within 10 days of written notice to proceed from the District.

2.4 Services in addition to those described in ATTACHMENT A: Scope of Services – Basic Services will be performed on the basis agreed to in writing between the District and the Consultant. “Additional Services” shall not be performed without written approval of the District.

3. STANDARD OF PERFORMANCE

3.1 The Consultant shall perform all Services in accordance with the standard of practice generally accepted in its profession. The Consultant agrees to promptly re-perform or re-deliver such Services as may be necessary to correct errors, defects, and omissions to Services required under this agreement without undue delay, additional cost to the District or any extension of time. The acceptance of Services by the District shall not relieve the Consultant of the responsibility of subsequent correction of such errors, defects and omissions.

3.2 The Consultant shall be subject to and shall comply with all applicable federal, state and local laws, regulations and administrative codes with respect to its performance under this agreement, including but not limited to licensing and employment practices, including nondiscrimination. In the event of a change in law or regulations which may affect the Consultant's ability to provide Services as described in this agreement, the Consultant shall promptly notify the District in writing describing the impact upon Services, fees, and schedule. Notwithstanding the foregoing, this provision shall not be construed for any purpose as to establish a standard of care for the Consultant's performance under this agreement. Further, any writing to District from Consultant pursuant to this paragraph shall simply constitute notice to the District. Such notice shall not impose any obligation upon the District to respond to the notice or renegotiate, modify or otherwise alter Consultant's compensation under this Agreement.

4. COMPENSATION AND PAYMENT

The District agrees to compensate the Consultant for Services performed as described in ATTACHMENT B: Cost Schedule.

The Consultant shall be compensated for Additional Services only upon prior written approval from the District.

5. DISTRICT RESPONSIBILITIES

5.1 The District shall make available to the Consultant any reasonably requested information for providing labor compliance services including available project lists and schedules and other documents. Other information to be provided by the District shall include advanced notification of pre-construction meetings, work schedules and updates for all contractors and subcontractors as they become available to the District as well as inspector's records regarding number of workers, hours worked and job classifications.

5.2 By performing the Services described in this agreement, the Consultant shall not be required to assume any of the responsibilities of any construction contractors or other project Consultants, and shall not be responsible for liability and related expenses that arise from the performance or failure to perform by other such parties to agreements with the District.

5.3 The District shall provide prompt written notice to the Consultant of any deficiencies in the Consultant's Services as described herein.

6. INSURANCE

6.1 The Consultant shall effect and maintain the following insurance coverages for the life of this agreement, at its own cost and expense, issued by companies licensed to conduct business in the State of California and acceptable to the District:

6.1.1 Worker's Compensation and Employer's Liability Insurance coverage to include all statutory Worker's Compensation benefits to the employees of the Consultant who may sustain work-related injuries, death or diseases. Such insurance shall include Employer's Liability Coverage in the minimum effective and available amount of Five Hundred Thousand Dollars (\$500,000.00) per accident.

6.1.2 Commercial General Liability Insurance coverage with Comprehensive Broad Form Endorsement to include Consultant's liability for death, bodily injury, advertising liability and property damage resulting from Consultant's activities, with the combined single minimum effective and available amount of One Million Dollars (\$1,000,000.00) per occurrence.

6.1.3 Automobile Liability Insurance coverage to include Consultant's liability for death, bodily injury and property damage resulting from Consultant's activities covering use of owned, hired and non-owned vehicles, with the combined single minimum effective and available amount of One Million Dollars (\$1,000,000.00) per occurrence.

6.1.4 Professional Liability Insurance (Errors and Omissions) coverage which covers the Indemnity, Defend and Hold Harmless provisions of this Agreement to include the Consultant's legal liability for damages arising out of the Consultant's performance of Services on the Project, with the minimum effective and available amount of liability of One Million Dollars (\$1,000,000.00) per claim and in annual aggregate.

6.1.5 Any other coverages required of the Consultant pursuant to statute.

6.2 The Consultant shall furnish the District with certificates of insurance, in a form acceptable to the District, showing that the Consultant has complied with this Article. Said certificates shall provide that thirty (30) days written notification of cancellation or non-renewal of the policies be given to the District. Consultant shall provide the District with thirty (30) days written notification of material change of the policies. Insurance certificates shall be provided annually, and shall restate the effective value of the coverage provided. Renewal certificates are due to the District thirty (30) days prior to expiration of the current certificate. The Consultant expressly agrees that the District may communicate directly with the Consultant's insurance broker or carrier to obtain renewal certificates; nonetheless, this provision does not relieve the Consultant of the duty to provide the District with timely renewal certificates.

6.3 Each policy of insurance shall operate as primary insurance. The District, its Board of Trustees, employees, and agents shall be named as additional insureds under General Liability and Automotive Liability policies obtained by Consultant. A copy of the certificates of insurance shall be provided before any work is commenced under this Agreement. The insurance companies providing the insurance under this Agreement must be a California admitted surety and have an A.M. Best Company rating of not less than A, unless policies meeting the requirements of the Agreement are not available from an admitted surety, having an A.M. Best Company rating of not less than A, at a competitive cost.

7. GENERAL PROVISIONS

7.1 Indemnity, Defend and Hold Harmless – The Consultant shall indemnify, defend, and hold harmless the District from and against any and all claims, suits, actions, judgments, demands, losses, costs, expenses, damages and liability to the extent caused by, resulting from, or arising out of the negligent acts, errors or omissions of the Consultant, its officers, employees, agents, or representatives in the performance of Services under this agreement. However, the Consultant does not assume any risk of damages to property that is incorporated in, or shall be incorporated in, or is located at the Project site which is not within the possession of the Consultant or under the Consultant's direction or control. The total liability of the Consultant arising by reason of this indemnity shall not exceed the amount of the total compensation actually paid to the Consultant by the District pursuant to this Agreement. The Consultant's defense obligation shall be satisfied by reimbursement of District's attorney's fees.

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

7.3 Choice of Law and Venue – This Agreement, to include, but not limited to, its validity, interpretation and performance, and remedies for contract breach or any other claims shall be governed by and construed in accordance with the laws of the State of California with venue in Orange County, California.

7.4 Publicity – During the term of this agreement and for one year thereafter, the Consultant shall not release any information related to the Services, LCP, Projects or this Agreement, nor publish any reports, articles, or documents, nor make any statements or release to the media without the prior written approval of the District.

7.5 Non-Discrimination – It is the policy of the District to eliminate and avoid discrimination because of race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. All firms providing services to the District are required to provide employment, training, compensation and other conditions of employment without regard to race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. Violation of this provision will be grounds for suspension, termination or cancellation of this Agreement in whole or part.

7.6 Safety – The Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of construction utilized by the construction contractors. Under no circumstances shall the Consultant be responsible for initiating, maintaining, managing or supervising the safety precautions or programs of the construction contractor or its employees, agents, representatives or subcontractors, in connection with their work.

7.7 Records – The Consultant shall prepare and maintain accurate and complete financial records of its costs and operating expense as they relate to the Services provided by this Agreement. Financial records shall be retained for at least five (5) years from the date of final payment or final settlement, or until audit findings are resolved, whichever is longer. The Consultant will maintain the confidentiality of all records, including billings, in

accordance with all applicable federal, state and local regulations. The Consultant shall inform all its officers, employees, and agent of their responsibility for maintaining the confidentiality provisions of this section.

7.8 Inspection and Audit – The District, the Office of Public School Construction or the Department of General Services' authorized representatives shall have access for the purpose of auditing or examining any records of the Consultant pertinent to the Agreement

7.9 Delegation and Assignment – The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant without prior written approval of the District.

7.10 Notices – All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and registered as follows:

To: South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Dr. Debra L. Fitzsimons

To: Parsons Brinckerhoff
2329 Gateway Oaks Dr. Suite 200
Sacramento, CA 95833
Attention: Bruce Rich

7.11 Nothing contained in this Agreement or its companion documents shall create a contractual relationship with or a cause of action in favor of a third party against either the District or the Consultant.

7.12 If any term or provision of the Agreement shall be found to be illegal or unenforceable, then notwithstanding this Agreement shall be found to be illegal or unenforceable, then notwithstanding this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

7.13 This Agreement represents the entire Agreement between the District and the Consultant and may be amended only in writing with the signature of both parties. The District and the Consultant bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.

7.14 The District and the Consultant agree to submit disputes between them to nonbinding mediation prior to seeking relief through formal legal action. The mediator shall be agreed to by both parties.

7.15 This document accurately states the agreement between the District and the Consultant for the Services described. This agreement supersedes and replaces any and all terms and conditions of any prior or contemporaneous agreements, communications, arrangements, negotiations or representations, written or oral, with respect to the Services to be provided by the Consultant.

7.16 Execution by Facsimile or in Counterparts – This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

7.17 Interpretation – The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

7.18 Attorney's Fees – In any action to enforce this Agreement, the prevailing Party shall be entitled to costs and reasonable attorney's fees.

ACCEPTED AND AGREED;

“DISTRICT”
South Orange County Community College District

“CONSULTANT”
Parsons Brinckerhoff, Inc.

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

By: _____
Bruce Rich
Assistant Vice President

Date: _____

Date: _____

Tax Identification Number

ATTACHMENT A – Scope of Services
ATTACHMENT B – Cost Schedule

ATTACHMENT A - SCOPE OF SERVICES

The consultant shall provide Labor Compliance Consultant Services to the District as follows:

1. BASIC SERVICES

Implementation of Parsons Brinckerhoff Labor Compliance services:

- 1.1. Assist District with opening project with the Department of Industrial Labor.
- 1.2. Update the District regarding new labor compliance laws and codes as they become applicable.
- 1.3. Respond to Public Records requests acts related to payroll issues on an as needed basis.
- 1.4. Confer with the construction contractor to establish the procedures for the labor compliance process.
- 1.5. Review and verify payroll information and other labor code requirements.
- 1.6. Work with the contractor to resolve any non-compliance issues.
- 1.7. Prepare any required DIR non-compliance filings and reports.
- 1.8. Provide periodic status reports.

ATTACHMENT B – COST SCHEDULE

Contract Value:

One Hundred Twenty Seven Thousand Dollars and 00/100 (\$127,000.00) based on following rates:

Labor Compliance Consultant, Katie Rich:	\$ 75
Labor Compliance Project Manager, Kathy Smith	\$115
Area Manager, Bruce Rich	\$210
Labor Compliance Site Monitor III	\$ 85
Labor Compliance Certified Payroll Reviewer II	\$ 50

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Copier Maintenance and Supply Services Agreement

ACTION: Approval

BACKGROUND

Irvine Valley College reviewed the procurement history of copier maintenance and supplies costs in order to evaluate the most economic approach for obtaining these services and supplies.

Pursuant to Public Contract Code section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedules (CMAS).

STATUS

Irvine Valley College Information Technology staff requested proposals for copier maintenance and supply services from three vendors (Exhibit A). Two vendors provided proposals. Xerox offered services through the use of CMAS contract 3-01-36-0030A. District staff has reviewed the terms and conditions of the contract and finds it is in the best interest of the District to use the CMAS contract for the copier maintenance and supplies services and to include an additional option for analytical support. Through the use of this additional option, Xerox may provide services to analyze the current copier environment and identify requirements for improving resources, processes and documents. This contract recommendation does not include an option for leasing equipment. The CMAS contract is available for review in the Facilities Planning and Purchasing department.

Irvine Valley College use of contract services will not exceed \$52,000 annually and the CMAS contract is currently active through December 31, 2016 for an anticipated maximum expenditure of \$156,000. Funding for the project is available through the college's general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of CMAS contract No. 3-01-36-0030A for the IVC copier maintenance and supplies services and for analytical support for an annual amount of \$52,000 with a total estimated amount of \$156,000. This approval applies to purchases made within the term of each contract and is contingent upon verification of the availability of funds for each purchase.

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

**IRVINE VALLEY COLLEGE
COPIERS MAINTENANCE AND SUPPLIES SERVICES AGREEMENT**

VENDORS

**ESTIMATED
ANNUAL COST**

Xerox Corporation	All Copiers	\$ 52,000
OfficeMax	All Copiers excluding Xerox	\$ 59,879
Mr. Copy		No Proposal Provided

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and IVC: Spring 2014 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 2014. 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 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
Adult	Ballroom And Swing	1/1 - 5/31	Dance Quick (I)	45% Gross \$49
	Beatles Intermediate Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Become A Professional Organizer	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Begin A New Career As A Pharmacy Technician	1/1 - 5/31	Boston Reed College (I)	PP \$2,720
	Beginning Blues Harmonica	1/1 - 5/31	David Broida (E)	50% Net \$49
	Beginning Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Beginning Guitar For Kids/Teens	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Beginning Guitar With Ron Gorman	1/1 - 5/31	Ron Gorman (E)	60% Gross \$84
	Beginning Ukulele	1/1 - 5/31	Ron Gorman (E)	60% Gross \$75
	Billboard Top Ten" Intermediate Guitar"	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Bloggng For Fun And Profit	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	Brewing Basics: Brewing Beyond The Kit	1/1 - 5/31	Matthew Johnson (E)	50% Net \$99
	Bride And Groom's First Dance	1/1 - 5/31	Dance Quick (I)	45% Gross \$29
	Build Your Own Business Website	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Build Your Own Website For \$5 A Month	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Business Series	1/1 - 5/31	Connected Women Of Influence (I)	50% Net \$175
	Cake Decorating For Beginners	1/1 - 5/31	Exquisite Cakes By Jennifer (I)	50% Net \$59
	Cake Decorating With Fondant And Gumpaste	1/1 - 5/31	Exquisite Cakes By Jennifer (I)	50% Net \$59
	Cashing In On Your Ideas And Inventions	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Cashing In On Your Ideas And Inventions	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Clutterology®: Eliminate Clutter In Your Life	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Consulting	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Conversational Italian	1/1 - 5/31	Conversa (I)	50% Net \$65
	Country Line Dance	1/1 - 5/31	Dance Quick (I)	45% Gross \$49
	Country Two-Step	1/1 - 5/31	Dance Quick (I)	45% Gross \$49
	Create Successful Online Business Videos	1/1 - 5/31	Glenda Shaw (E)	50% Net \$49
	Driving Concepts	1/1 - 5/31	Driving Concepts (I)	PP PP
	Effective Property Staging	1/1 - 5/31	Jean Navarro (E)	50% Net \$49
	Effective Property Staging	1/1 - 5/31	Art Navarro (E)	50% Net \$49
	Extreme Couponing	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Family Country Line Dance	1/1 - 5/31	Dance Quick (I)	45% Gross \$25
	Feng Shui Tools For Better Living	1/1 - 5/31	Feng Shui Solutions (I)	50% Net \$49
	Fingerstyle Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	First Hand French	1/1 - 5/31	Nancy Allah (E)	50% Net \$85
	Go Global: Growing International Sales	1/1 - 5/31	Matthew Gerard (E)	50% Net \$39
	Golf - Levels I And II	1/1 - 5/31	Emil Scodeller (E)	50% Net \$97
	Golf - Levels III and IV	1/1 - 5/31	Emil Scodeller (E)	50% Net \$97
	Healthy Harmonica: Songs And Rhythms	1/1 - 5/31	David Broida (E)	50% Net \$39
	How To Attend A College Of Your Dreams	1/1 - 5/31	Sharon Buck (E)	25% Net \$30
	How To Be A Special Event/Wedding Planner	1/1 - 5/31	Farla Binder (E)	50% Net \$49
	How To Be Published In A Week!	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	How To Be Your Own Private Investigator	1/1 - 5/31	Jim Harriger (E)	50% Net \$39
	How To Become A Mystery Shopper	1/1 - 5/31	Elaine Moran (E)	50% Net \$49
	How To Create QR Codes	1/1 - 5/31	Carol Chambers (E)	50% Net \$39
	How To Get Paid To Speak	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	How to Look Your Best	1/1 - 5/31	Christina Gaudy-Funke (E)	50% Net \$175
	How To Play Piano By Ear	1/1 - 5/31	New School Of American Music (I)	50% Net \$45
	How To Protect Yourself From Identity Theft	1/1 - 5/31	Mari J. Frank, Esq. (E)	50% Net \$49
	How To Sell On eBay®	1/1 - 5/31	Frances Greenspan (E)	50% Net \$65
	Improving Teamwork, Communication, And Lead	1/1 - 5/31	Ron Gorman (E)	60% Gross \$57
	Improving Your PC's Performance	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	Instant Piano For Hopelessly Busy People	1/1 - 5/31	New School Of American Music (I)	50% Net \$45

(E) Employee

(I) Independent Contractor

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
	Intermediate Electric Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Intermediate Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Internet Marketing For Writers And Authors	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	Introduction To Art4Healing	1/1 - 5/31	Natalia van Rikxoort (E)	50% Net \$35
	Introduction To Wine Appreciation	1/1 - 5/31	David Francisco (E)	50% Net \$85
	Introduction To Wine Appreciation	1/1 - 5/31	Michelle Mooney (E)	50% Net \$85
	Investment Boot Camp	1/1 - 5/31	Jalon O'Connell (E)	50% Net \$39
	Investment Strategies For Growth And Income	1/1 - 5/31	Charles Goffin (E)	50% Net \$39
	iPhones® and iPads®: Beyond The Basics	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	iPhones®, iPads®, . . . And I'm Lost©	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	Italian Supreme: A Taste Of Italy	1/1 - 5/31	Conversa (I)	50% Net \$153
	Italian Supreme: Intermediate/Advanced	1/1 - 5/31	Conversa (I)	50% Net \$153
	Jewelry Making In One Creative Class	1/1 - 5/31	Carol Chambers (E)	50% Net \$30
	Just Yell Fire: Women's Safety And Self-Defense	1/1 - 5/31	Just Yell Fire (I)	50% Net \$99
	Kids Country Line Dance	1/1 - 5/31	Dance Quick (I)	45% Gross \$25
	Learn To Speak Spanish: Intermediate/Advanced	1/1 - 5/31	Conversa (I)	50% Net \$125
	Loan Signing Specialist Training	1/1 - 5/31	Masters Notary Academy (I)	\$35 PP \$70
	Make-Up 101: Beauty Make-Up For Busy Women	1/1 - 5/31	Christina Gaudy-Funke (E)	50% Net \$75
	Mandarin I: Introduction To Spoken Chinese	1/1 - 5/31	Pandarin Academy (I)	50% Net \$130
	Mandarin II	1/1 - 5/31	Pandarin Academy (I)	50% Net \$130
	Mandarin Made Easy	1/1 - 5/31	Pandarin Academy (I)	50% Net \$130
	Marketing Your Business On Facebook And Social Media	1/1 - 5/31	Bob Cohen (I)	50% Net \$39
	Master Your Investments	1/1 - 5/31	Jalon O'Connell (E)	50% Net \$70
	More Beginning Guitar For Kids/Teens	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Notary Public Training	1/1 - 5/31	Masters Notary Academy (I)	\$35 PP \$70
	Organic Gardening	1/1 - 5/31	Ron Gorman (E)	60% Gross \$90
	Organizational Skills For Nannies, Au Pairs, And Other Professionals	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	PC Boot Camp Express: The Fast Track To Computer Literacy	1/1 - 5/31	Bill Napoli (E)	50% Net \$180
	PC Boot Camp For Teens	1/1 - 5/31	Bill Napoli (E)	50% Net \$195
	PC Boot Camp: Access 2010 In Just Two Days	1/1 - 5/31	Bill Napoli (E)	50% Net \$105
	PC Boot Camp: Photo Magic Using Adobe Photoshop	1/1 - 5/31	Bill Napoli (E)	50% Net \$105
	PC Boot Camp: Spectacular PowerPoint 2010 Presentation	1/1 - 5/31	Bill Napoli (E)	50% Net \$95
	Piano Made Easy Series	1/1 - 5/31	New School Of American Music (I)	50% Net \$75
	Professional Speaking For The Clueless®	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Property Management Anyone Can Do	1/1 - 5/31	Stephen Dexter (E)	50% Net \$59
	Salsa Dance I	1/1 - 5/31	Dance Quick (I)	45% Gross \$49
	Salsa Dance II	1/1 - 5/31	Dance Quick (I)	45% Gross \$49
	Secrets Of Social Media And Internet Marketing	1/1 - 5/31	Bob Cohen (I)	50% Net \$49
	Self-Publishing Online Digital Photo Books For Your Business	1/1 - 5/31	Randeleigh Harris (E)	50% Net \$92
	Self-Publishing, ePublishing, And More	1/1 - 5/31	Mike Rounds (E)	50% Net \$39
	Songwriting	1/1 - 5/31	Ron Gorman (E)	60% Gross \$57
	Sound Retirement Strategies	1/1 - 5/31	David Broida (E)	50% Net \$49
	Speed Spanish	1/1 - 5/31	Christy Nelson (E)	50% Net \$59
	SRT - Motorcyclist Safety Program	1/1 - 5/31	Saddleback Rider Training (I)	Varies \$250
	Stained Glass For Beginners	1/1 - 5/31	Glass Spectrum (I)	50% Gross \$120
	Stop Being Unemployed And Start Your Own Home Business	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Supervisor Skills Certificate Series - Part II	1/1 - 5/31	Insight Systems Group (I)	50% Net \$365
	Supervisor Skills Certificate Series - Part I	1/1 - 5/31	Insight Systems Group (I)	50% Net \$365
	Teen Road To Safety	1/1 - 5/31	Teen Road To Safety Inc. (I)	Varies Varies
	Travel Tours/Multi-Day Trips	1/1 - 5/31	Good Times Travel (I)	PP PP
	Using Your Computer To Make Money	1/1 - 5/31	Nancy Miller (E)	50% Net \$39
	Veterans Art Project	1/1 - 5/31	TBA	Varies Varies

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Voice Acting - Advanced	1/1 - 5/31	Patrick Helmstetter (E)	50% Net	\$125
	Voice Acting - Beginning	1/1 - 5/31	Patrick Helmstetter (E)	50% Net	\$125
	What Were You Born To Do?	1/1 - 5/31	Curtis Adney (E)	50% Net	\$55
	Youth And The Law	1/1 - 5/31	Juvenile Consulting Services (I)	Varies	Varies
CFK	A Chinese Language Adventure	1/1 - 5/31	Pandarin Academy (I)	50% Net	\$135
	Academic Bridge	1/1 - 5/31	Academic Bridge Academy (I)	60% Net	\$585
	Academic Chess	1/1 - 5/31	Academic Chess (I)	50% Net	\$139
	Academic Origami	1/1 - 5/31	Academic Chess (I)	60% Net	\$90
	Adventures In Art	1/1 - 5/31	OC Art Studios (I)	60% Net	\$90
	Adventures In Art Camp	1/1 - 5/31	OC Art Studios (I)	60% Net	\$133
	After-School Games	1/1 - 5/31	Ed Neely (E)	60% Net	\$90
	After-School Hoops	1/1 - 5/31	One On One Basketball Staff (I)	60% Net	\$90
	Algebra For Teens - Level 1A	1/1 - 5/31	Daryl Johannsen (E)	\$29/hr+	\$99
	Algebra For Teens - Level 1B	1/1 - 5/31	Daryl Johannsen (E)	\$29/hr+	\$99
	Algebra For Teens - Level I	1/1 - 5/31	Shelley Beckley (E)	\$29/hr+	\$99
	Algebra For Teens - Level II	1/1 - 5/31	Shelley Beckley (E)	\$29/hr+	\$99
	All About Plants Spanish Camp	1/1 - 5/31	Norma Hernandez (E)	60% Net	\$90
	Animal Drawing 101 Art Camp	1/1 - 5/31	OC Art Studios (I)	60% Net	\$133
	Animation Flix	1/1 - 5/31	Incrediflix (I)	PP	\$185
	Art Camp	1/1 - 5/31	Art Just Create It (I)	60% Net	\$110
	Arts & Crafts, Music and Food Tasting In Spanish	1/1 - 5/31	Gabrielle Unzueta (E)	60% Net	\$135
	Basic Mandarin Chinese	1/1 - 5/31	Ling Chou (E)	60% Net	\$90
	Basketball Skills Clinics	1/1 - 5/31	Troy Roelen - Pro Camp (I)	50% Net	\$126
	Beginning Guitar	1/1 - 5/31	Ron Gorman (E)	60% Gross	\$90
	BrainStorm: Filmmaking	1/1 - 5/31	Brainstorm LEGO® Academy (I)	60% Net	\$90
	BrainStorm: LEGO® Engineering & Robotics	1/1 - 5/31	Brainstorm LEGO® Academy (I)	60% Net	\$90
	BrainStorm: LEGO® Robotics	1/1 - 5/31	Brainstorm LEGO® Academy (I)	60% Net	\$90
	Bricks 4 Kids: Spectacular Sports	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Amazing Animals	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Amusement Park Rides	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Engineering With LEGO® Bricks	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Bricks 4 Kidz: Interesting Inventions	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Mining And Crafting	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Bricks 4 Kidz: Space Adventures	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$90
	Candy Creations	1/1 - 5/31	Heather Carlsen (E)	60% Net	\$90
	Candy Creations	1/1 - 5/31	Tanya Bonetti (E)	60% Net	\$90
	Capture The Flag	1/1 - 5/31	Chris Elliott (E)	30% Net	\$90
	Capture The Flag	1/1 - 5/31	Robert Johnson (E)	30% Net	\$54
	Care4Yoga	1/1 - 5/31	Care4Yoga (I)	60% Net	\$90
	Challenge Island	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Cheerleading Skills Clinics	1/1 - 5/31	College For Kids Staff (E)	Varies	\$65
	Chess Club	1/1 - 5/31	Brain Builders (I)	60% Net	\$90
	Children's Musical Theater	1/1 - 5/31	Holly Telford (E)	60% Net	\$90
	Coast 2 Coast Soccer	1/1 - 5/31	Coast 2 Coast Soccer (I)	60% Net	\$90
	Collage: Connect, Collect, Create	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	College Placement Testing Workshop	1/1 - 5/31	Jeff Vogel (E)	50% Net	\$90
	College Placement Testing Workshop	1/1 - 5/31	TBA (E)	50% Net	\$90
	Color Sticks For Young Artists	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Creating Cool Characters Art Camp	1/1 - 5/31	OC Art Studios (I)	60% Net	\$133
	Creating With Clay - Clay Class For Kids	1/1 - 5/31	Art Just Create It (I)	60% Net	\$90
	Creative Writing For Kids	1/1 - 5/31	John Uhlman (E)	\$29/hr+	\$99
	Creature Animation Flix	1/1 - 5/31	Incrediflix (I)	PP	\$135

(E) Employee

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	CSI: Introduction To Forensic Anthropology	1/1 - 5/31	Renee Garcia (E)	50% Net	\$110
	Culinary Kids	1/1 - 5/31	Culinary Kids (I)	60% Net	\$200
	Cut And Dissect - Level A	1/1 - 5/31	Shaun Burke (E)	\$29/hr+	\$100
	Cut And Dissect - Level B	1/1 - 5/31	Shaun Burke (E)	\$29/hr+	\$110
	Dare To Draw Anything!	1/1 - 5/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	Debate Workshop	1/1 - 5/31	Ron Grishaber (E)	60% Net	\$130
	Developmental Reading For Kids	1/1 - 5/31	John Uhlman (E)	\$29/hr+	\$99
	Developmental Reading For Teens	1/1 - 5/31	John Uhlman (E)	\$29/hr+	\$99
	Drop-In Aftercare	1/1 - 5/31	College For Kids Staff (E)	Varies	\$10
	Engineering And Robotics With LEGO® Bricks	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Engineering Using LEGO® Bricks: Mining And C	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Engineering With LEGO® Bricks: Mining And Cr	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Engineering with LEGO®: Race Cars 201	1/1 - 5/31	Brain Builders (I)	60% Net	\$90
	Engineering With LEGO®: Super Structures	1/1 - 5/31	Brain Builders (I)	60% Net	\$90
	English Composition For Teens	1/1 - 5/31	Tony Garcia (E)	50% Net	\$125
	Exploring STEM Using Educational Robotics	1/1 - 5/31	Mathobotix (I)	70% Gross	\$580
	F.A.S.T.	1/1 - 5/31	F.A.S.T. (I)	60% Net	\$90
	Filmmaking Flix	1/1 - 5/31	Incrediflix (I)	PP	\$155
	First Grade Head Start	1/1 - 5/31	Chris Saalberg (E)	60% Net	\$115
	First Grade Prep Spanish	1/1 - 5/31	Norma Hernandez (E)	60% Net	\$125
	Fit Kids: Cheerleading	1/1 - 5/31	Fit Kids America (I)	60% Net	\$90
	Fit Kids: Flag Football	1/1 - 5/31	Fit Kids America (I)	60% Net	\$90
	Fit Kids: Lacrosse	1/1 - 5/31	Fit Kids America (I)	60% Net	\$90
	Fun With Cartooning	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Functional Agility Speed Training (F.A.S.T)	1/1 - 5/31	F.A.S.T. (I)	60% Net	\$90
	Future Millionaires And Junior Entrepreneurs	1/1 - 5/31	Joshua Ballard (I)	50% Net	\$115
	Geometry For Teens	1/1 - 5/31	Shelley Beckley (E)	\$29/hr+	\$99
	Girls On The Run Orange County	1/1 - 5/31	Girls On The Run (I)	60% Net	\$90
	Golf Skills Clinics Advanced	1/1 - 5/31	Emil Scodeller (E)	50% Net	\$79
	Golf Skills Clinics Beginners	1/1 - 5/31	Emil Scodeller (E)	50% Net	\$79
	Green Screen Animation Flix	1/1 - 5/31	Incrediflix (I)	PP	\$155
	Group Piano Lessons Beginners	1/1 - 5/31	Krema Lytskanova (E)	60% Net	\$90
	Hip Hop Dance Camp	1/1 - 5/31	Fit Kids America (I)	60% Net	\$90
	Homework Club	1/1 - 5/31	College For Kids Staff (E)	Varies	\$90
	Homework Help And Game Breaks	1/1 - 5/31	Robert McDonough (E)	60% Net	\$90
	I-ESTEAM 3.14	1/1 - 5/31	Mathobotix (I)	70% Gross	\$480
	Institute Of Reading Development	1/1 - 5/31	Inst. Of Reading Development (I)	PP	Varies
	Interactive Writing Workshop	1/1 - 5/31	Nancy D'Aleo-Russey (E)	\$29/hr+	\$99
	Jump Start First Grade	1/1 - 5/31	Avonnette Bruce (I)	60% Net	\$125
	Jump Start Kindergarten	1/1 - 5/31	Avonnette Bruce (I)	60% Net	\$125
	Jump Start Second Grade	1/1 - 5/31	Christy Grudynski (E)	60% Net	\$125
	Jump Start Third Grade	1/1 - 5/31	Christy Grudynski (E)	60% Net	\$125
	Junior Gauchos Fun Club	1/1 - 5/31	College For Kids Staff (E)	Varies	\$80
	Junior Jazzercise	1/1 - 5/31	Nora Grabar (E)	60% Net	\$90
	Karate	1/1 - 5/31	Robert McDonough (E)	60% Net	\$90
	Keyboarding With Ultrakey	1/1 - 5/31	Heather Carlsen (E)	60% Net	\$90
	Keyboarding With Ultrakey	1/1 - 5/31	Tanya Bonetti (E)	60% Net	\$90
	Keyboarding On Personal Computers	1/1 - 5/31	Joyce Quade (E)	50% Net	\$126
	Landscapes: Whimsical To Abstract Art	1/1 - 5/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	Learning To Dig	1/1 - 5/31	Renee Garcia (E)	50% Net	\$110
	Lego Flix	1/1 - 5/31	Incrediflix (I)	PP	\$155
	Let's Do Robotics	1/1 - 5/31	Computer Explorers (I)	PP	\$98

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Let's Spell It Right!	1/1 - 5/31	Christy Nelson (E)	50% Net	\$63
	Lil' Chef School	1/1 - 5/31	Lil' Chef School (I)	60% Net	\$90
	Living History	1/1 - 5/31	John Uhlman (E)	\$29/hr+	\$99
	Magic Of Musical Theater	1/1 - 5/31	Melissa Kopenhefer (E)	60% Net	\$90
	MainStage Kids	1/1 - 5/31	Jonelle Allen (E)	\$25/hr	\$395
	Mako Milers Running Club	1/1 - 5/31	Amy Abbott (E)	60% Net	\$90
	Mandarin Immersion After-School Program	1/1 - 5/31	A Little Dynasty (I)	60% Net	\$90
	Manners Made Fun	1/1 - 5/31	Laura Little (E)	50% Net	\$100
	Masters Of The Field	1/1 - 5/31	Academic Chess (I)	60% Net	\$90
	Math	1/1 - 5/31	Justine Lawson (E)	50% Net	\$89
	Math	1/1 - 5/31	Larry Perez (E)	50% Net	\$89
	Math	1/1 - 5/31	Young Choi (E)	\$29/hr+	\$99
	Math Tutoring By Experienced Math Teachers	1/1 - 5/31	wikiTHINK (I)	Varies	\$269
	Mathobotix STEM Robotics Summer Camp	1/1 - 5/31	Mathobotix (I)	70% Gross	\$259
	Memory Power And Study Skills	1/1 - 5/31	Christy Nelson (E)	50% Net	\$90
	Mindstorm Robotics	1/1 - 5/31	Bricks 4 Kidz (I)	60% Net	\$185
	Mini-Kindergarten	1/1 - 5/31	Lori Walker (E)	60% Net	\$325
	Mining And Crafting Camp	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	Modeling And Style	1/1 - 5/31	Tara Meyer (E)	\$29/hr+	\$120
	Mythical Creature Drawing Art Camp	1/1 - 5/31	OC Art Studios (I)	60% Net	\$133
	Natural A's	1/1 - 5/31	Curtis Adney (E)	50% Net	\$49
	Natural A's: Parent/Adult Registration	1/1 - 5/31	Curtis Adney (E)	50% Net	\$49
	Ninjago Games Galore	1/1 - 5/31	Future Builders With Bricks (I)	60% Net	\$90
	OC Art Studios: Animal Drawing 101	1/1 - 5/31	OC Art Studios (I)	60% Net	\$90
	Ocean Animals	1/1 - 5/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	One On One Summer Basketball Camp	1/1 - 5/31	One On One Basketball Staff (I)	60% Net	\$165
	Parent And Me: Adventure Through China	1/1 - 5/31	Pandar Academy (I)	50% Net	\$130
	Pen And Ink Art Magic	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Performing Arts Club	1/1 - 5/31	Confidence In The Spotlight (I)	60% Net	\$90
	Playtime In Spanish	1/1 - 5/31	April Sonenberg (E)	60% Net	\$90
	Pre-Algebra	1/1 - 5/31	Daryl Johannsen (E)	\$29/hr+	\$99
	Pre-Geometry	1/1 - 5/31	Daryl Johannsen (E)	\$29/hr+	\$90
	Private Swim Lessons	1/1 - 5/31	Pete Cosmakos, LLC (I)	60% Net	\$180
	Public Speaking Basics	1/1 - 5/31	Ron Grishaber (E)	60% Net	\$130
	Reading Fun With Jr Great Books and More	1/1 - 5/31	Lori Walker (E)	60% Net	\$110
	Rock N Roll Robotics - Legos®	1/1 - 5/31	Computer Explorers (I)	PP	\$98
	Science Classes	1/1 - 5/31	Mad Science (I)	60% Net	\$90
	Science Classes	1/1 - 5/31	Mad Science (I)	PP	\$165
	Semi-Private Swim Lessons	1/1 - 5/31	Pete Cosmakos, LLC (I)	60% Net	\$105
	So You Want To Be A Teacher?	1/1 - 5/31	Lori Walker (E)	60% Net	\$125
	Soccer Skills Clinics	1/1 - 5/31	BJ McNicol (E)	50% Net	\$126
	Spanish For Children: Levels 1 and 2	1/1 - 5/31	Conversa (I)	60% Net	\$90
	Spanish For Children: Levels 1 And 2	1/1 - 5/31	Conversa (I)	50% Net	\$120
	Spanish For Preschoolers	1/1 - 5/31	Conversa (I)	50% Net	\$90
	Storytelling: The Pathway To Public Speaking Su	1/1 - 5/31	Debra Weller (E)	30% Net	\$90
	Storytelling: The Pathway To Public Speaking Su	1/1 - 5/31	Laurie Burgess (E)	30% Net	\$90
	Study Strategies For Teens	1/1 - 5/31	Jason Turney (E)	\$29/hr+	\$56
	Successful Study Strategies For Kids	1/1 - 5/31	Jason Turney (E)	\$29/hr+	\$56
	Chess Day Camp	1/1 - 5/31	Academic Chess (I)	50% Net	\$139
	Chess Day Camp	1/1 - 5/31	Academic Chess (I)	60% Net	\$139
	Learning Olympics	1/1 - 5/31	Natalie Schild (E)	60% Net	\$155
	Super Chefs	1/1 - 5/31	Super Readers (I)	60% Net	\$130

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South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Spring 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Superhero Filmmaking Flix	1/1 - 5/31	Incrediflix (I)	PP	\$185
	Tee It Up With TGA	1/1 - 5/31	TGA Staff (I)	60% Net	\$90
	Tennis Skills Clinics	1/1 - 5/31	Nick Trani (E)	50% Net	\$149
	The Power Of Exploring Art	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$46
	The Wonderful World Of Writing	1/1 - 5/31	Cindy Billy (E)	30% Net	\$235
	The Wonderful World Of Writing	1/1 - 5/31	Danielle Ridill (E)	30% Net	\$235
	Theatre Fun With Improvisation	1/1 - 5/31	Tara Meyer (E)	\$29/hr+	\$120
	Toddler Time	1/1 - 5/31	Toddler Time (I)	60% Net	\$90
	Volleyball Skills Clinics	1/1 - 5/31	Carmen Stratton (E)	50% Net	\$126
	Water Polo Skills Clinics	1/1 - 5/31	Pete Cosmakos, LLC (I)	50% Net	\$126
	Young Artist's Workshop	1/1 - 5/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Young Illustrators	1/1 - 5/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	Young Rembrandts Cartooning	1/1 - 5/31	Young Rembrandts (I)	60% Net	\$90
	Young Rembrandts Draw Amazing Things	1/1 - 5/31	Young Rembrandts (I)	60% Net	\$90
	Youth Aquatics	1/1 - 5/31	Pete Cosmakos, LLC (I)	50% Net+	\$75

(E) Employee

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South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Late Fall 2013/Spring 2014

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	1/1-5/24/14	Dov Simens	50% gross	\$395
Aikido	1/1-5/24/14	Dale Eisenberg	50% gross	\$150
Aquatic Fitness	1/1-5/24/14	Barbara Stockler	70% gross	\$20
Art Courses	1/1-5/24/14	Annette Hernandez	70% gross	\$45
Art Courses	1/1-5/24/14	Donna Hanna-Chase	70% gross	\$30
Art Courses	1/1-5/24/14	Pam Schader	70% gross	\$26-\$38
Art Courses	1/1-5/24/14	Steve Wang	70% gross	\$60
Art Courses	1/1-5/24/14	Teresa Fernald	70% gross	\$30
Band Rehearsal/Performance	1/1-5/24/14	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	1/1-5/24/14	Cindy Ellis	70% gross	\$30
Band Rehearsal/Performance	1/1-5/24/14	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	1/1-5/24/14	Peter Fournier	70% gross	\$30
Business Management	1/1-5/24/14	Gene Konstant	50% gross	\$29-\$159
Choral Music	1/1-5/24/14	Cecilia Kim	70% gross	\$20
Computer Classes	1/1-5/24/14	Geoff Luis	70% gross	\$30-\$99
Computer Classes	1/1-5/24/14	Louise Records	70% gross	\$30-\$99
Computer Classes	1/1-5/24/14	Vazi Okhandiar	60% gross	\$45-\$299
Country Line Dancing	1/1-5/24/14	Ida Stuart	70% gross	\$20
Creative Writing	1/1-5/24/14	Jeffrey Briar	70% gross	\$45
Dayan Qigong	1/1-5/24/14	Joanna Schoon	70% gross	\$30
Dayan Qigong	1/1-5/24/14	Judith Shields	70% gross	\$30
E-Bay Courses	1/1-5/24/14	Carolyn Jacinto	50% gross	\$95-\$225
Film Genres	1/1-5/24/14	Kathryn Kramer	70% gross	\$20-\$30
Film/Entertainment Courses	1/1-5/24/14	Gina Fricchione	50% gross	\$299
Financial Courses	1/1-5/24/13	Bobbie Christensen	50% gross	\$49
Fitness Courses	1/1-5/24/14	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	1/1-5/24/14	Beejay Janiga	70% gross	\$25-\$40
Fitness Courses	1/1-5/24/14	Carrie Henderson	70% gross	\$30-\$85
Fitness Courses	1/1-5/24/14	Eugenia Lane	70% gross	\$20-\$30
Fitness Courses	1/1-5/24/14	Fleur Fong	70% gross	\$38
Fitness Courses	1/1-5/24/14	Lisa Messenger	70% gross	\$15-\$20
Fitness Courses	1/1-5/24/14	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	1/1-5/24/14	Renee Fiore-Burton	70% gross	\$20-\$29
Fitness Courses	1/1-5/24/14	Sandra Casado	70% gross	\$30
Fitness Courses	1/1-5/24/14	Fran Fisher	50% gross	\$29-\$109
Health Courses	1/1-5/24/14	Madhava Das	50% gross	\$39

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
Internet/Web Certificate Courses	1/1-5/24/14	Rich Talmo	IVC receives \$100-500*pp	\$599-\$4,500
Internet/Web Courses	1/1-5/24/14	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Life College	1/1-5/24/14	Joyce Arntson	IVC receives 50% of gross	\$2,666
Medical Courses	1/1-5/24/14	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,795
Medical Courses	1/1-5/24/14	Dennis Porch	50% gross	\$45-\$55
Medical Courses	1/1-5/24/14	Carol Lippert	70% gross	\$30
Music Courses	1/1-5/24/14	Louise Jacobs	70% gross	\$20-\$30
Nutrition Course	1/1-5/24/14	Madhava Das	50% gross	\$39
Personal Enrichment Courses	1/1-5/24/14	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Training Courses	1/1-5/24/14	Kim Ganoach	IVC receives \$100 *pp	\$499
POST Training	1/1-5/24/14	Colin McCaughey	Presenter receives \$2,500 per class	\$199
Quilting	1/1-5/24/14	Carolyn Caverly	70% gross	\$48
Real Estate Courses	1/1-5/24/14	Andthony Bahde	50% gross	\$50
Retirement Planning Courses	1/1-5/24/14	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Retirement Planning Courses	1/1-5/24/14	Rod Kamps	50% gross	\$59
Retirement Planning Courses	1/1-5/24/14	Thomas Vance	50% gross	\$59
Safety Courses	1/1-5/24/14	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/1-5/24/14	Mark Sevi	50% gross	\$75-\$150
Social Badminton	1/1-5/24/14	Helen Tung	50% gross	\$45-\$60
Special Event Planning	1/1-5/24/14	Gail Sunshine	50% gross	\$39
Special Event Planning	1/1-5/24/14	Simon Sanford	50% gross	\$95
Special Event Planning	1/1-5/24/14	Arlene Sheff	50% gross	\$125
Tai Chi	1/1-5/24/14	Joanna Schoon	65% gross	\$60-\$90
Tai Chi	1/1-5/24/14	Sebastian Caramagno	70% gross	\$25
Tap Dance	1/1-5/24/14	Dorothy Bregozzo	70% gross	\$45
Tap Dance	1/1-5/24/14	Marge Forehan	70% gross	\$45
Tennis	1/1-5/24/14	Brian Lee	IVC receives \$1,500 per class	\$40-\$100
Tennis	1/1-5/24/14	Vincent Allegre	IVC receives 20% of groww	\$20-\$300
Travel Courses	1/1-5/24/14	William Anthony	50% gross	\$39
Travel Courses	1/1-5/24/14	Natalie White	IVC receives \$20-\$200 per participant	\$49-\$999
Workforce Development-Skills/Success	1/1-5/24/14	Anthony Bahde	50% gross	\$50
Workforce Development-Agile/Scrum	1/1-5/24/14	Jon Jorgensen	50% gross	\$95
Yoga	1/1-5/24/14	Jeffrey Briar	70% gross	\$20
Yoga	1/1-5/24/14	Kathyrn Burns	70% gross	\$25
Yoga	1/1-5/24/14	Mikki Michele	70% gross	\$36-\$60
Yoga	1/1-5/24/14	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.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
10/31/13 12:00pm HS 145	April Cabbage-Vega Women's & Gender Studies Advisory Committee Speakers' Series	Marissa Presley	Domestic Violence is Scary! Domestic Violence Awareness	\$400.00 ASG/WGSAC Funds
2/28/14 10:30am SM 313	Sara Sheybani Science Lecture Series 2013-2014, MSE Division	Dr. Milton Love, Ph.D.	Fishes of the Pacific Coast	\$1,500.00 ASG Funds
3/14/14 10:30am SM 313	Sara Sheybani Science Lecture Series 2013-2014, MSE Division	Dr. David Waltner- Toews, Ph.D.	The Origin of Feces	\$2,500.00 ASG Funds
4/4/14 10:30am SM 313	Sara Sheybani Science Lecture Series 2013-2014, MSE Division	Richard Milner	Darwin: Live & In Concert	\$3,000.00 ASG Funds

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Jan. 14, 2014 9:00-11:00am PAC auditorium	President Roquemore In service presentation	Barbara J. Ginsberg, AALRR	Civility and Rebuilding Trust	\$1,600.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 13-40 to Amend FY 2013-2014 Adopted Budget

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 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 FY 2013-2014 Adopted Budget.

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

General Fund

11/12 CTE Community Collaborative at Irvine Valley College	\$4,333
12/13 CTE Community Collaborative at Irvine Valley College	\$13,645
Board Financial Assistance Program at Irvine Valley College	(\$14,553)
Cooperative Agencies Resources for Education (CARE) at Saddleback College	\$460
Extended Opportunity Programs & Services (EOPS) at Saddleback College	\$112,051
Orange County Health Care Career Transitions (TAACCCT) at Saddleback College	\$2,749,999
11/12 Basic Skills at Irvine Valley College	(\$2,956)
13/14 Basic Skills at Irvine Valley College	\$5,394
Instructional Equipment at Saddleback College	\$183,981
Instructional Equipment at Irvine Valley College	\$96,820
11/12 CTE Work-based Learning Linkages at Irvine Valley College	\$12,930
12/13 CTE Work-based Learning Linkages at Irvine Valley College	(\$300)
Total Increase to the General Fund	<u>\$3,161,804</u>

Capital Outlay Fund

Scheduled Maintenance at Saddleback College	\$183,984
Scheduled Maintenance at Irvine Valley College	\$96,822
Total Increase to the Capital Outlay Fund	<u>\$280,806</u>

Total Budget Amendment**\$3,442,610****RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-40 to amend the FY 2013-2014 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 13-40

November 25, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$3,442,610 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 58308;

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 58308, such excess funds are to be appropriated according to the following schedule:

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$2,749,999
8600	State Revenue	\$411,805
		<u>\$3,161,804</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$349,018
2000	Classified Salaries	\$810,208
3000	Fringe Benefits	\$397,780
4000	Books and Supplies	\$43,370
5000	Other Operating Expenses and Services	\$1,188,837
6000	Capital Outlay	\$338,301
7000	Other Outgo	\$34,290
		<u>\$3,161,804</u>

Capital Outlay Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$280,806
		<u>\$280,806</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
6000	Capital Outlay	\$280,806
		<u>\$280,806</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 13-40
November 25, 2013

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$3,442,610 was duly and regularly adopted by the said Board at a regular meeting thereof held on November 25, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 26th day of November 2013.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Building Envelope Consultant Services Pool

ACTION: Approval

BACKGROUND

The District employs Building Envelope Consulting (BEC) firms at various times for capital improvement projects, to ensure the building envelope (exterior, exterior walls, glass walls, and roofing systems) are designed and installed to meet district program requirements. The District selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

STATUS

On September 6 and 13, 2013, SOCCCD ran a newspaper advertisement for consideration of a BEC Services Pool, and proposals for the A400 and TAS renovation projects. Additional marketing efforts included placing a copy of the "Requests for Qualifications and Proposals" (RFP&Q) on the District's website.

On October 04, 2013, three proposals (EXHIBIT A) were received and members of the District and both College Facilities departments joined as a selection committee to evaluate the submittals for the pool and the proposals. All three firms are recommended for the pool as follows:

- Allana Buick & Bers, Inc., El Segundo, Ca., Eugene Buick
- Curtainwall Design Consulting, Inc., Torrance, Ca., Raul Espinosa
- Vanir Construction Management, Inc., Irvine, Ca., John Kuprenas

When the District contemplates future BEC services, the competitive process will continue with a "Requests for Proposal" requested for specific project scope.

There is no obligation to draw services from the pool and no prohibition to selecting services outside the pool for a specific project if it is considered in the best interest of the District.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the three firms listed above (EXHIBIT A) for a pool from which to draw Building Envelope Consulting services for no greater than a five year period.

**RFQ for Building Envelope Consultant Services Pool
RFP for BEC services for A400 and TAS Building Renovation**

BID NO. 307D

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
Allana Buick & Bers, Inc.	El Segundo, Ca.	Eugene Buick
Curtainwall Design Consulting, Inc.	Torrance, CA	Raul Espinosa
Vanir Construction Management, Inc.	Irvine, CA	John Kuprenas

Three firms recommended for the Pool

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Geotechnical, Testing and Inspection Services Pool

ACTION: Approval

BACKGROUND

The District employs Geotechnical, Testing and Inspection firms at various times for capital improvement projects to ensure the building footings, structural, and roadway systems are designed and installed to meet requirements. The District selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

STATUS

On September 26 and October 13, 2013, SOCCCD ran a newspaper advertisement for consideration of a Geotechnical, Testing and Inspection Services Pool. Additional marketing efforts included placing a copy of the "Requests for Qualifications and Proposals" (RFP&Q) on the District's website.

On October 25, 2013, 16 proposals (EXHIBIT A) were received and members of the District and both College Facilities departments joined as a selection committee to evaluate the submittals for the pool and the proposals. Eight firms are recommended for the pool as follows:

- AMEC Environment & Infrastructure, Inc., Los Angeles, Ca., Ian Maclean
- C.E.M. Lab Corp., Irvine, Ca., Teri A. Knoll
- Koury Engineering & Testing, Inc., Chino, Ca., Tommy Wright
- MTGL Inc., Anaheim, Ca., Steven Koch
- Ninyo & Moore Geotechnical & Environmental Sciences Consultants, Irvine, Ca., Kurt S. Yoshi
- Smith–Emery Laboratories, Inc., Anaheim, Ca., Daniel M. Slater
- Twining Consulting, Inc., Irvine, Ca., Benito Caban
- United Inspection & Testing, Carlsbad, Ca., Jenny J. Snodgrass

When the District contemplates future Geotechnical, Testing & Inspection services, the competitive process will continue with a "Requests for Proposal" requested for specific project scope.

There is no obligation to draw services from the pool and no prohibition to selecting services outside the pool for a specific project if it is considered in the best interest of the District.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the eight firms listed above (EXHIBIT A) for a pool from which to draw Geotechnical, Testing & Inspection services for no greater than a five year period.

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

RFQ&P for Geotechnical, Testing & Inspection Services Pool
BID NO. 309D

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
Aesco, Inc.	Huntington Beach, Ca.	Debra Perez
*AMEC Environment & Infrastructure, Inc.	Los Angeles, Ca.	Ian Maclean
American Geotechnical, Inc.	Yorba Linda, Ca.	Cathrene Dian Glick
*C.E.M. Lab Corp.	Irvine, Ca.	Teri A. Knoll
Converse Consultants	Costa Mesa, Ca.	William H. Chu
Geo-Advantec, Inc.	San Dimas, Ca.	Shawn Ariannia
Geospectra Inc.	Tustin, Ca.	Mohammad Joolazadeh
Group Delta Consultants, Inc.	Irvine, Ca.	Shah Ghanbari
Hushmand Associates, Inc.	Irvine, Ca.	Vincent I. Ip
*Koury Engineering & Testing, Inc.	Chino, Ca.	Tommy Wright
Langan Engineering & Environmental Services, Inc.	Irvine, Ca.	Dan Eberhart
*MTGL Inc.	Anaheim, Ca.	Steven Koch
*Ninyo & Moore Geotechnical & Environmental Sciences Consultants	Irvine, Ca.	Kurt S. Yoshi
*Smith–Emery Laboratories, Inc.	Anaheim, Ca.	Daniel M. Slater
*Twining Consulting, Inc.	Irvine, Ca.	Benito Caban
*United Inspection & Testing	Carlsbad, Ca.	Jenny J. Snodgrass

*Top eight firms recommended for the Pool

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with I3 Solutions for Business Analysis and Project Management Services

ACTION: Approval

BACKGROUND

To support IT projects from January 1, 2014 through June 30, 2014, the District is in need of expertise in the area of project management. I3 Solutions provides these services and is familiar with SOCCCD's infrastructure projects and development efforts.

STATUS

District IT is proposing that I3 Solutions assist in the analysis and project management of the Network Refresh, district-wide backup assessment, and district-wide virtual desktop assessment. Additional work will be performed assisting with SIS and performing project management for infrastructure related projects. The professional fees for these services will be based on time spent at a rate of \$50 per hour not to exceed \$54,000.

Funding for these services will be provided by FY 2013-2014 District IT Basic Aid funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement with I3 Solutions for the period January 1, 2014 through June 30, 2014, Exhibit A, for an amount not to exceed \$54,000.

Item Submitted by: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services and Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 25th day of November, 2013 between:

**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): **I3 Solutions**
(Street Address): **2777 Alton Pkwy Unit 243**
(City, State, Zip Code): **Irvine, California 92606**
(Telephone #): **949-400-9065**

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 January 01, 2014, through June 30, 2014 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.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services: **Perform analysis and project management of the Network Refresh, district-wide backup assessment, and district-wide virtual desktop assessment projects. Additional work will be performed assisting with SIS and performing project management for infrastructure projects. Participate in design teams for upcoming projects.**
3. The DISTRICT shall pay the CONSULTANT **\$50.00** an hour, not to exceed **\$54,000**, including expenses and for services specified above. The total contract amount is **\$54,000**. Upon submission of invoices for services provided and acceptable to the DISTRICT and approved by **IT Directors Jim Gaston, Jeff Dorsz or Jim Phaneuf**, payment will be made.
4. The DISTRICT shall defend, indemnify and hold CONSULTANT, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its officers, agents, or employees. Liability shall not exceed \$1,000,000.00.

The CONSULTANT shall defend, indemnify and hold DISTRICT, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CONSULTANT, its officers, agents, or employees. Liability shall not exceed \$1,000,000.00.

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: Iden Sadeghieh By: Dr. Debra Fitzsimons

Title: Consultant Title: Vice Chancellor of Business Services

Date: _____ Date: _____

Contact Person: **Iden Sadeghieh 949-400-9065** District Contact Person: **Jeff Dorsz 949-582-4308**

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Agreement for Professional Services for ATEP Planning Services, Entitlement Support and CEQA Compliance - EPD Solutions, Inc.

ACTION: Approval

BACKGROUND

With the completion of the land exchange between the City of Tustin and SOCCCD in August 2013, and the development agreement and restated conveyance agreement along with the infrastructure and cost sharing agreements in May 2013, the District is now ready to begin a new phase of planning for the Advanced Technology and Education Park (ATEP).

STATUS

The District is in need of consulting services for permitting and entitlement issues, review of plans and preliminary plans for potential ATEP partners, master planning, and the associated CEQA work that goes with these projects. The firm, Environment | Planning | Development Solutions, Inc., has been identified as highly qualified to provide the services for the full project as described in the consultant agreement (EXHIBIT A). The agreement will be effective November 26, 2013 through November 26, 2018, with professional fees for these services not to exceed the fee of Four Hundred Ten Thousand Dollars (\$410,000) with a reimbursable allowance not to exceed Forty-one Thousand Dollars (\$41,000) for a total contract amount of \$451,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with Environment | Planning | Development Solutions, Inc. for the ATEP project in an amount not to exceed \$451,000, effective November 26, 2013 through November 26, 2018.

Item Submitted by: *Dr. Debra L. Fitzsimons, Vice Chancellor of Business Services*
Dr. Randy W. Peebles, Associate Vice Chancellor

CONSULTANT AGREEMENT – PLANNING SERVICES, ATEP

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as “DISTRICT,” and Environment | Planning | Development Solutions, Inc. (dba. EPD Solutions), Inc., 450 Newport Center Drive, Suite 300, Newport Beach CA 92660, (949) 751-8993, hereinafter referred to as “CONSULTANT.”

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

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

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

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - SERVICES TO BE PROVIDED BY CONSULTANT:

1. The CONSULTANT's services shall consist of those services performed by the CONSULTANT, CONSULTANT's employees and CONSULTANT's sub consultants as enumerated in Articles II and III of this AGREEMENT.
2. The CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The CONSULTANT shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The CONSULTANT further represents and warrants to the DISTRICT that it has all licenses, permits, qualifications, and approvals of whatever nature are legally required to practice its profession. The CONSULTANT further represents that it shall keep all such licenses and approvals in effect during the term of this Agreement.
3. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Mr. Jeremy Krout as the primary contact and project manager for the DISTRICT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT's firm that will be associated with the Project.
4. If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT then upon written notice the CONSULTANT will have ten (10) working days to remove that person from the Project and replace that person with one acceptable to the DISTRICT.
5. In the performance of CONSULTANT's services under this agreement, CONSULTANT agrees that he will maintain such coordination with DISTRICT personnel and/or its designated representatives as may be requested and desirable. CONSULTANT recognizes that the DISTRICT will designate Project Manager

for this project. Only the Project Manager is authorized to give CONSULTANT work authorizations, issue written approvals and Notices to Proceed. If any work is done by CONSULTANT without prior written authorization by the Project Manager, the DISTRICT will not be obligated to pay for such work. The DISTRICT reserves the right to designate a different Project Manager during the course of the project if necessary.

ARTICLE II – SCOPE OF CONSULTANT’S SERVICES

The following are brief descriptions of the types of services covered by this proposal:

1. Permitting/Entitlement. CONSULTANT will assist the DISTRICT with permitting and entitlement issues as projects are considered and implemented at ATEP. CONSULTANT will assist in additional permitting steps that are needed beyond the typical DSA requirements because the City of Tustin is the lead agency in charge of approving certain developments pursuant to the approved Development Agreement. CONSULTANT will assist the DISTRICT when other agencies and jurisdictions must be consulted and when they may need to approve certain elements of the projects. Typical efforts involved include preparation of correspondence explaining the DISTRICT’s position with supporting documentation, preparation specific technical reports to address certain environmental or design issues and meetings with these other agencies. CONSULTANT may employ subcontractors under this contract to prepare certain technical analyses; however, DISTRICT approval will be sought prior to embarking on such work efforts.
2. Planning/Design. CONSULTANT will review plans and prepare preliminary plans for the ATEP site as partners are considered. CONSULTANT will assist the DISTRICT in the Master Planning efforts. CONSULTANT will assist the DISTRICT with interpreting and incorporating design measures that are applicable to the site.
3. CEQA Compliance. This AGREEMENT covers the typical administrative CEQA work at ATEP. Typical efforts include assisting the DISTRICT with administrative CEQA determinations if certain projects are covered by previously adopted CEQA documents.
4. Meetings, Conference Calls, and Other Communications. Coordination in the form of meetings and calls will occur with DISTRICT staff and sub-consultants.

ARTICLE III -ADDITIONAL CONSULTANT'S SERVICES

1. The CONSULTANT shall be given additional compensation for the services described in Article III.
2. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates (EXHIBIT A). Such services shall include:
 - a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules, or regulations subsequent to the

preparation of such documents.

- b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule.
- c. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- d. Providing services of consultants for other than those listed in Article II of this agreement.
- e. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted geotechnical practice.

ARTICLE IV - RESPONSIBILITY OF THE DISTRICT

The DISTRICT shall provide the CONSULTANT with documented project information in its possession which is reasonably necessary for the performance of the work described herein. The DISTRICT shall designate a representative as the CONSULTANT's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the CONSULTANT and shall render decisions and additional information in a prompt and effective manner as required to support the project. The DISTRICT shall provide prompt PAYMENT for all approved invoices, as provided for in this Agreement.

ARTICLE V - TERM

The term of this contract begins November 26, 2013 and will continue until November 26, 2018.

If there is greater than a six month lapse in work, DISTRICT and CONSULTANT will amend agreement to move forward as stated or modify monitoring agreement.

ARTICLE VI - COMPENSATION

1. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed fee of Four Hundred Ten Thousand, and No/100 Dollars (\$410,000.00) Reimbursable allowance equals Forty One Thousand and No/100 Dollars (\$41,000.00) for a total contract amount of \$451,000.00.

- a. Services shall be billed monthly as the work progresses on a percentage of completion basis to be mutually agreed upon at the end of each month. Invoices shall be considered delinquent 60 days after receipt.
- b. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the legal rate prevailing at the time for Orange County, California.
- c. To the extent that the time initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates

listed in (EXHIBIT A).

- d. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.
- e. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Consultant and Consultant's employees and consultants in the interest of the Project.
- f. Reimbursable expenses shall be transportation expenses in connection with the Project; expenses in connection with authorized out-of-town travel; long distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. CONSULTANT's normal travel expenses and meals are excluded.
- g. Expense of reproductions, except those needed for the use of the CONSULTANT and his or her consultants or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.
- h. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1%) times the expenses incurred by the Consultant, the Consultant's employees and consultants in the interest of the Project.
- i. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the CONSULTANT for such services.

ARTICLE VII - INDEPENDENT CONTRACTOR

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

ARTICLE VIII - MATERIALS

CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

ARTICLE IX - ORIGINALITY OF SERVICES

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

ARTICLE X - COPYRIGHT/TRADEMARK/PATENT

CONSULTANT understands and agrees that all materials produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said materials, including the right to secure and maintain the copyright, trademark and/or patent of said material in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. All such material will be provided to the DISTRICT upon termination of this Agreement.

ARTICLE XI - TERMINATION

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

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

ARTICLE XII - HOLD HARMLESS

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and

its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

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

2. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

ARTICLE XIII – INDEMNITY AND INSURANCE

1. Hold Harmless: To the fullest extent permitted by law, CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to CONSULTANT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of CONSULTANT's sub consultants, employees either directly or by independent contract, or agents in the performance of their obligations as stated in this AGREEMENT whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and

c. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CONSULTANT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. CONSULTANT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability per occurrence, including:
 - i. owned, non-owned and hired vehicles;
 - ii. blanket contractual;
 - iii. broad form property damage;
 - iv. products/completed operations; and
 - v. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of \$1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- e. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."
- f. CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.
- g. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

ARTICLE XIV - ASSIGNMENT

The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.

ARTICLE XV - COMPLIANCE WITH APPLICABLE LAWS

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

ARTICLE XVI - PERMITS/LICENSES

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

ARTICLE XVII - EMPLOYMENT WITH PUBLIC AGENCY

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

ARTICLE XVIII - ENTIRE AGREEMENT/AMENDMENT

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

ARTICLE XIX - AFFIRMATIVE ACTION EMPLOYMENT

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

ARTICLE XX - NON WAIVER

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

ARTICLE XXI - NOTICE

All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or

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

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

CONSULTANT:

EPD Solutions, Inc.
450 Newport Center Drive, Suite 300
Newport Beach CA 92660
Attn: Jeremy Krout
President

ARTICLE XXII - SEVERABILITY

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

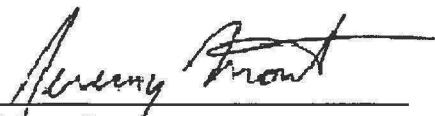
ARTICLE XXIII - GOVERNING LAW

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

South Orange County Community College District

**Environment | Planning | Development
Solutions, Inc.**

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

By:  _____
Jeremy Krout
President

Date: _____

Date: 10/30/13

Taxpayer Identification Number: 46-3581692

Exhibit A

Salary Schedule/Hourly Rate

Principal	\$155 per hour
Senior Associates	\$135 per hour
Associates	\$115 per hour
Professional Support	\$85 per hour
Administrative staff	\$55 per hour

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Agreement for Investigative Services: Richard D. Roth, Esq.
ACTION: Approval

BACKGROUND

Since December 2008, the services of Richard D. Roth, Esq. of the firm Roth Carney Knudsen LLP, and beginning in July 2011 of the firm Roth Carney APC, have been contracted to investigate unlawful discrimination complaints formally presented to the District. Through these agreements, Mr. Roth conducts investigations in accordance with the requirements of the State Chancellor's Office.

STATUS

The current agreement with Roth Carney APC ends on December 31, 2013. The new business name is Richard D. Roth, Esq., and a new agreement is for the period of January 1, 2014 through December 31, 2018. The billing rate is \$295 per hour on a time and material basis.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the independent contractor agreement (Exhibit A) with Richard D. Roth, Esq., for the period of January 1, 2014 through December 31, 2018.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*
Dr. David P. Bugay, Vice Chancellor, Human Resources & Employer/Employee Relations

INDEPENDENT CONTRACTOR AGREEMENT

EXHIBIT A

Page 1 of 1

This Agreement is made and entered into this 1st day of January 2014 between:
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692-3635
Telephone (949) 582-4664

hereinafter called DISTRICT, and
Richard D. Roth, Esq.
P.O. Box 708
Riverside, CA 92502
(951) 850-3233

hereinafter called CONTRACTOR.

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

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

The parties agree as follows:

1. This Agreement is for the period of January 1, 2014 through December 31, 2018 and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONTRACTOR 30 days prior written notice.

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

Consultant to act as investigator for discrimination complaints

2. The DISTRICT shall pay the CONTRACTOR \$295.00 per hour on a time and material basis. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by Teddi Lorch or Ettie Graham, payment will be made.
3. The DISTRICT shall not be liable to the CONTRACTOR for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
4. While performing service hereunder, the CONTRACTOR is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
5. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

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

Contractor

South Orange County Community College District

Signature: _____

Signature: _____

By: Richard D. Roth, Esq.

By: Dr. Debra L. Fitzsimons

Title: Consultant

Title: Vice Chancellor, Business Services

Date: _____

Date: _____

Contact Person: Elizabeth Balistreri 951-888-0638

College Contact Person: Teddi Lorch 949-582-4348

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-01967 through P14-02351 amounting to \$1,769,777.01 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 9, 2013 through November 5, 2013 totaling \$3,346,433.89 are also submitted.

RECOMMENDATION

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

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01967	SEHI PROCOMP COMPUTER PRODUCTS		Toner for FA Ticket Office	153.25
P14-01968	SEHI PROCOMP COMPUTER PRODUCTS		Supplies for Photo - toner	228.07
P14-01969	SEHI PROCOMP COMPUTER PRODUCTS		Office equipment purchase	1,655.64
P14-01970	KNORR SYSTEMS, INC.		Annual pool equipment	860.12
P14-01971	KNORR SYSTEMS, INC.		Annual pool supplies	806.35
P14-01972	ELENCO ELECTRONICS, INC.		Digital/analog trainers	302.29
P14-01973	ECONOMIC ALTERNATIVES, INC.		Water treatment supplies	348.85
P14-01974	HARRIS COMMUNICATIONS		DVD for Sign Language SC HS	23.15
P14-01975	ETR ASSOCIATES		Printing of brochures for IVC Health Center	475.20
P14-01976	HARRIS COMMUNICATIONS		Textbook for ASL SC	46.83
P14-01977	ORIENTAL TRADING COMPANY, INC.		Physics supplies - demonstration materials	44.55
P14-01978	B & H PHOTO		Tripod SC Larfat	126.32
P14-01979	UNITED INTERIORS		Installation/fabrication cost for Proposal 7800	632.20
P14-01980	KIMBALL INTERNATIONAL C/O UNIT ED INTERIORS		Furniture transfer center	559.41
P14-01981	COLLEGE ART ASSOCIATION GENERAL POST OFFICE		Renewal of Institutional Membership	600.00
P14-01982	USI		Self piercing grommets IVC Lib.	240.76
P14-01983	KIMBALL OFFICE C/O UNITED INTERIORS		Furniture for VETS Center	24,984.03
P14-01984	DICK BLICK COMPANY		Emeritus fee based supplies paper/art board	140.79
P14-01985	OFFICE MAX A BOISE COMPANY	SC WAREHOUSE	Replenish District stores time cards	162.00
P14-01986	S & B FOODS	IVC Warehouse	FA2013 Career Fair: Food for employer participants	1,500.00
P14-01987	EMBLEM ENTERPRISES		Patches for uniforms	1,088.29
P14-01988	HOME DEPOT MISSION VIEJO STORE #614		Door wedges per Jenny Langrell	41.18
P14-01989	ABRASIVE WAREHOUSE & EQUIPMENT		Repair part for bead blaster	138.29
P14-01990	NEWPORT COMPUTER SOLUTIONS, INC		Vmware software	9,309.60
P14-01991	JULIUS A. IBANEZ		Independent Consultant payment	3,000.00
P14-01992	XEROX CORPORATION		Life Science Bldg - B400 (REF: WSCA 1715)	18,373.36
P14-01993	SAN JUAN COMPANY		2012-2013 transmitter site lease	14,641.00
P14-01994	DEWEY'S APPLIANCES		Refrigerator replacement	409.32
P14-01995	SEGURA ASSOCIATES, INC.		Consultant service for custodial dept.	9,110.00
P14-01996	LIDS TEAM SPORTS		Repl shirt/damage @ embroid/Coaching staff	39.38
P14-01997	NEWARK ELECTRONICS		HVAC supply	79.90
P14-01998	CDW-G COMPUTER CENTERS		Copier/printer	4,275.72
P14-01999	CDW-G COMPUTER CENTERS		Twinax cables	294.84
P14-02000	SIECHERT & WOOD, INC. dba LITT LEMACHINESHOP.COM		Digital calipers for Astronomy	659.99
P14-02001	MEDCO SUPPLY COMPANY		Women's volleyball knee braces	524.58

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

ESCAPE ONLINE

Page 1 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02002	ULINE, INC.		Supplies for ivc knes/athletics	793.23
P14-02003	BSN SPORTS		Supplies for ivc knes department	1,837.92
P14-02004	TROXELL COMMUNICATIONS, INC.		Projector for Division	825.12
P14-02005	KATANA FORENSICS INC.		Mobile Forensics software	599.00
P14-02006	BSN SPORTS		Knes supplies	1,837.92
P14-02007	TOMARK SPORTS EQUIPMENT		Baseball field paint	656.16
P14-02008	WELLS FARGO #3317		Amazon.com	150.12
P14-02009	BRADLEY'S PLASTIC BAG CO.		Dry cleaning plastic for SC art classes	391.03
P14-02010	COMPUTERLAND OF SILICON VALLE Y		Software license for acrobat pro v11	828.00
P14-02011	SWEETWATER		Music equip.- amp. and audio interface	546.82
P14-02012	HUMANSCALE C/O UNITED INTERIOR S		Chair for instructor	444.96
P14-02013	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		3 iPad 3's for Classified Senate	648.84
P14-02014	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Power conditioner for portable production system	673.92
P14-02015	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Carrying case for audio recorders	110.75
P14-02016	COVERCRAFT INDUSTRIES, INC.		Shop vehicle covers	367.39
P14-02017	AIR TREATMENT CORPORATION CORP ORATE OFFICE & WAREHOUSE		HVAC part for SM building	3,976.56
P14-02018	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT		Instructional equipment	400.44
P14-02019	WEST-LITE SUPPLY CO.		Supplies for Photo - halogens	61.99
P14-02020	LAGUNA BEACH UNIF. SCHOOL DIST		LBUSD allocation	2,200.00
P14-02021	TUSTIN UNIFIED SCHOOL DISTRICT		Tustin allocation	3,100.00
P14-02022	McLOGAN SUPPLY CO., INC.		Vinyl/vinyl rolls/vinyl ink	1,278.59
P14-02023	FITNESS WHOLESAL, INC.		Fitness class supplies	144.80
P14-02024	ADVANCED EXERCISE EQUIPMENT CO RPORATE OFFICE		Strength equipment	9,666.60
P14-02025	DJ ORTHOPEDICS, LLC		Knee braces	3,754.29
P14-02026	DALLAS MIDWEST		Bulletin boards for announcements	148.70
P14-02027	NOHEMY ORNELAS		Nohemy Omales contract	11,000.00
P14-02028	JIST WORKS, INC.		Survey / Inventories 2013 SC Career Center	148.44
P14-02029	CAROLINA BIOLOGICAL SUPPLY		Code book for Multi test system	295.52
P14-02030	AARDVARK CLAY AND SUPPLIES		SC ceramics classes - brush / scraper / tools	937.95
P14-02031	JOHN TIMBERLAKE		Clinical therapy Argosy	1,666.67
P14-02032	CDW-G COMPUTER CENTERS		Headphones for training IVC Tech Ser.	43.20
P14-02033	QUEST DIAGNOSTICS		Laboratory invoices	6,000.00
P14-02034	WELLS FARGO #3317 (DISTRICT)		iMac glass panel replacement SC ITC	80.08
P14-02035	MARCIVE, INC.		Library database service per Lydia Welhan	48.51
P14-02036	ABC SCHOOL EQUIPMENT, INC.		Markerboard	342.08

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

ESCAPE ONLINE

Page 2 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02037	CCPRO C/O CRAIG PETINAK, TREAS URER		2013-2014 CCPRO membership	175.00
P14-02038	CIWEA ATTN: SALLY CARDENAS		Institutional membership CIWEA	200.00
P14-02039	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO for instructional supplies	300.00
P14-02040	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO for instructional supplies	100.00
P14-02041	HOME DEPOT MISSION VIEJO STORE #614		For purchase of instructional supplies	200.00
P14-02042	RALPHS GROCERY CO. CONTROLLER' S OFFICE		For instructional supplies for Geology Dept.	200.00
P14-02043	CACCRAO SECRETARY ALLISON CURT IS		2013-2014 CACCRAO institutional membership dues	200.00
P14-02044	MAQUINSAL SEWING MACHINE CO.		Approved equipment purchase for Fashion	14,958.00
P14-02045	CAPISTRANO UNIFIED SCHOOL DIS TRICT		CUSD allocation	6,300.00
P14-02046	COASTLINE ROP		Coastline ROP allocation	5,900.00
P14-02047	SADDLEBACK VALLEY UNIFIED SCH OOL DISTRICT		SVUSD allocation	6,300.00
P14-02049	RICHARD CABRERA		Background investigations for IVCPD	302.90
P14-02050	CCPRO % KEVIN CHARD		CCPro membership renewal	175.00
P14-02051	MAIN GRAPHICS		IVC President's letter to HS parents	2,814.21
P14-02052	CYLANCE, INC		Security audit - district internal firewalls	11,000.00
P14-02053	U.S. DATA TRUST CORPORATION		Offsite data backup service - one month	6,207.06
P14-02054	UNLIMITED ENVIRONMENTAL, INC.		Removal of insulation ins SSC-226	1,520.00
P14-02055	HOME DEPOT MISSION VIEJO STORE #614		Automotive supplies	600.00
P14-02056	WELLS FARGO #3317 (DISTRICT)		Service cart for TLS office	112.82
P14-02057	B & H PHOTO		Instructional equipment	507.60
P14-02058	B & H PHOTO	Bldg W/Com Arts	Audio mixer for portable production system	307.80
P14-02059	DAVE SMITH ENTERPRISE dba HOSP ITAL ASSOCIATES		Heaters for life drawing classes	140.87
P14-02060	SEHI PROCOMP COMPUTER PRODUCTS		Toner for VPSS office printer	457.23
P14-02061	MASUNE FIRST AID & SAFETY		Materials for SC CDC	207.04
P14-02062	USA SCIENTIFIC		Nitrile gloves for Biology	338.29
P14-02063	DISCOUNT DANCE SUPPLY CO.		Dance costumes	500.00
P14-02064	MISSION VIEJO GLASS		Replace broken mirror in BGS restroom	385.00
P14-02065	KELLY PAPER		TAS/SC recycled printer paper	77.11
P14-02066	PYRO-COMM SYSTEMS		Replace fire alarm system battery	293.12
P14-02067	TNR TECHNICAL, INC.		Batteries	764.64
P14-02068	INTERLIGHT INT'L LIGHTING CORP		Microscope bulbs for MS20 labs	161.00
P14-02069	POWERTRON BATTERY CO.		Batteries	107.89
P14-02070	MC CALLUM GROUP, INC.		Legislative advocate	11,435.42
P14-02071	BOB PARRETT CONSTRUCTION		Replace door in VP admin office	6,169.00
P14-02072	SAMY'S CAMERA		Video camera SC Lariat	1,674.00
P14-02073	SOUTH COAST ROP		South Coast ROP	5,900.00
P14-02074	EPD SOLUTIONS, INC.		ATEP entitlement planning services	25,000.00

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

ESCAPE ONLINE

Page 3 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02075	S & K ENGINEERS		HVAC replacement / engineering svcs	73,000.00
P14-02076	CORNER BAKERY CAFE STORE #219		Fall Career Fair Employer Lunch	581.16
P14-02077	McMASTER CARR SUPPLY COMPANY		Co-gen supplies	3,095.70
P14-02078	ECS		Navy monitoring wells - ATEP - k-rail placement	596.00
P14-02079	NATIONAL ASSN OF COLLEGE & UNI VERSITY FOOD SERVICES		NACUFS institutional membership	210.00
P14-02080	LELAND SAYLOR ASSOCIATES	SC Science	Estimating svcs for SC Sciences Bldg	36,150.00
P14-02081	TRI-CITY TECHNOLOGIES		Citations for SC Police	990.10
P14-02082	EPD SOLUTIONS, INC.		Environmental Studies svcs TAS swing space	22,970.00
P14-02083	DICK BLICK COMPANY		SC Fashion/craft and design papers	224.49
P14-02084	WELLS FARGO #3317 (DISTRICT)		GPS units for MST classes SC TAS	1,457.95
P14-02085	SVM, LP ATTN: CHECK DEPT.		Gas cards for Nursing scholarships	434.33
P14-02086	WELLS FARGO #3317		Weigh cups SC Sci. Math	125.40
P14-02087	ABC SCHOOL EQUIPMENT, INC.	SC WAREHOUSE	Whiteboards for LRC Tutoring Center	1,652.40
P14-02088	G/M BUSINESS INTERIORS	IB4	IVC Life Science Bldg-Brd 8/26/13	189,271.70
P14-02089	COX COMMUNICATIONS, INC.		Cox Optical renewal	30,000.00
P14-02090	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH		Annual CUPA fees	552.25
P14-02091	CAL BUILDING SYSTEMS		Campus wide fire/life safety monitoring - 8 mos	964.00
P14-02092	PERKIN-ELMER HEALTH SCIENCES		Replacement parts for FTIR	72.75
P14-02093	COMPUTER SPORTS MEDICINE, INC.		SportsWare on-line Perkins Grant	550.00
P14-02094	COMPUTERLAND OF SILICON VALLE Y		Software license	552.00
P14-02095	DELL MARKETING		2 servers for Research & Planning	8,354.58
P14-02096	OFFICeworld.COM		Office shredder per Jenny Langrell	1,327.88
P14-02097	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM		Career focus student workshops	6,350.00
P14-02098	AEGIS IDENTITY SOFTWARE INC		Authentication software services for OpenCCC	7,500.00
P14-02099	UNITED INTERIORS		Installation expenses for VETS Center furniture	4,259.63
P14-02100	ELECTRONIX EXPRESS		Supplies for ET135 class	171.62
P14-02101	BOUNDLESS NETWORK		Promo SC Int. Ed tumblers/pens/cloth/cases	995.62
P14-02102	UNISOURCE WORLDWIDE		Paper for IVC duplicating	535.28
P14-02103	LONE STAR PERCUSSION		Physics supplies - demonstration materials	77.33
P14-02104	WENGER CORPORATION		Stage/butterfly clips	142.79
P14-02105	THE ICS STORE		Incident command board	315.80
P14-02106	INTERNATIONAL E-Z UP, INC.		E-Z Up instant shelter IVC Police	1,413.34
P14-02108	MAIN GRAPHICS		Business cards IVC Stu. Serv.	75.52
P14-02109	IRVINE UNIFIED SCHOOL DIST. AT TN: P.GRAHAM, ACCOUNTING		IUSD recreation improvement assessment	362.84
P14-02110	EUROPRINT, INC.		2013-2014 degree & certification flyer	750.60

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ESCAPE ONLINE

Page 4 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02111	WELLS FARGO #3317 (DISTRICT)	.	Scanner power cord IVC IT	38.28
P14-02112	DANIEL SMITH, INC.	.	IVC Art paints/oil/mixing knives	998.25
P14-02113	UNITED INTERIORS	.	Relocation of furniture	740.00
P14-02114	TRANSPORT SPECIALTIES, INC.	.	Move Containers for Demo Project	1,207.50
P14-02115	CCCCSSAA C/O BRUCE PATT	.	2013/14 CCCCCSSAA Institutional dues	300.00
P14-02116	MONIKA CONNOLLY	.	Reimbursement-M Connolly for ISP Student Events	175.00
P14-02117	GUISELLE SCOTT	.	FKCE Wkshp CoTrainer	630.00
P14-02118	NEW READER'S PRESS	.	Library newspaper subscription per Jenny Langrell.	42.00
P14-02119	ART SUPPLY WAREHOUSE	.	Art Supply Warehouse OPEN PO for student supplies	2,000.00
P14-02120	McLOGAN SUPPLY CO., INC.	.	Open PO with Mclogan Supply for student supplies	1,000.00
P14-02121	DIVERSIFIED BUSINESS SERVICES	.	men's basketball backpacks	395.75
P14-02122	LAKESHORE LEARNING MATERIALS	.	Supplies for Program/EMS	115.50
P14-02123	TOTAL CONCEPTS INTEGRATION INC	Bldg W/Com Arts	Video Hub for Portable Production System	1,553.42
P14-02124	ASICS AMERICA CORPORATION	.	badminton gear	2,925.68
P14-02125	SEHI PROCOMP COMPUTER PRODUCTS	.	Black HP LaserJet toner cartridges	407.90
P14-02126	SEHI PROCOMP COMPUTER PRODUCTS	.	HP cartridges 12A and Color FAX	980.76
P14-02127	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	Mac Mini	1,283.76
P14-02128	SPORTS WAREHOUSE TENNIS WAREHO USE	.	Tennis balls	461.70
P14-02129	FROMUTH TENNIS	.	Men's tennis supplies	3,468.12
P14-02130	BOUNDTREE MEDICAL LLC	.	Disaster Supplies	435.70
P14-02131	WELLS FARGO #3317 (DISTRICT)	.	flex cable/velcro cable ties SC Fin. Aid	26.83
P14-02132	FSP BOOKS & VIDEOS	.	Nims incident command system field guide SC POLICE	1,025.00
P14-02133	LASER SOURCE	.	Toner order for EOPS office printers IVC	584.28
P14-02134	MAIN GRAPHICS	.	Business Cards for ISC staff	118.80
P14-02135	MISSION VIEJO GLASS	.	Replace broken tempered glass in BGS	1,595.00
P14-02136	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	Admissions Dean MacBook Air	1,690.20
P14-02137	HI STANDARD AUTOMOTIVE LLC	.	Vehicle Equipment	5,085.92
P14-02138	PRECISION OPTICAL	.	Produce Lab Videos for Photonics Prgm	2,776.00
P14-02139	HIGH-TECH BATTERY SOLUTIONS	.	APC Battery Replacement	915.35
P14-02140	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	MacAir for Dean Feldhus	1,675.32
P14-02141	APPLE COMPUTER, INC. ATTN: HiE d SALES SUPPORT	.	MacBook Air for Dean Lianna Zhou	1,783.32
P14-02142	DB MECHANICAL, INC.	.	Repair Foundation office A1area	23,789.00
P14-02143	SEHI PROCOMP COMPUTER PRODUCTS	.	Accuscan	109.94
P14-02144	AMERICAN RED CROSS ORANGE COUN TY CHAPTER	.	Personal safety emergency packs	1,888.00

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ESCAPE ONLINE

Page 5 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02145	ORANGE COUNTY REGISTER		Bid ad 310D - RFQ CM services pool	1,350.00
P14-02146	ORANGE COUNTY REGISTER		Bid ad 308D - IVC Life Sciences biology equip.	1,222.00
P14-02147	KATHY WEATHERWAX		FKCE wkshp trainer	630.00
P14-02148	ANGELA SANTOS		FKCE wkshp trainer	120.00
P14-02149	UNITED VOLLEYBALL SUPPLY, LLC.		Scoreboards for IVC sand volleyball	599.23
P14-02150	STRATA INFORMATION GROUP		Consulting services	38,400.00
P14-02151	MELISSA PRICHARD		FKCE wkshp trainer	120.00
P14-02152	D4 SOLUTIONS INC.		Cable relocation for Matric Assessment Center	3,026.32
P14-02153	CYNTHIA ROE		FKCE wkshp trainer	280.00
P14-02154	CENTURION TECHNOLOGIES, INC.		SmartShield Lic maintenance renewal	1,202.40
P14-02155	CITRIX SYSTEMS, INC.		2013/14 GoTo My PC access services renewal	6,962.40
P14-02156	INDUSTRIAL PLASTIC SUPPLY, INC		Forming plastic for Package Design class	79.72
P14-02157	SEHI PROCOMP COMPUTER PRODUCTS		Large format consumables toner /paper	257.21
P14-02158	ICE MACHINES PLUS		Ice machine - new equipment	1,996.97
P14-02159	WELLS FARGO #1606		Toner	160.71
P14-02160	ORANGE COUNTY REGISTER	IVC Life Sci	Bid ad 311D - furniture for IVC Life Sciences	1,094.00
P14-02161	W. W. GRAINGER		ICS vest kits	1,643.33
P14-02162	BATTERY SYSTEMS OF ANAHEIM		Cart batteries	1,419.10
P14-02163	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Supplies for students	358.24
P14-02164	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES		Annual membership per Patti Flanigan	150.00
P14-02165	DIEMMY TRAN		FKCE wkshp trainer	240.00
P14-02166	OHLONE COLLEGE		WASTC annual membership	250.00
P14-02167	B & H PHOTO		Instructional equip	167.96
P14-02168	FISHER SCIENTIFIC		General supplies & glassware	1,216.63
P14-02169	AMERICAN RED CROSS ORANGE COUNTY CHAPTER		Blanket PO ARC, Hlth 2 Students certif. cards	2,200.00
P14-02170	GEMPLER'S	SC WAREHOUSE	Shut off handles, valves, garden markers	423.99
P14-02171	S & B FOODS		VPSS annual events	1,000.00
P14-02172	TNR TECHNICAL, INC.		Batteries for MS and Geo labs	255.61
P14-02173	OC TREASURER-TAX COLLECTOR REV ENUE RECOVERY/		Communications charges	3,184.00
P14-02174	AUTONATION FORD TUSTIN		Horn system parts	574.48
P14-02176	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE		Membership mues	90.00
P14-02177	MAIN GRAPHICS		Business cards for A&R staff IVC	550.80
P14-02178	DV WAREHOUSE	Bldg W/Com Arts	Power Drive for Pro Mac computer	352.82
P14-02179	ORANGE CO. TAX COLLECTOR TREAS URER		Annual mandatory assessments	654.96
P14-02180	CDW-G COMPUTER CENTERS		2 hard drives	146.64

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ESCAPE ONLINE

Page 6 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02181	EUROPRINT, INC.		Freshman Advantage flyers & posters IVC	1,447.20
P14-02182	SPORTSDECALS, INC.		Helmet decals for baseball	406.24
P14-02183	EASTBAY TEAM SPORTS		Tennis gear	2,238.76
P14-02184	TROXELL COMMUNICATIONS, INC.		AV equipment for Vil 02 conference room	2,041.20
P14-02185	EASTBAY TEAM SPORTS		WBB F'13 extra practice shorts	123.40
P14-02186	BSN SPORTS		Items for knes department	436.68
P14-02187	WELLS FARGO #3317		Physics supplies - light meter SC	151.19
P14-02188	KAREN KELLEY		Biology instructional supplies - reimbursements	100.00
P14-02189	FASTENAL COMPANY		Blanket PO for Fastenal	400.00
P14-02190	NLNAC, INC. NATIONAL LEAGUE FO R NURSING		NLN membership renewal	1,655.00
P14-02191	MOLE-RICHARDSON	Bldg W/Com Arts	Replacement dimmers and bulbs	590.76
P14-02192	SHERATON CERRITOS HOTEL		Prof. Dev. Activity for Student Sucess	6,810.22
P14-02193	VEOLIA ENERGY NORTH AMERICA		Co-gen & CP operation, maintenance equipment	407,451.00
P14-02194	EXCELSIOR ELEVATOR CORPORATION		Elevator maintenance service	16,440.00
P14-02195	TCP GLOBAL		Student supplies TAS Graphics/ mix cups	294.79
P14-02196	U.S. MAIL SUPPLY INC		Mail bags for DSPS	81.42
P14-02197	AMSTERDAM PRINTING & LITHO Att n: MATT SPLITGERBER		K Mahotka Patterson Emeritus pen lights	1,248.08
P14-02198	OCEANSIDE PHOTO & TELESCOPE		Instructional supplies for Astronomy Dept.	323.89
P14-02199	JASON H. THOMPSON		Rental video equipment for "Metamorphoses" show	2,000.00
P14-02200	MAIN GRAPHICS		Business cards for Blanchard and Pham	75.60
P14-02202	H2 ENVIRONMENTAL CONSULTING S ERVICES, INC.		Remediation support and inspection	1,200.00
P14-02203	OFFICeworld.COM		Equipment for Alt Media: electric punch system	682.54
P14-02204	PHARMEDIX		Blanket PO for Pharmadix RX meds	3,000.00
P14-02205	S.O.S. SURVIVAL PRODUCTS		Emergency survival kits	192.70
P14-02206	G/M BUSINESS INTERIORS	IB4	IVC Life Science Bldg furniture	3,630.99
P14-02207	S & B FOODS		Refreshments for District meetings	216.00
P14-02208	WAXIE SANITARY SUPPLY	SC WAREHOUSE	Replenish District stores supplies	268.27
P14-02209	ACUSHNET COMPANY		Golf balls for golf team	1,423.68
P14-02210	WELLS FARGO #3317 (DISTRICT)		Panasonic projector lamps SC ITC	1,243.29
P14-02211	VENTEK INTERNATIONAL		Transaction fees	1,200.00
P14-02212	MC KESSON GENERAL MEDICAL CORP		Medical equipment	5,891.40
P14-02213	COLIN WENHARDT		Contract services	1,020.00
P14-02214	SPECTRUM LABORATORY PRODUCTS		Marine science lab supplies (sodium chloride)	397.03
P14-02215	HIGHER ONE INC.		Higher One annual subscription fee	5,000.00
P14-02216	ELENCO ELECTRONICS, INC.		Digital/analog trainers	330.28
P14-02217	WALRUS MUSIC PUBLISHING		Student Music IVC Fine Arts	1,335.95
P14-02218	SANI-TECH CARPET MAINTENANCE		Custodial supplies	2,332.80

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ESCAPE ONLINE

Page 7 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02219	DELL MARKETING	.	CAAPS server for Matric Assessment Center	2,552.27
P14-02220	WELLS FARGO #3317 (DISTRICT)	.	Dept. printer accessories SC Sci. Math	161.16
P14-02221	WELLS FARGO #3317 (DISTRICT)	.	Lab stool SC Sci. Math	404.76
P14-02222	WELLS FARGO #3317 (DISTRICT)	.	15 piece spring collet set Sc Sci. Math	197.53
P14-02223	BJB ENTERPRISES, INC.	.	Casting supplies for DMP	600.00
P14-02224	CALIFORNIA AUTO BODY SHOP SUPPLIES	.	Paint and related supplies for DMP	400.00
P14-02225	HOME DEPOT MISSION VIEJO STORE #614	.	Supplies for DMP	300.00
P14-02226	AARDVARK CLAY AND SUPPLIES	.	Supplies for DMP	200.00
P14-02227	INDUSTRIAL PLASTIC SUPPLY, INC	.	Plastic sheet for DMP	600.00
P14-02228	SILPAK, INC.	.	Molding supplies for DMP	400.00
P14-02229	ROBERT WADDINGTON	.	FKCE wkshp trainer	120.00
P14-02230	YBP LIBRARY SERVICES	.	GOBI 2013-2014 yearly subscription	835.00
P14-02231	MAIN GRAPHICS	.	Business cards IVC	138.24
P14-02232	JOSEPH OTT	.	Contract services footloose	100.00
P14-02233	CORNER BAKERY CAFE STORE #219	.	Meals for EOC training: Corner Bakery	1,054.05
P14-02234	TOTAL CONCEPTS INTEGRATION INC	Bldg W/Com Arts	Quad monitor for portable prod. system	4,927.42
P14-02235	3 DAY BLINDS	.	Replacement blinds-FAMT	1,242.37
P14-02236	MICROSOFT IT ACADEMY	.	License renewal	2,174.04
P14-02237	WELLS FARGO #3317 (DISTRICT)	.	SC Physics supplies - thread	31.79
P14-02238	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	IB4	Bid 308D Life sciences building	5,606.48
P14-02239	FISHER SCIENTIFIC	IB4	Bid 308D Life sciences building	28,501.75
P14-02240	JOHNSON SCIENTIFIC	IB4	Bid 308D Life sciences building	32,931.36
P14-02241	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY	IB4	Bid 308D Life sciences building	19,026.69
P14-02242	SOUTHLAND INSTRUMENTS, INC.	IB4	Bid 308D Life sciences building	73,829.88
P14-02243	HOME DEPOT MISSION VIEJO STORE #614	IB4	Storage shed	705.64
P14-02244	FARMTEK GROWERS SUPPLY	IB4	Utility cart greenhouse	409.08
P14-02245	FORESTRY SUPPLIERS, INC.	IB4	Hauler cart	383.32
P14-02246	CAROLINA BIOLOGICAL SUPPLY	IB4	Storage shelving	267.68
P14-02247	DAVE SMITH ENTERPRISE dba HOSPITAL ASSOCIATES	IB4	Bulk container	568.69
P14-02248	CABELA'S	IB4	Potting bench	424.73
P14-02249	SO. COAST FIRE PROTECTION	.	One time service of fire extinguishers campus wide	1,500.00
P14-02250	B & H PHOTO	.	Camera bag SC Lariat	72.86
P14-02251	M & R SALES & SERVICE	.	Parts for M&R presses	222.48
P14-02252	ORKIN EXTERMINATING, INC. ACUR ID	.	IVC pest control invoices	637.50
P14-02253	POSTMASTER	.	Postage for IVC HS parents letter	1,978.00
P14-02254	PATTERSON MEDICAL	.	New equipment for KNEA- Erdorphin Cycle	1,750.09
P14-02255	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	.	2013-2014 annual membership & subscription	150.00

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ESCAPE ONLINE

Page 8 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02256	LIBRARY ADVANTAGE	.	Security discs / IVC Lib.	70.20
P14-02257	ORANGE COUNTY ELECTRIC, INC	.	Electrical work at Campus Police	1,854.00
P14-02258	THOMSON REUTERS - WEST	.	Subscription renewal	314.04
P14-02259	MARK IV COMMUNICATIONS, INC.	.	Cabling for facilities warehouse	1,456.57
P14-02260	NABIH YOUSSEF & ASSOCIATES	.	SC TAS structural conditions eval & rpt	2,000.00
P14-02261	EAGLE COMMUNICATIONS	.	CP radio station	2,715.23
P14-02262	WELLS FARGO #3317	.	Books for biology students SC	1,317.48
P14-02263	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	iPads for trustees	7,430.40
P14-02264	STAR MAINTENANCE SUPPLY	.	Equipment repairs	700.33
P14-02265	MARKSMAN MANUFACTURING	.	Equipment - trailer SC MO	1,369.44
P14-02266	PROFORCE MARKETING INC. PROFOR CE LAW ENFORCEMENT	.	Sling adapter	126.20
P14-02267	EBSCO SUBSCRIPTION SERVICE	.	Annual periodical subscription per Lydia Welhan	9,028.83
P14-02268	UNITED SCOPE LLC	.	Student stereo microscopes for Env. Studies	4,649.50
P14-02269	PHOENIX BUSINESS MACHINES, INC	.	2013-2014 maintenance for Facilities copier	500.00
P14-02270	NIKKANNI S. McLENNAN	.	Guest Artist-MUS 23-World Music	450.00
P14-02271	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM	.	Vital Link Middle School Job Shadow Day	8,963.00
P14-02272	VITAL LINK EDUCATION AND BUS INESS CONSORTIUM	.	CTE Career Day and Job Fair 2014	8,082.00
P14-02273	UNITED INTERIORS	.	Ergonomic chair for Financial Aid staff member	741.27
P14-02274	POCKET NURSE ENTERPRISES, INC.	.	Supplies for BLS course	148.86
P14-02275	PINNACLE LANDSCAPE COMPANY	.	Oak terrace landscaping	3,918.00
P14-02276	KAITLYN PIETRAS	.	Scenic and Projections Designer -"Metamorphoses"	3,600.00
P14-02277	DELL MARKETING	.	Dell MXL switch/ and HBA's	29,685.89
P14-02278	G/M BUSINESS INTERIORS	.	AGB office furniture	12,052.36
P14-02279	R. M. SYSTEMS, INC.	.	ATEP fire/life safety monitoring - 4 mos	220.00
P14-02280	CAL BUILDING SYSTEMS	.	ATEP fire/life safety monitoring - 8 MTH	714.00
P14-02281	MARISSA K. DRAMMISSI	.	Stage Manager -"Next to Normal"	1,500.00
P14-02282	COLLEGE BRAIN TRUST	.	District technology strategic plan	28,708.00
P14-02283	ANTIMITE TERMITE & PEST CONTROL	IVC Warehouse	One time pest control in CDC	225.00
P14-02284	MONOPRICE, INC.	.	LFS building wall mounts	897.84
P14-02285	TONI HELMS	.	Contract services	1,190.00
P14-02286	ANDRE ROSSIGNOL	.	Contract services	1,020.00
P14-02287	VWR	.	Sterile specimen containers	99.69
P14-02288	EARTHLITE MESSAGE TABLES	.	New equipment for KNEA: exercise table	233.60
P14-02289	CAL BUILDING SYSTEMS	.	Programming of new ATEP pull station	480.00
P14-02290	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	iPad Air	940.68
P14-02291	ZACHARY MASUDAL	.	Contract services	100.00

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ESCAPE ONLINE

Page 9 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount
P14-02292	McMASTER CARR SUPPLY COMPANY		Physics supplies - generator materials	108.77
P14-02293	CDW-G COMPUTER CENTERS		Xerox Phaser 3250	228.90
P14-02294	VISTA PAINT		Paint supplies	3,500.35
P14-02295	MOUNT WILSON INSTITUTE ATTN:60 " TELESCOPE PROGRAM		Half night observing session @ Mt. Wilson	900.00
P14-02296	TRIBUNE MEDIA SERVICES C/O KYL E BROWNELL	Bldg W/Com Arts	Schedule service for Ch. 39	865.20
P14-02297	AT LAST WINDOW COVERINGS		Window covering for SSC-208	302.25
P14-02298	LILIANN PEREZ-STROUD		FKCE wkshp trainer	840.00
P14-02299	WELLS FARGO #3317 (DISTRICT)		SC Physics supplies - neodymium magnets	52.91
P14-02300	WESTMINSTER PRESS, INC.		At-A-Glance brochure	874.80
P14-02301	TOWN & COUNTRY GLASS		Replace glass in SSC-207	205.00
P14-02302	YALE/CHASE EQUIPMENT AND SERVICES, INC		Cart parts	622.31
P14-02303	ERIC BRENTON		Contract services	600.00
P14-02304	ECONOMIC ALTERNATIVES, INC.		Water treatment chemicals	10,816.18
P14-02305	HOME DEPOT MISSION VIEJO STORE #614		Blanket PO for electricity/constr. dept.	500.00
P14-02306	SCIENCE ENTERPRISES LLC		Test tube rack	61.24
P14-02307	WELLS FARGO #1598		SSL - UCC Wildcard cert.	389.94
P14-02308	GORM, INC.		Bid 305D - janitorial supplies	733.62
P14-02309	B & H PHOTO		SC photo filters/memory cards	426.08
P14-02310	MICHAEL K. DOMINIC		FKCE wkshp trainer	360.00
P14-02311	VIATRON SYSTEMS, INC.		Microfilm conversion services	39,110.00
P14-02312	USA SCIENTIFIC		For purchase of perishable reagents for Bio 3C.	1,000.00
P14-02313	SAFEGUARD BUSINESS SYSTEMS		File folder pockets	50.12
P14-02314	SADDLEBACK COLLEGE FOUNDATION		Catering for Family Night	1,500.00
P14-02315	SEHI PROCOMP COMPUTER PRODUCTS		Toner	68.64
P14-02316	RICHARD THE THREAD EMPIRE TAPE COMPANY		New equipment (pre-approved) for Fashion dept.	5,530.40
P14-02317	LAERDAL MEDICAL CORP.		CPR class supplies	386.95
P14-02318	EASTBAY TEAM SPORTS		Men's Tennis uniform supplies	1,955.14
P14-02319	CORPORATE BUSINESS INTERIORS		Cabinet for supplies/storage	568.16
P14-02320	ORANGE COUNTY REGISTER		Printing expense for Lariat	1,676.84
P14-02321	TREMCO INC		Clean & repair PE 200 gutter	3,310.00
P14-02322	ORANGE CO. COMMERCIAL PRINTING		Printing expenses for Lariat	1,004.00
P14-02323	SEHI PROCOMP COMPUTER PRODUCTS		Laser printer H/P 600	1,646.46
P14-02324	McMASTER CARR SUPPLY COMPANY		Round tube, stop cock	349.05
P14-02325	JOHN PERRY		Guest artist	500.00
P14-02326	KRESTA GRABAU		Contract services for Footloose	500.00
P14-02327	TNR TECHNICAL, INC.		AA and AAA batteries for the Astronomy	128.07

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ESCAPE ONLINE

Page 10 of 11

Includes P14-01967 - P14-02351

PO Number	Vendor Name	Loc	Description	Account Amount	
P14-02328	OCEANSIDE PHOTO & TELESCOPE		Laser collimator for the Astro dept	152.69	
P14-02329	VOCATIONAL BIOGRAPHIES, INC.		Vocational Biographies Online 12-13 subscription	325.00	
P14-02330	KEENAN & ASSOCIATES	SC Science	Builder's Risk Insurance for SC Sciences Bldg	62,988.00	
P14-02331	DEANN BURCH		CAP project for Career Cafe	2,000.00	
P14-02332	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	SC Science	Asbestos & lead testing SC Sciences bldg	1,800.00	
P14-02333	AUTOMIC DESIGNS, INC.		Graphics for wall	270.00	
P14-02334	BOUNDTREE MEDICAL LLC		Supplies for program/EMS	768.85	
P14-02335	ON COURSE, INC	SC WAREHOUSE	On Course Workshop for Faculty Development	4,200.00	
P14-02336	PREFERRED AERIAL & CRANE TECHNOLOGY, INC.		One time aerial lift inspections - three lifts	600.00	
P14-02337	SEHI PROCOMP COMPUTER PRODUCTS		Replacement for broken printer in LRC 302	582.30	
P14-02338	FILMTOOLS, INC.		Physics supplies - spray fog	72.27	
P14-02339	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Printing of ASIVC membership voucher booklets	613.44	
P14-02340	LAERDAL MEDICAL CORP.		Equip for program, EMS ed	1,501.34	
P14-02341	SEHI PROCOMP COMPUTER PRODUCTS		Printer cartridges for dept printers	692.95	
P14-02342	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Printed forms IVC Police	1,196.64	
P14-02343	SCIAC CSU SAN MARCOS		2013-2014 SCIAC renewal	75.00	
P14-02344	IRVINE CHAMBER OF COMMERCE		2013-2014 Irvine Cham of Comm board dues	1,000.00	
P14-02345	BSN SPORTS		Knes department polos	428.92	
P14-02346	UNLIMITED ENVIRONMENTAL, INC.		Removal of bookstore building and ramps from site	15,500.00	
P14-02347	HITT MARKING DEVICES, INC.		Return address stamper FKCE	29.95	
P14-02348	SUN MOUNTAIN SPORTS		Golf bags for golf team	1,502.20	
P14-02349	AARDVARK CLAY AND SUPPLIES		Emeritus SC glaze	165.34	
P14-02350	WELLS FARGO #3317 (DISTRICT)		Wireless network supplies SC ITC	408.29	
P14-02351	CAESAR'S APPLIANCE SERVICE, INC.		Water filters district fridge	88.10	
Total Number of POs			381	Total	1,769,777.01

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	344	1,042,939.10
12	Child Development Fund	2	616.36
40	Capital Outlay Fund	35	726,221.55
		Total	1,769,777.01

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ESCAPE ONLINE

Page 11 of 11

Includes 10/09/2013 - 11/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-01844	BRANDYE D'LENA	Travel for ACBO task force meeting	558.36
RQ14-01872	CALIBER SIGNS & IMAGING, INC.	New Signage Fall 2013	2,541.80
RQ14-01967	RANDY HEUSER C/O RACHEL MANDERS, GRANTS	CCCAOE Conference OCT 23-25	738.42
RQ14-01974	WELLS FARGO #1598	Instructional supplies for Geology	176.20
RQ14-02244	DAYLE McINTOSH CENTER FOR THE DISABLED	ASL/Mental Health Advisory mtg. 9.20.13	128.00
RQ14-02444	WRIGHT, JIM	Conference for Jim Wright	1,800.00
RQ14-02542	SO. ORANGE CO. COMM. COL.DIST	Returning of R2T4 funds for Summer 2013	672.00
RQ14-02739	PACIFIC COACHWAYS	Bus for an Emeritus Field Trip	1,082.38
RQ14-02772	KEVIN O'CONNOR	Conference Reimbursement	994.06
RQ14-02813	ROSE BRAND	Site visit for drapery quote in FA	250.00
RQ14-02838	WELLS FARGO #4198	WEB HOSTING	291.79
RQ14-02839	LESLIE HUMPHREY	Conference Expenses: CCL	1,361.19
RQ14-02849	SOKHA SONG	Conference for Sokha Song	350.00
RQ14-02850	LA NELL PEEBLES	Conference for La Nell Peebles	450.00
RQ14-02851	ELLEN NIALIS	Conference for Ellen Nialis	350.00
RQ14-02852	ESTER GRAHAM	Conference for Ettie Graham	450.00
RQ14-02853	TEDDI LORCH	Conference for Teddi Lorch	400.00
RQ14-02856	EZEKIEL HALL	Veterans Summit Conference	343.00
RQ14-02863	TOD A. BURNETT	CCCAA Fall Conf - Sacramento Oct 30-Nov 3, 2013	1,563.80
RQ14-02915	SILVINO'S PRO FLASH RX, INC.	Equipment Repair-Photo	153.00
RQ14-02948	MARIA LOPEZ	Expenses for M. Lopez to attend NAFSA Reg. Conf	756.81
RQ14-02952	WELLS FARGO #4198	Purchasing bulletin board	323.99
RQ14-02962	AIRPORT VAN RENTAL SOLUTIONS	Van rental/IVC W. Soccer	113.42
RQ14-02969	WELLS FARGO #3317 (DISTRICT)	Vendor: Apple Store Mission Viejo	107.95
RQ14-02971	S & B FOODS	Breakfast for EOPS/CARE Advisory Committee Meeting	160.65
RQ14-02973	WELLS FARGO #3317 (DISTRICT)	iTunes (apple.com)	299.99
RQ14-02975	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds -Fall Semester 2013	989.00
RQ14-02978	BUENA PARK PLAQUE & TROPHY netTrophy.com	Trophies/plaques ivc athletics	398.52
RQ14-02981	WELLS FARGO #1598	Vendor: Overnight Prints	154.60
RQ14-02985	STEVE GROSS	Workday Rising 2013 Conference	990.66
RQ14-02990	DON BUSCHE	Reimbursement for Don Busche	128.02
RQ14-02992	WELLS FARGO #3317 (DISTRICT)	iStockphoto.com	19.00
RQ14-02994	WELLS FARGO #4198	The Container Store - student supplies FASH 148	431.78
RQ14-02997	THOMAS L. SMITH	Reimburse for hardware for Arch classroom	43.22
RQ14-02998	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	Printing for ivc athletics	371.09
RQ14-02999	WELLS FARGO #1598	Library Tools LC Easy v4 CD-ROM	123.75
RQ14-03005	S & B FOODS	Refreshments for EOC training	191.92
RQ14-03011	BARBARA TAMIALIS	Reimburse B Tamailis-Perkins Grant, Attachment	364.75
RQ14-03012	WELLS FARGO #1598	Supplies for Veterans office	44.88
RQ14-03013	COONEY, NATALIE	National Seminars Trng - Bus. Grammar/Proofreading	99.50
RQ14-03015	NANCY BRACKEN	Reimbursement	2,000.00
RQ14-03019	SO. ORANGE CO. COMM. COL.DIST	Returning of R2T4 funds	1,123.00

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ESCAPE ONLINE

Page 1 of 6

Includes 10/09/2013 - 11/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03024	ERIC HILDEN	Hilden reimbursement-CPA Southern Wkshp	25.00
RQ14-03025	WILL GLEN	Reimbursement for Will Glen	16.61
RQ14-03027	WELLS FARGO #3317 (DISTRICT)	Hard drive Seagate Barracuda	464.92
RQ14-03029	LARRY RADDEN	Reimbursement-Speech Supplies-Black Book	32.76
RQ14-03033	PARADISE BAKERY & CAFE	HSA-CCC Workshop	185.85
RQ14-03038	WELLS FARGO #4198	Plays for Performing Arts	286.89
RQ14-03040	S & B FOODS	Community Outreach	189.38
RQ14-03043	JUNE MC LAUGHLIN	Reimbursement	127.08
RQ14-03047	ORKIN EXTERMINATING, INC. ACURID	ATEP Previous Pest Control Invoices	257.50
RQ14-03052	TONY LIPOLD	Conference Travel Expenses	754.55
RQ14-03054	ANTHONY RODGERS OPERATIONS SUPERVISOR	Reimbursement Anthony Rodgers	19.95
RQ14-03057	GARY RYBOLD	Reimbursement	445.31
RQ14-03064	TOD A. BURNETT	CCLC Conference Nov 21-23, 2013 / San Francisco	1,453.80
RQ14-03065	GEORGINA GUY	Conference Attendance - Georgina Guy	1,143.80
RQ14-03067	KATHLEEN WERLE	VPI Retreat - Supplies	152.15
RQ14-03082	S & B FOODS	Refreshments for District Meeting	128.36
RQ14-03090	KATE COHEN	Reimburse for canceled coverage	157.90
RQ14-03091	DUKE JUAREZ	Supplies for paramedic/emt program	28.57
RQ14-03093	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds -Fall Semester 2013	2,115.00
RQ14-03095	DAVIT S. KHACHATRYAN	2013 ACBO Fall conference	710.00
RQ14-03098	CHRISTOPHER MCDONALD	Travel Reimbursement for Dean Chris McDonald	1,296.39
RQ14-03102	BECKY THOMAS	Wall Borders Reimbursement	15.26
RQ14-03110	IRVINE VALLEY COLLEGE BOOKSTORE	Mini Books for new EOPS Student Orientations	2,570.40
RQ14-03121	JODI CAGGIANO C/O SADDLEBACK COLLEGE	ConfReimb-Cardiovascular Symposium	125.00
RQ14-03123	JANINE O'BUCHON	ConfReimb-Cardiovascular Symposium	180.18
RQ14-03124	MAUREEN SMITH	ConfReimb-CA Geographical Society Board Meeting	61.39
RQ14-03125	REBECCA MORGAN TRNSFR, CAREER & SPECIAL	ConfReim-Pre-Medical/Pre-HealthProfessionsNatl Conf	100.54
RQ14-03126	ZINA BORATYNEC	ConfReim-CA Assn-PostSecondaryEducation&Disability	632.00
RQ14-03127	IRVINE VALLEY COLLEGE BOOKSTORE	Regular 30 Day Bus Passes for EOPS Students	3,450.00
RQ14-03128	LOMA HOPKINS	ConfReim-CA Assn-PostSecondaryEducation&Disability	694.00
RQ14-03130	FRANCHISE DESIGNS	Repair of WP cages/goals/etc.	1,815.20
RQ14-03131	MINDI WOLF	ConfReim-CA Assn-PostSecondaryEducation&Disability	429.00
RQ14-03133	BARBARA COX	ConfReim-Natl Assn for CmtyCollegeEntrepreneurship	1,000.00
RQ14-03134	SCOTT FREDRICKSON	ConfReim-Natl Assn for CmtyCollegeEntrepreneurship	1,000.00
RQ14-03136	RAJANPAL DHILLON	ConfReimb-California Automotive Teachers	272.00
RQ14-03137	CLIFFORD MEYER C/O AUTO TECH	ConfReimb-California Automotive Teachers	232.58
RQ14-03138	VINCENT POLLIZZI C/O SADDLEBACK COLLEGE	ConfReimb-California Automotive Teachers	272.00

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ESCAPE ONLINE

Page 2 of 6

Includes 10/09/2013 - 11/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03140	EFREN RANGEL	ConfReimb-Annual Fall CCCEOPSA Conference	465.00
RQ14-03141	ELIZABETH CIPRES	Reimburse: E.Cipres for CSSO Region 8 Conference	20.00
RQ14-03142	SERENA MC CLAIN C/O SADDLEBACK COLLEGE	ConfReimb-Calming an Overactive Brain Seminar	95.00
RQ14-03143	ANNIE GILBERT C/O SADDLEBACK COLLEGE	ConfReimb-CATESOL Annual Conference	496.00
RQ14-03145	RONI LEBAUER	ConfReimb-CATESOL Annual Conference	454.00
RQ14-03146	MARYAM AZARY	ConfReimb-Women's Leadership Conference	1,000.00
RQ14-03147	KARYN PERUGINI BOWER DBA PERUGINI PRODUCTION CO.	ConfReimb-NationalStudentElectronicMediaConvention	500.00
RQ14-03148	EDGAR HALEY C/O SADDLEBACK COLLEGE	ConfReimb-Annual AMATYC Conference	450.00
RQ14-03149	LISA SILVEIRA	ConfReimb-Annual AMATYC Conference	340.00
RQ14-03150	JANET BAGWELL	ConfReimb-CollegeReading&LearningAssocAnnualConf	1,000.00
RQ14-03151	IRENE RENAULT	ConfReimb-CollegeReading&LearningAssocAnnualConf	1,000.00
RQ14-03152	COLLETTE CHATTOPADHYAY	ConfReimb-Nat'l Collegiate Honors Council	500.00
RQ14-03153	CINDY GROSS	ConfReimb-Magic in Teaching 2013	447.00
RQ14-03154	NICOLE DONNA DUPREE	ConfReimb-NEI Psychopharmacology Congress	500.00
RQ14-03155	MEREDITH DORNER	ConfReimb-Amer Anthropological Assoc Annual Mtg	500.00
RQ14-03156	TREMONISHA PUTROS C/O SADDLEBACK COLLEGE	ConfReimb-Nat'l Council of Teachers of English	500.00
RQ14-03157	S & B FOODS	Refreshments - Family Night 2013	250.00
RQ14-03158	ANDREA PETRI	ConfReimb-Amer Council onTeachingForeignLanguages	500.00
RQ14-03159	AMINA YASSINE	ConfReimb-Amer Council onTeachingForeignLanguages	1,000.00
RQ14-03160	WILL GLEN	CCUPCA Conf. for Will Glen	565.00
RQ14-03161	JENNIFER YU	ConfReimb-Amer Council onTeachingForeignLanguages	500.00
RQ14-03162	REBECCA MORGAN TRNSFR, CAREER & SPECIAL	ConfReimb-CA Cmty Colleges, Veterans Summit	270.00
RQ14-03168	THE BLACK BOOK DEPOT INTERPWORKS CORP.	Speech/Forensic Supplies-Black Book	390.88
RQ14-03176	LARRY RADDEN	Watson-Lancer Invit. Tour. 10/26-27/13	3,271.88
RQ14-03179	RUTH HIGGINS	Financial Aid Directors Meeting	1,100.00
RQ14-03180	DR. LINDA FONTANILLA	Accreditation Meeting	350.00
RQ14-03188	PRESTIGE GOLF CARS	Part for Golf Cart	102.60
RQ14-03189	THOMAS L. SMITH	reimburse for purchase of resin	38.55
RQ14-03190	SASHIKO WEIDENKOPF	Reimbursement to S.Weidenkopf for food expenses	500.00
RQ14-03193	BAKER & TAYLOR	Library books per Jenny Langrell	32.39
RQ14-03194	S & B FOODS	CTE HS Career Focus Day	324.00
RQ14-03198	S & B FOODS	Basic Skills Initiative Luncheon - table linen	56.16
RQ14-03216	IRVINE VALLEY COLLEGE BOOKSTORE	EOPS 2013-2014 Student Planners	1,350.00
RQ14-03219	KATE ALDER	Employee Travel Reimbursement Student Success	554.00

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ESCAPE ONLINE

Page 3 of 6

Includes 10/09/2013 - 11/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03221	DAN WALSH	Conference - ASCCC Fall Plenary Session	580.00
RQ14-03222	CHRIS MERZ	Music Purchased for Jazz Program	100.00
RQ14-03224	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds -Fall Semester 2013	2,769.00
RQ14-03229	LOS ANGELES LOCKBOX #511649 US BANK INST.	PARS 403(b) SRP 115 Trust	3,253,021.80
RQ14-03232	WELLS FARGO #3317	amazon.com	13.21
RQ14-03233	WELLS FARGO #3317 (DISTRICT)	DRI VMware	49.99
RQ14-03248	KEVIN O'CONNOR	Conference registration and mileage reimbursement	120.15
RQ14-03250	STEVE GROSS	Reimburse for Educause Annual Conference	731.40
RQ14-03251	TAMARA KING	Reimburse for Educause Annual Conference (Virtual)	750.00
RQ14-03252	JIM GASTON	Reimburse for Educause Annual Conference	831.40
RQ14-03253	SANDRA POPE	Reimburse for Educause Annual Conference	831.40
RQ14-03255	MY SPORT	women's soccer balls	1,080.00
RQ14-03262	FARIDA GABDRAKHMANOVA	Books for Perkins Interior Design project	300.00
RQ14-03279	MARIE DE LA PALME	Reimbursement	63.97
RQ14-03285	KIM D'ARCY	Conference - ASCCC Fall Plenary Session	580.00
RQ14-03286	KIMBERLY STANKOVICH	Conference - ASCCC Fall Plenary Session	580.00
RQ14-03293	SO. ORANGE CO. COMM. COL.DIST	Return of Title IV Funds - Fall Semester 2013	5,295.00
RQ14-03294	WELLS FARGO #1606	Collegiality Webinar Purchase	376.92
RQ14-03297	DR. ROBERT BRAMUCCI	State Advocacy Meetings in Sacramento	680.00
RQ14-03300	KATE ALDER	Travel reimbursement for CTE Fall Conference	112.71
RQ14-03305	KATHERINE SCHMEIDLER	Prepay conference Attendance	375.00
RQ14-03307	DEBRA L. FITZSIMONS	Reimb for wall charger	24.29
RQ14-03308	WELLS FARGO #3317 (DISTRICT)	Webinar 11-18-13	199.00
RQ14-03309	JACK FROST	reimbursement repair parts	105.54
RQ14-03314	ROOPA MATHUR	Prepay conference Attendance	375.00
RQ14-03315	ANTHONY B. LIN	Prepay conference Attendance	375.00
RQ14-03316	BOB URELL	Prepay conference Attendance	375.00
RQ14-03317	DIANA HURLBUT	Prepay conference Attendance	375.00
RQ14-03319	WELLS FARGO #4198	Binders NIMS meeting	324.00
RQ14-03321	BARBARA CAREY	Student Presentation supplies for Nutrition class	27.53
RQ14-03329	SCOTT KIM	Grocery items for Student use in FN 226 & FN 228	381.30
RQ14-03330	MARIE BOWMAN %SPECIAL SERVICES	Reinburse M. Bowman for RTW purchases	37.11
RQ14-03331	WELLS FARGO #3317 (DISTRICT)	Saddleback Bookstore	14.54
RQ14-03353	WELLS FARGO #3317	Projector	380.41
RQ14-03354	BARBARA COX	Advisory Group meeting reimbursement	287.91
RQ14-03361	VAGO, MALIA	Patterns for student use	62.44
RQ14-03363	CAROLINE DURDELLA	Reimbursement for CSUF Economic Forecast 2013	168.46
RQ14-03368	BRUCE GILMAN	ConfReimb-2013 Strengthening Student Success	852.33
RQ14-03372	MARK KRUHMIN	C-47's (Clothespins) for student use	27.75
RQ14-03380	WELLS FARGO #4198	Armorer's tool	72.66
RQ14-03383	GLENN ROQUEMORE	Travel for Glenn Roquemore, ACCCA 2014 Annual Conf	903.00
RQ14-03384	WELLS FARGO #1606	Ford F350 Truck Parts & Services	475.30
RQ14-03391	DAVID BUGAY	Conference for David Bugay	1,509.88

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ESCAPE ONLINE

Page 4 of 6

Includes 10/09/2013 - 11/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03402	SCOTT KIM	Groceries purchased for Student Use	326.53
RQ14-03419	WELLS FARGO #3317 (DISTRICT)	iTunes (Apple.com)	9.99
RQ14-03425	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	DSA Revision Inv. App# 04-111122	220.50
RQ14-03426	WELLS FARGO #1598	SurveyMonkey.com renewal subscription	300.00
RQ14-03431	SYSCO LOS ANGELES	Groceries for Student Use in Culinary Classes	405.87
RQ14-03434	CATHLEEN GREINER	Cathleen to Deans Conference	25.00
RQ14-03435	LISA INLOW	Groceries for Student Use in Culinary Classes	13.94
RQ14-03436	LISA HESSE	Groceries for Student Use in Culinary Classes	40.99
RQ14-03439	CATHLEEN GREINER	Postage reimbursement	55.98
RQ14-03441	JOSEPH GERGES	Reimbursment student art supplies	132.87
RQ14-03444	COMPUTER CO-OP	Photo Printer Repairs SC FA	405.33
RQ14-03446	LARRY RADDEN	Speech-Dahlin Invitational-11/2013	328.00
RQ14-03451	SCOTT KIM	Groceries for Student Use-Culinary Classes	162.69
RQ14-03454	LAGUNA GRAPHIC ARTS, INC.	Note pads	166.52
RQ14-03456	SCHOLARSHIPS	Scholarship for Nursing Student	650.00
RQ14-03458	LISA INLOW	Lock to be used for specialty items cage in Lab.	7.50
RQ14-03477	JULIE KIRK	reimbursement for paint	72.88
RQ14-03479	CRAIG HAYWARD	Reimburement for supplies	19.95
RQ14-03484	BLAKE STEPHENS	reimburse for inst supplies purchased	156.79
RQ14-03494	RAJANPAL DHILLON	reimbursement	72.88
RQ14-03499	CALIFORNIA ELECTRIC SERVICE	Diagnose 2 broken industrial irons	50.00
RQ14-03500	MILCHIKER, MARCIA	Conference for Marcia Milchiker	60.00
		Total	178
			3,346,433.89

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ESCAPE ONLINE

Page 5 of 6

Fund Summary

Fund	Description	Requisition Count	Amount
01	General Fund	175	3,345,207.47
12	Child Development Fund	1	15.26
40	Capital Outlay Fund	2	1,211.16
	Total	178	<u>3,346,433.89</u>

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ESCAPE ONLINE

Page 6 of 6

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.17
DATE: 11/25/13

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. 174042 through 174946 processed through the Orange County Department of Education, totaling \$8,719,295.80; and Checks No. 010825 through 010855, processed through Saddleback College Community Education, totaling \$38,407.33; and Checks No. 009181 through 009187, processed through Irvine Valley College Community Education, totaling \$12,588.18 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*

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174042	10/09/2013	MARYAM AFSHARI	500.00
174043	10/09/2013	SHOLEH ALIZADEH	100.00
174044	10/09/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	454.80
174045	10/09/2013	THE CLIFFS RESORT	329.85
174046	10/09/2013	FULLERTON COLLEGE C/O MT SAN ANTONIO COLLEGE	40.00
174047	10/09/2013	CITY OF IRVINE	875.00
174048	10/09/2013	G & K SERVICES	300.11
174049	10/09/2013	GALE SUPPLY COMPANY	6,346.19
174050	10/09/2013	GALLADE CHEMICAL, INC.	2,268.72
174051	10/09/2013	GETTY IMAGES, INC.	2,600.00
174052	10/09/2013	MATTHEW GILMORE	600.00
174053	10/09/2013	GLOBAL OZONE INNOVATIONS LLC	192.19
		Unpaid Sales Tax	12.78
		Expensed Amount	204.97
174054	10/09/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	2,060.00
174055	10/09/2013	LISA JANE GORE	1,000.00
174056	10/09/2013	GRACE TRAINING SUPPLY	9,161.00 *
	Reissued on 10/15/2013, Cancel Register # AP10152013		
174057	10/09/2013	GRANICUS, INC.	1,075.00
174058	10/09/2013	GREEN THUMB INTERNATIONAL	43.58
174059	10/09/2013	GREENLEIGH & WONG TECHNICAL SERVICE LLC	4,771.92
174060	10/09/2013	TONI HELMS	800.00
174061	10/09/2013	KENT HELWIG	2,000.00
174062	10/09/2013	GABRIELA HERNANDEZ	50.00
174063	10/09/2013	JULIUS A. IBANEZ	750.00
174064	10/09/2013	INDUSTRIAL METAL SUPPLY CO.	301.89
174065	10/09/2013	INGARDIA BROTHERS PRODUCE, INC.	392.70
174066	10/09/2013	INTERACT COMMUNICATIONS, INC.	10,500.00
174067	10/09/2013	IRVINE HIGH SCHOOL AQUATICS BOOSTER CLUB	75.00
174068	10/09/2013	IRVINE RANCH WATER DIST.	15,902.52
174069	10/09/2013	MICHELLE JACKSON	10.00
174070	10/09/2013	JOHNSTON-PLESCIA, MADELYN	150.00
174071	10/09/2013	JOHNSTONE SUPPLY	6,284.50
174072	10/09/2013	KELLY PAPER	80.64
174073	10/09/2013	KIEFER	106.90
		Unpaid Sales Tax	8.55
		Expensed Amount	115.45
174074	10/09/2013	CHRIS KIGER C/O HEALTH & WELLNESS CTR	21.59
174075	10/09/2013	ERIN KIM	210.00
174076	10/09/2013	MORITAKA KINA	360.00
174077	10/09/2013	GARY I. KUSUNOKI	150.00
174078	10/09/2013	LAGUNA CLAY CO.	2,222.64
174079	10/09/2013	LEGION WEST PAPER	1,242.02
174080	10/09/2013	LIBRARY ADVANTAGE	70.20
174081	10/09/2013	LIEBERT CASSIDY WHITMORE	2,601.40
174082	10/09/2013	ANTHONY MACIEL	179.19
174083	10/09/2013	MARK IV COMMUNICATIONS, INC.	2,166.29
174084	10/09/2013	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	125.01

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ESCAPE ONLINE

Page 1 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	8.39
		Expensed Amount	133.40
174085	10/09/2013	MICHAEL LOWELL MC CORMICK	59.38
174086	10/09/2013	JENNIFER MC CUE	245.00
174087	10/09/2013	McLOGAN SUPPLY COMPANY, INC.	732.01
174088	10/09/2013	MICRO CENTER A/R	801.27
174089	10/09/2013	MISSION VIEJO COUNTRY CLUB	2,064.53
174090	10/09/2013	MITCHELL1	1,348.92
174091	10/09/2013	ML FILTERS	82.81
174092	10/09/2013	MOBILITY RESEARCH	310.00
		Unpaid Sales Tax	20.00
		Expensed Amount	330.00
174093	10/09/2013	JULIE NACE	300.00
174094	10/09/2013	NANCY'S NOTIONS TACONY CORPORATION	237.25
		Unpaid Sales Tax	14.68
		Expensed Amount	251.93
174095	10/09/2013	NAPAHE LINDA RYAN, DRAKE UNIVERSITY	250.00
174096	10/09/2013	NEUDESIC, LLC	1,014.00
174097	10/09/2013	ORLANTHA NIN	175.00
174098	10/09/2013	NORTH STATE ENVIRONMENTAL	6,889.30
174099	10/09/2013	OCEANSIDE PHOTO & TELESCOPE	1,601.90
174100	10/09/2013	OCLC, INC. DEPT #34299	1,142.54
174101	10/09/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	1,043.25
174102	10/09/2013	JOHN WILEY & SONS, INC.	99.00
174103	10/09/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,235.00
174104	10/09/2013	PURETEC	266.75
174105	10/09/2013	REYNOLDS ADVANCED MATERIALS	418.47
174106	10/09/2013	THE RP GROUP	1,424.19
174107	10/09/2013	SAFARILAND, LLC	5,396.60
174108	10/09/2013	SCOTT, JARED	300.00
174109	10/09/2013	SEHI PROCOMP COMPUTER PRODUCTS	678.63
174110	10/09/2013	SWIM DEPOT	724.46
174111	10/09/2013	VENTEK INTERNATIONAL	811.30
174112	10/09/2013	VISTA PAINT CORPORATE OFFICE	70.47
174113	10/09/2013	WALTERS WHOLESALE ELECTRIC	2,715.61
174114	10/09/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,283.28
174115	10/09/2013	SAN DIEGO GAS & ELECTRIC	1,279.14
174116	10/09/2013	WELLS FARGO #2078	4,383.78
174117	10/09/2013	WELLS FARGO #2078	3,847.40
174118	10/10/2013	JIM GASTON	62.66
174119	10/10/2013	HAIR CALIFORNIA BEAUTY ACADEMY	30,345.75
174120	10/10/2013	BILL JAY	8.80
174121	10/10/2013	TIMOTHY JEMAL	22.75
174122	10/10/2013	BEVERLY JOHNSON	45.77
174123	10/10/2013	KAREN KELLEY	22.94
174124	10/10/2013	DAVIT S. KHACHATRYAN,	76.28
174125	10/10/2013	DAVID B. LANG	16.93

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ESCAPE ONLINE

Page 2 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174126	10/10/2013	MAJOR, NICOLE	175.05
174127	10/10/2013	MILCHIKER, MARCIA	47.75
174128	10/10/2013	ANNA MINNIECE	10.62
174129	10/10/2013	JOHN OZUROVICH	30.51
174130	10/10/2013	NANCY PADBERG	69.50
174131	10/10/2013	SANDRA POPE	45.77
174132	10/10/2013	PRENDERGAST, T. J.	44.13
174133	10/10/2013	DONNA PRIBYL	31.30
174134	10/10/2013	TAMERA RICE	61.67
174135	10/10/2013	DAVID ROBINSON	175.44
174136	10/10/2013	JAMES ROGERS	181.26
174137	10/10/2013	WRIGHT, JIM	97.53
174138	10/10/2013	RUBY HAZZARD	40.68
174139	10/10/2013	EARL PAGAL	30.51
174140	10/10/2013	AIR SOURCE INDUSTRIES, INC.	100.40
174141	10/10/2013	ALLIEDBARTON SECURITY SERVICES	1,654.69
174142	10/10/2013	ADVANCE BEAUTY COLLEGE, INC.	49,983.31
174143	10/10/2013	PATRICIA BECKMAN IRVINE VALLEY COLLEGE	91.78
174144	10/10/2013	BELL'S INDUSTRIAL SERVICE	439.42
174145	10/10/2013	CCCMVCA % TOM PESTOLESI, TREASURER	150.00
174146	10/10/2013	CLARK SECURITY PRODUCTS	13,196.56
174147	10/10/2013	COX COMMUNICATIONS	62.66
174148	10/10/2013	COX COMMUNICATIONS	2,238.57
174149	10/10/2013	COX COMMUNICATIONS	1,108.98
174150	10/10/2013	COX COMMUNICATIONS	1,112.66
174151	10/10/2013	COX COMMUNICATIONS	2,362.66
174152	10/10/2013	DRAMATISTS PLAY SERVICE, INC.	525.00
174153	10/10/2013	SPARKLETTS	405.56
174154	10/10/2013	EASTBAY TEAM SPORTS DEPT #5374	2,528.61
174155	10/10/2013	EWING IRRIGATION PRODUCTS	217.24
174156	10/10/2013	W. W. GRAINGER	10.18
174157	10/10/2013	SARGENT WELCH	20.25
174158	10/10/2013	SCR TTC	500.00
174159	10/10/2013	SIEMENS WATER TECHNOLOGIES LLC	230.88
174160	10/10/2013	PADHRAIC SMYTH	4,500.00
174161	10/10/2013	WARD'S NATURAL SCIENCE	1,461.57
174162	10/10/2013	WOODBRIIDGE HIGH SCHOOL	225.00
174163	10/10/2013	YAMAHA GOLF CARS OF CA, INC.	495.20
174164	10/10/2013	ALPHA FACILITIES SOLUTIONS	13,000.00
174165	10/10/2013	ALTERNATIVE DELIVERY SOLUTIONS	4,144.00
174166	10/10/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	7,640.00
174167	10/10/2013	GKKWORKS	21,016.86
174168	10/10/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	8,100.00
174169	10/10/2013	MC CARTHY BUILDING COMPANIES	38,513.00
174170	10/10/2013	S & B FOODS CATERING DIVISION	45.04
174171	10/10/2013	TODD ROBINSON TODD'S INSPECTION/TESTING SERV	14,583.00
174172	10/11/2013	XEROX CORPORATION	26,895.61
174173	10/11/2013	XEROX CORPORATION	26.99

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ESCAPE ONLINE

Page 3 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174174	10/11/2013	JUANITA BALTIERRA	105.00
174175	10/11/2013	DOUG BARR	105.00
174176	10/11/2013	ZINA BORATYNEC	40.00
174177	10/11/2013	BOARD OF GOVERNORS COLLEGES CALIFORNIA COMMUNITY	75.00
174178	10/11/2013	CCCSFAAA C/O DENNIS SCHROEDER, FIN AID	75.00
174179	10/11/2013	COMMUNITY COLLEGE LEAGUE OF CA	575.00 *
Cancelled on 10/17/2013, Cancel Register # AP10172013A			
174180	10/11/2013	MARIANA J. DE SARACHO	40.00
174181	10/11/2013	MICHAEL ENGELS	105.00
174182	10/11/2013	SANTOS GARCIA	48.00
174183	10/11/2013	BRUCE GILMAN	458.66
174184	10/11/2013	JENNIFER GOLDEN	40.00
174185	10/11/2013	JORGE GUERRERO	40.00
174186	10/11/2013	GEORGINA GUY	105.00
174187	10/11/2013	STEVE HANDA	40.00
174188	10/11/2013	LOMA HOPKINS	105.00
174189	10/11/2013	HYATT REGENCY SAN FRANCISCO AIRPORT	458.96 *
Cancelled on 10/17/2013, Cancel Register # AP10172013A			
174190	10/11/2013	JAYNE KLUNDER	105.00
174191	10/11/2013	SARAH CHANG	40.00
174192	10/11/2013	CAROL LERMAN	105.00
174193	10/11/2013	MIKI MIKOLAJCZAK	40.00
174194	10/11/2013	SARA NIEVES-LUCAS	40.00
174195	10/11/2013	ORLANTHA NIN	105.00
174196	10/11/2013	JENNIFER RACHMAN	65.00
174197	10/11/2013	PENNY SKAFF	105.00
174198	10/11/2013	JAN VENTURA	105.00
174199	10/11/2013	KOLIN WILLIAMS	40.00
174200	10/11/2013	STEVE GROSS	740.66
174201	10/11/2013	ACSIG/EDGE	141,392.79
174202	10/11/2013	ACSIG/EDGE	43,631.98
174203	10/11/2013	HYATT LEGAL	7,345.50
174204	10/11/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,474.02
174205	10/11/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,424.95
174206	10/11/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,370,063.00
174207	10/11/2013	UNUM LIFE INSURANCE COMPANY	2,943.98
174208	10/11/2013	UNUM LIFE INSURANCE COMPANY	1,410.04
174209	10/11/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,166.59
174210	10/11/2013	ACSIG/EDGE	23,184.27
174211	10/11/2013	ACSIG/EDGE	5,646.04
174212	10/11/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	332,886.00
174213	10/15/2013	A TO Z CIRCUIT BREAKERS	103.68
174214	10/15/2013	AAA ELECTRIC MOTOR SALES	135.31
174215	10/15/2013	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	371.09
174216	10/15/2013	ARAMARK	3,122.70 *
Cancelled on 10/16/2013, Cancel Register # AP10162013D			

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ESCAPE ONLINE

Page 4 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174217	10/15/2013	ARC AMER. REPROGRAPHICS CO.	84.07
174218	10/15/2013	AIRPORT VAN RENTAL SOLUTIONS	2,620.24
174219	10/15/2013	BESAFE TECHNOLOGIES, INC.	738.15
174220	10/15/2013	BLICK ART MATERIALS	777.83
174221	10/15/2013	BOUNDLESS NETWORK	13,537.49
174222	10/15/2013	BUENA PARK PLAQUE & TROPHY netTrophy.com	398.52
174223	10/15/2013	CANON SOLUTIONS AMERICA, INC.	36.30
174224	10/15/2013	BARBARA CAREY	162.36
174225	10/15/2013	CARQUEST AUTO PARTS	180.34
174226	10/15/2013	CINTAS DOCUMENT MANAGEMENT	120.00
174227	10/15/2013	CLARK SECURITY PRODUCTS	23.28
174228	10/15/2013	COLLEGE ART ASSOCIATION GENERAL POST OFFICE	600.00
174229	10/15/2013	COMPUTERLAND	1,820.00
174230	10/15/2013	COX COMMUNICATIONS	2,383.04
174231	10/15/2013	CPR SAVERS & FIRST AID SUPPLY	159.32
174232	10/15/2013	CR&R INC.	983.88
174233	10/15/2013	CR&R	92.00
174234	10/15/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	2,251.00
174235	10/15/2013	DICK'S SPORTING GOODS	602.45
174236	10/15/2013	DUNN-EDWARDS CORPORATION	358.36
174237	10/15/2013	EASTBAY TEAM SPORTS DEPT #5374	328.78
174238	10/15/2013	ECOLOGICAL FERTIGATION INC	702.45
174239	10/15/2013	ECONOMIC ALTERNATIVES, INC.	376.25
174240	10/15/2013	EWING IRRIGATION PRODUCTS	57.94
174241	10/15/2013	EXPERIAN	127.00
174242	10/15/2013	FISHER SCIENTIFIC	4,997.79
174243	10/15/2013	FLORENCE FILTER CORP.	506.90
174244	10/15/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	307.00
174245	10/15/2013	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	77.18
174246	10/15/2013	OFFICEMAX CONTRACT INC.	9,988.77
174247	10/15/2013	BOB PARRETT CONSTRUCTION	11,676.00
174248	10/15/2013	ANTIMITE TERMITE & PEST CONTROL	65.00
174249	10/15/2013	OFFICEMAX CONTRACT INC.	678.72
174250	10/15/2013	AT & T	70.99
174251	10/15/2013	AT & T	29.42
174252	10/15/2013	AT & T	36.24
174253	10/15/2013	AT&T	1.58
174254	10/15/2013	SAFEWAY, INC.	7.96
174255	10/15/2013	SMART LEVELS MEDIA	2,754.00
174256	10/15/2013	SOUTHERN CALIFORNIA GAS CO.	2,503.87
174257	10/15/2013	SOUTHERN CALIFORNIA GAS CO.	18.14
174258	10/15/2013	SOUTHERN CALIFORNIA GAS CO.	1,764.86
174259	10/15/2013	SOUTHERN CALIFORNIA GAS CO.	42.85
174260	10/15/2013	TROXELL COMMUNICATIONS, INC.	4,083.49
174261	10/15/2013	RUSS BASSETT CORPORATION	23,547.92
174262	10/15/2013	W. W. GRAINGER	447.65

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ESCAPE ONLINE

Page 5 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174263	10/15/2013	PENN CORPORATE RELOCATION SERVICES, INC.	126.00
174264	10/15/2013	PEOPLE ADMIN, INC.	5,835.98
174265	10/15/2013	RICOH USA, INC.	1,277.92
174266	10/15/2013	GARY RYBOLD	445.31
174267	10/15/2013	SAFARILAND, LLC	402.80
174268	10/15/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	77.76
174269	10/15/2013	SAN JUAN COMPANY	14,641.00
174270	10/15/2013	SCHLAIFER'S ENAMELING SUPPLIES INC.	11.30
		Unpaid Sales Tax	.90
		Expensed Amount	12.20
174271	10/15/2013	THOMAS L. SMITH	43.22
174272	10/15/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	8,721.16
174273	10/15/2013	SO. ORANGE CO. COMM. COL.DIST	989.00
174274	10/15/2013	STAR MAINTENANCE SUPPLY	622.67
174275	10/15/2013	SWIM DEPOT	985.61
174276	10/15/2013	TOWN & COUNTRY GLASS	1,425.00
174277	10/15/2013	UNITED INTERIORS	1,508.59
174278	10/15/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	140.24
174279	10/15/2013	UNIVERSAL SPECIALTIES, INC.	190.73
174280	10/15/2013	WALTERS WHOLESALE ELECTRIC	4,034.92
174281	10/15/2013	CBJT, INC DBA AGRICULTURAL SUPPLY	2,519.20
174282	10/15/2013	KATHLEEN WERLE	152.15
174283	10/15/2013	WESTERN GRAPHICS PLUS, INC.	1,713.00
174284	10/15/2013	WESTERN HIGHWAY PRODUCTS, INC.	351.51
174285	10/15/2013	WILKENS-ANDERSON COMPANY ATTN: BRUCE WILKENS	970.20
		Unpaid Sales Tax	70.56
		Expensed Amount	1,040.76
174286	10/15/2013	XEROX CORPORATION	129.17
174287	10/15/2013	YOGA DIRECT	388.73
		Unpaid Sales Tax	28.11
		Expensed Amount	416.84
174288	10/15/2013	SO. ORANGE CO. COMM. COL. DIST	8,024.44
174289	10/16/2013	HOSPITAL ASSOCIATES	164.15
174290	10/16/2013	GRACE TRAINING SUPPLY	9,161.00
		Unpaid Sales Tax	652.32
		Expensed Amount	9,813.32
174291	10/16/2013	GUIDANCE SOFTWARE, INC.	660.90
174292	10/16/2013	HIGHMARK	8,901.58
174293	10/16/2013	HILTI	3,734.35
174294	10/16/2013	HITT MARKING DEVICES, INC.	22.98
174295	10/16/2013	EFAX CORPORATE c/o J2 GLOBAL, INC.	145.60
174296	10/16/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	19,000.00
174297	10/16/2013	KIMBALL OFFICE KIMBALL INT'L.	10,605.72
174298	10/16/2013	LITTMACHINESHOP.COM	657.00
174299	10/16/2013	MAIN GRAPHICS	4,526.52
174300	10/16/2013	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	508.05
		Unpaid Sales Tax	33.28
		Expensed Amount	541.33

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ESCAPE ONLINE

Page 6 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174301	10/16/2013	MC KESSON MEDICAL SURGICAL	702.09
174302	10/16/2013	McMASTER CARR SUPPLY CO.	3,099.36
174303	10/16/2013	MEDCO SUPPLY COMPANY	285.15
174304	10/16/2013	MOULTON-NIGUEL WATER DIST.	12,215.18
174305	10/16/2013	MOUNTAIN MEASUREMENT, INC. NCLEX PROGRAM REPORTS	375.00
174306	10/16/2013	MSC INDUSTRIAL SUPPLY CO.	243.87
174307	10/16/2013	NATIONAL BUSINESS FURNITURE	322.25
174308	10/16/2013	ORANGE COUNTY REGISTER	1,254.00
174309	10/16/2013	ORKIN PEST CONTROL 711	1,284.00
174310	10/16/2013	HANFORD TOYOTA	19,228.57
174311	10/16/2013	ERIK JENSEN WIRED PLANET	187.50
174312	10/16/2013	WILLIAM M. MCNICOL	192.00
174313	10/16/2013	MICHELLE QUON	136.00
174314	10/16/2013	GARY SABELLA	90.00
174315	10/16/2013	GARY SABELLA	90.00
174316	10/16/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	5,022.72
174317	10/16/2013	MATTHEW SHERMAN	260.00
174318	10/16/2013	SAMUEL FRENCH MUSICAL DEPARTMENT	800.00
174319	10/16/2013	W. W. GRAINGER	201.96
174320	10/16/2013	LILIANN PEREZ-STROUD	360.00
174321	10/16/2013	PETCO ANIMAL SUPPLIES, INC.	72.33
174322	10/16/2013	ANTHONY RODGERS OPERATIONS SUPERVISOR	19.95
174323	10/16/2013	S & B FOODS CATERING DIVISION	211.68
174324	10/16/2013	S & B FOODS CATERING DIVISION	128.36
174325	10/16/2013	SARGENT WELCH	74.54
174326	10/16/2013	SMART LEVELS MEDIA	652.68
174327	10/16/2013	SO. ORANGE CO. COMM. COL.DIST	672.00
174328	10/16/2013	U.S. DATA TRUST CORPORATION	6,207.06
174329	10/16/2013	UNISOURCE WORLDWIDE INC.	3,465.61
174330	10/16/2013	USA MOBILITY WIRELESS, INC.	65.10
174331	10/16/2013	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
174332	10/16/2013	WAXIE ENTERPRISES, INC. WAXIE SANITARY SUPPLY	13,926.68
174333	10/16/2013	KATHLEEN WERLE	52.35
174334	10/16/2013	WILKENS-ANDERSON COMPANY ATTN: BRUCE WILKENS	554.40
		Unpaid Sales Tax	40.32
		Expensed Amount	594.72
174335	10/16/2013	WILLIAMS RECORDING	200.00
174336	10/16/2013	XEROX CORPORATION	782.40
174337	10/16/2013	BECKY THOMAS	15.26
174338	10/16/2013	US FOODS	733.12
174339	10/16/2013	AT&T	11,300.18
174340	10/16/2013	AT&T	23.78
174341	10/16/2013	AT&T	23.72
174342	10/16/2013	SAFEWAY, INC.	6.96
174343	10/16/2013	SOUTHERN CALIFORNIA EDISON CO.	88.19
174344	10/16/2013	SOUTHERN CALIFORNIA GAS CO.	8,718.78

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ESCAPE ONLINE

Page 7 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174345	10/16/2013	SMART & FINAL	371.44
174346	10/17/2013	ACHRO/EEO	250.00
174347	10/17/2013	ACHRO/EEO	150.00
174348	10/17/2013	ACHRO/EEO	250.00
174349	10/17/2013	ACHRO/EEO	150.00
174350	10/17/2013	ACHRO/EEO	200.00
174351	10/17/2013	ELIZABETH CIPRES	25.00
174352	10/17/2013	ARLEEN ELSEROD	769.23
174353	10/17/2013	DENICE INCIONG	256.53
174354	10/17/2013	NAFSA REGION XII BUREAU	365.00
174355	10/17/2013	SHARON NUSSEMBAUM	40.00
174356	10/17/2013	ORANGE COUNTY BUSINESS COUNCIL	950.00
174357	10/17/2013	TAMERA RICE	448.52
174358	10/17/2013	JAMES ROGERS	1,112.29
174359	10/17/2013	GLENN ROQUEMORE	199.13
174360	10/17/2013	PENNY SKAFF	492.32
174361	10/17/2013	TOWN & COUNTRY RESORT HOTEL & CONVENTION CENTER	175.64
174362	10/17/2013	ACE LAWN MOWER & SAW	7,422.47
174363	10/17/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
174364	10/17/2013	AMTECH ELEVATOR SERVICES	71.28
174365	10/17/2013	ARAMARK	1,601.75
174366	10/17/2013	B & H PHOTO PROCESSING	501.60
		Unpaid Sales Tax	40.13
		Expensed Amount	541.73
174367	10/17/2013	ALICIA BLANQUART	1,000.00
174368	10/17/2013	BSN SPORTS	649.60
174369	10/17/2013	DON BUSCHE	128.02
174370	10/17/2013	CACCRAO REGISTRATION c/o SBCC	200.00
174371	10/17/2013	CCPRO C/O CRAIG PETINAK, TREASURER	175.00
174372	10/17/2013	CCPRO C/O CRAIG PETINAK, TREASURER	175.00
174373	10/17/2013	CIWEA ATTN: SALLY CARDENAS	200.00
174374	10/17/2013	CLARK SECURITY PRODUCTS	390.44
174375	10/17/2013	KATE COHEN	157.90
174376	10/17/2013	COVERCRAFT INDUSTRIES, INC.	367.39
174377	10/17/2013	DEMCO INC.	100.14
174378	10/17/2013	EASTBAY TEAM SPORTS DEPT #5374	463.60
174379	10/17/2013	EWING IRRIGATION PRODUCTS	1,619.81
174380	10/17/2013	FEDERAL EXPRESS	21.01
174381	10/17/2013	FISHER SCIENTIFIC	162.00
174382	10/17/2013	DANIEL SMITH, INC.	43.98
		Unpaid Sales Tax	3.52
		Expensed Amount	47.50
174383	10/17/2013	DAIRY DEPOT	119.55
174384	10/17/2013	ALVAREZ & MARSAL SERV.	1,714.50
174385	10/17/2013	CABLEMASTERS	19,200.00
174386	10/17/2013	COLLEGESOURCE, INC.	1,575.00

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ESCAPE ONLINE

Page 8 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174387	10/17/2013	ENAMIX, INC.	6,400.00
174388	10/17/2013	GKKWORKS	106,500.00
174389	10/17/2013	BRUCE HAGAN	61.02
174390	10/17/2013	HUDSON PACIFIC SERVICES, LLC HUDSON PACIFIC PROPERTIES	22,750.00
174391	10/17/2013	i3 SOLUTIONS	7,200.00
174392	10/17/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	31,834.15
174393	10/17/2013	NIMBLE CONSULTING	10,750.00
174394	10/17/2013	PUBLIC ECONOMICS, INC.	676.62
174395	10/17/2013	QUEZADA PRO LANDSCAPE, INC.	1,200.00
174396	10/17/2013	REDISQ TECHNOLOGIES	3,740.00
174397	10/17/2013	RGP PLANNING & DEVELOPMENT SERVICES	11,442.85
174398	10/17/2013	S & B FOODS CATERING DIVISION	90.34
174399	10/17/2013	SOUTH COAST STRIPING INC	1,050.00
174400	10/17/2013	SYNERGY SOFTWARE SOLUTIONS	8,075.00
174401	10/17/2013	TROXELL COMMUNICATIONS, INC.	45,599.61
174402	10/17/2013	U.S. DEMOLITION, INC.	633,216.00 *
Cancelled on 10/21/2013, Cancel Register # AP10212013B			
174403	10/18/2013	TERESA CAMACHO	15.26
174404	10/18/2013	WILL GLEN	16.61
174405	10/18/2013	ESTER GRAHAM	36.45
174406	10/18/2013	GRAYBAR ELECTRIC CO.	20,973.18
174407	10/18/2013	GEORGINA GUY	200.86
174408	10/18/2013	KEITH HARTWELL JR.	21.54
174409	10/18/2013	PATTY HELTON	30.51
174410	10/18/2013	JULIUS A. IBANEZ	3,000.00
174411	10/18/2013	IGNACIO MORALES SERVICES	341.00
174412	10/18/2013	DENICE INCIONG	35.97
174413	10/18/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	2,030.02
174414	10/18/2013	SUSAN KWAN	38.14
174415	10/18/2013	DIANE LEWIS	173.87
174416	10/18/2013	TEDDI LORCH	127.92
174417	10/18/2013	MARCO MADARIAGA	26.46
174418	10/18/2013	DAUNE MAIN	118.31
174419	10/18/2013	LORI MANGELS	152.55
174420	10/18/2013	MC KESSON MEDICAL SURGICAL	3,769.31
174421	10/18/2013	NOHEMY ORNELAS	5,547.25
174422	10/18/2013	LA NELL PEBBLES	15.26
174423	10/18/2013	SOKHA SONG	105.15
174424	10/18/2013	TASHA TRANKIEM	15.26
174425	10/18/2013	AT & T	63.10
174426	10/18/2013	SOUTHERN CALIFORNIA EDISON CO.	2,721.08
174427	10/18/2013	SOUTHERN CALIFORNIA EDISON CO.	13,450.15
174428	10/18/2013	SOUTHERN CALIFORNIA EDISON CO.	29,742.12
174429	10/18/2013	W. W. GRAINGER	1,151.87
174430	10/18/2013	PEOPLE ADMIN, INC.	51,388.48
174431	10/18/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
174432	10/18/2013	PYRO-COMM SYSTEMS	293.12
174433	10/18/2013	R2A ARCHITECTURE	323.54

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ESCAPE ONLINE

Page 9 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174434	10/18/2013	S & B FOODS CATERING DIVISION	155.41
174435	10/18/2013	SADDLEBACK GOLF CARS, INC.	853.20
174436	10/18/2013	SARGENT WELCH	289.94
174437	10/18/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	33,066.11
174438	10/18/2013	SCANTRON CORPORATION	385.79
174439	10/18/2013	SEHI PROCOMP COMPUTER PRODUCTS	2,036.96
174440	10/18/2013	SIGMA ALDRICH CHEMICAL CO.	758.52
174441	10/18/2013	TAKACH PRESS CORP.	154.44
		Unpaid Sales Tax	10.28
		Expensed Amount	164.72
174442	10/21/2013	QUEST DIAGNOSTICS	56.46
174443	10/21/2013	CABLEMASTERS	12,800.00
174444	10/21/2013	DELL MARKETING L.P. C/O DELL USA L.P.	69,222.48
174445	10/21/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	15,433.00
174446	10/21/2013	LANDSCAPE DYNAMICS	1,349.43
174447	10/21/2013	NEUDESIC, LLC	77,928.00
174448	10/21/2013	TROXELL COMMUNICATIONS, INC.	2,772.64
174449	10/21/2013	U.S. DEMOLITION, INC.	625,266.00
174450	10/21/2013	SAN DIEGO GAS & ELECTRIC	119,421.51
174451	10/21/2013	VERIZON	75.06
174452	10/21/2013	VERIZON	299.78
174453	10/21/2013	SMART & FINAL	259.44
174454	10/22/2013	LINDSAY STEINRIEDE	684.00
174455	10/22/2013	W. W. GRAINGER	372.08
174456	10/22/2013	PACIFIC COLOR PRINTING	351.00
174457	10/22/2013	POLISHED IMAGE	202.26
174458	10/22/2013	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	920.42
174459	10/22/2013	LARRY RADDEN	32.76
174460	10/22/2013	SCOTT, JARED	100.00
174461	10/22/2013	SHRED-IT USA-SAN DIEGO	112.88
174462	10/22/2013	SIEMENS WATER TECHNOLOGIES LLC	252.84
174463	10/22/2013	THOMAS L. SMITH	38.55
174464	10/22/2013	SYSCO RIVERSIDE INC	76.51
174465	10/22/2013	TECHNICAL MAINTENANCE SUPPORT	258.82
174466	10/22/2013	TOMARK SPORTS, INC.	656.16
174467	10/22/2013	TOTAL CONCEPTS INTEGRATION INC	25,517.10
174468	10/22/2013	UNISOURCE WORLDWIDE INC.	442.54
174469	10/22/2013	USI EDUCATION AND GOVERNMENT SALES	120.39
174470	10/22/2013	XEROX CORPORATION	1,492.02
174471	10/22/2013	VERIZON	131.36
174472	10/23/2013	KEVIN BANKSON	40.00
174473	10/23/2013	ZAC CHANDLER	60.00
174474	10/23/2013	WILLIE DE LA BARCENA	60.00
174475	10/23/2013	KATE FUENTES	90.00
174476	10/23/2013	TREY HANNULA	150.00
174477	10/23/2013	STEPHEN HENKLE	210.00
174478	10/23/2013	LONG BEACH CITY COLLEGE AQUATICS	375.00
174479	10/23/2013	KELVIN A. MOTA	315.00

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ESCAPE ONLINE

Page 10 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174480	10/23/2013	SANTA ANA COLLEGE CROSS COUNTRY	225.00
174481	10/23/2013	PRECISION OPTICAL	2,776.00
174482	10/23/2013	SAFEWAY, INC.	489.29
174483	10/23/2013	G & K SERVICES	196.41
174484	10/23/2013	GEARY PACIFIC SUPPLY #44	3,279.32
174485	10/23/2013	JOSEPH GERGES	27.02
174486	10/23/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	3,760.00
174487	10/23/2013	GRAPHIC CHEMICAL & INK CO.	256.59
		Unpaid Sales Tax	20.53
		Expensed Amount	277.12
174488	10/23/2013	THE LAURIA COMPANIES, INC. GRAPHIC EDGE	25,000.00
174489	10/23/2013	GREEN THUMB INTERNATIONAL	164.94
174490	10/23/2013	GEORGE T. HALL	3,939.69
174491	10/23/2013	HARDY DIAGNOSTICS	1,185.27
174492	10/23/2013	HIGHER ONE INC.	936.76
174493	10/23/2013	HOME DEPOT CREDIT SERVICES	3,533.32
174494	10/23/2013	HORIZON	9,538.04
174495	10/23/2013	AMY HUNTER	106.55
174496	10/23/2013	IRVINE PIPE & SUPPLY	45.22
174497	10/23/2013	JERRY'S ARTARAMA	369.83
174498	10/23/2013	JOHNSTONE SUPPLY	206.86
174499	10/23/2013	DUKE JUAREZ	28.57
174500	10/23/2013	KELLY-WRIGHT HARDWOODS	2,078.20
174501	10/23/2013	GARY I. KUSUNOKI	460.00
174502	10/23/2013	SHARON LANDIS	480.00
174503	10/23/2013	LAURA'S INT PLANTSCAPE SERV	200.00
174504	10/23/2013	LEE ARMSTRONG CO.	4,915.00
174505	10/23/2013	LIBERTY DISTRIBUTION COMPANY	280.61
		Unpaid Sales Tax	23.63
		Expensed Amount	304.24
174506	10/23/2013	LOCAL JANITORIAL & VACUUM & SUPPLY CO.	2,057.12
174507	10/23/2013	LOOMIS, FARGO & COMPANY	423.33
174508	10/23/2013	CHRISTINE PITCHESS dba MAKING CONNECTIONS	25,000.00
174509	10/23/2013	MARCIVE, INC.	48.51
174510	10/23/2013	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	555.46
		Unpaid Sales Tax	42.75
		Expensed Amount	598.21
174511	10/23/2013	MC CALLUM GROUP, INC.	11,435.42
174512	10/23/2013	MICHAEL LOWELL MC CORMICK	284.25
174513	10/23/2013	McLOGAN SUPPLY COMPANY, INC.	246.94
174514	10/23/2013	McMASTER CARR SUPPLY CO.	34.58
174515	10/23/2013	KAREN MC NULTY	202.26
174516	10/23/2013	NEWARK ELECTRONICS DBA NEWARK IN ONE	82.98
174517	10/23/2013	AEROFUND FINANCIAL, INC.	16,575.20
174518	10/23/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	19,819.14
174519	10/23/2013	AGON SPORT LLC dba agonswim.com	980.72
174520	10/23/2013	ALLEN DISPLAY	87.03

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ESCAPE ONLINE

Page 11 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	4.97
		Expensed Amount	92.00
174521	10/23/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
174522	10/23/2013	AMTECH ELEVATOR SERVICES	4,849.61
174523	10/23/2013	APPLE COMPUTER INC.	358.32
174524	10/23/2013	ARAMARK UNIFORM SERVICES	156.81
174525	10/23/2013	ARROWHEAD DRINKING WATER	43.19
174526	10/23/2013	AIRPORT VAN RENTAL SOLUTIONS	113.42
174527	10/23/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	1,521.96
		Unpaid Sales Tax	121.76
		Expensed Amount	1,643.72
174528	10/23/2013	BAKER & TAYLOR	32.39
174529	10/23/2013	BAKERSFIELD COLLEGE	275.00
174530	10/23/2013	BENNETT PRODUCTIONS UNLIMITED	3,280.00
174531	10/23/2013	BEST BUY BUSINESS ADVANTAGE	518.20
174532	10/23/2013	BLICK ART MATERIALS	2,217.91
174533	10/23/2013	NANCY BRACKEN	311.90
174534	10/23/2013	BRADLEY'S PLASTIC BAG CO.	391.03
174535	10/23/2013	BRAVO SIGN & DESIGN	5,732.96
174536	10/23/2013	CCCCSSAA COLLEGE OF THE REDWOODS	300.00 *
Cancelled on 10/29/2013, Cancel Register # AP10292013B			
174537	10/23/2013	CDW GOVERNMENT, INC.	4,888.39
174538	10/23/2013	CINEMA SECRETS, INC.	1,219.34
174539	10/23/2013	CLARK SECURITY PRODUCTS	147.23
174540	10/23/2013	CLUB CAR, INC.	18.95
174541	10/23/2013	COMMERCIAL LANDSCAPE SUPPLY	5,576.74
174542	10/23/2013	CR&R	2,461.00
174543	10/23/2013	DELL MARKETING L.P. C/O DELL USA L.P.	932.06
174544	10/23/2013	DISCOUNT DANCE SUPPLY CO.	208.31
174545	10/23/2013	DISH NETWORK	69.84
174546	10/23/2013	MICHELE DUGAN	180.00
174547	10/23/2013	EAGLE COMMUNICATIONS	1,033.91
174548	10/23/2013	EASTBAY TEAM SPORTS DEPT #5374	4,159.29
174549	10/23/2013	ARNETTE EDWARDS	180.00
174550	10/23/2013	ELENCO ELECTRONICS, INC.	279.90
		Unpaid Sales Tax	22.39
		Expensed Amount	302.29
174551	10/23/2013	ETR ASSOCIATES	475.20
174552	10/23/2013	FEDERAL EXPRESS	89.04
174553	10/23/2013	FITNESS WHOLESALE, INC.	99.22
174554	10/23/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	288.90
174555	10/23/2013	FREEWAY AUTO SUPPLY	432.34
174556	10/23/2013	A. M. LEONARD, INC.	2,164.76
		Unpaid Sales Tax	173.18
		Expensed Amount	2,337.94
174557	10/23/2013	ORANGE COAST COLLEGE WOMEN'S BASKETBALL	450.00
174558	10/23/2013	OFFICEMAX CONTRACT INC.	8,255.08
174559	10/23/2013	PALOMAR COLLEGE	475.00

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ESCAPE ONLINE

Page 12 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174560	10/23/2013	RIVERSIDE CITY COLLEGE C/O Men's Basketball	600.00
174561	10/23/2013	DANIEL SMITH, INC.	50.66
		Unpaid Sales Tax	4.05
		Expensed Amount	54.71
174562	10/23/2013	CDW GOVERNMENT, INC.	129.37
174563	10/23/2013	DEWEY'S APPLIANCES	409.32
174564	10/23/2013	OFFICEMAX CONTRACT INC.	145.97
174565	10/23/2013	SPECTRUM CHEMICAL MFG. CORP.	1,182.50
174566	10/23/2013	SADDLEBACK GOLF CARS, INC.	98.02
174567	10/23/2013	ANGELA SANTOS	120.00
174568	10/23/2013	GUISELLE SCOTT	630.00
174569	10/23/2013	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	5.96
174570	10/23/2013	SIGMA ALDRICH CHEMICAL CO.	1,391.19
174571	10/23/2013	SMART LEVELS MEDIA	123.96
174572	10/23/2013	SO. ORANGE CO. COMM. COL.DIST	2,769.00
174573	10/23/2013	SOURCE GRAPHICS	785.33
174574	10/23/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	793.23
174575	10/24/2013	DON BUTCHER	1,584.00
174576	10/24/2013	DENISE M. HARRIS	312.00
174577	10/24/2013	JENNIFER HIGGINSON	612.00
174578	10/24/2013	JENNIFER HIGGINSON	612.00
174579	10/24/2013	WILLIAM M. MCNICOL	192.00
174580	10/24/2013	BRAD MCREYNOLDS	432.00
174581	10/24/2013	MICHELLE QUON	272.00
174582	10/24/2013	LINDSAY STEINRIEDE	342.00
174583	10/24/2013	ACADEMIC SENATE	425.00
174584	10/24/2013	JUAN AVALOS	771.70
174585	10/24/2013	DR. ROBERT BRAMUCCI	55.00
174586	10/24/2013	TOD A. BURNETT	1,008.19
174587	10/24/2013	CALWORKS 2013 TRAINING ACADEMYSACRAMENTO STATE	275.00
174588	10/24/2013	COMMUNITY COLLEGE LEAGUE OF CA	485.00
174589	10/24/2013	COMMUNITY COLLEGE LEAGUE OF CA	485.00
174590	10/24/2013	ARLEEN ELSEROD	772.20
174591	10/24/2013	JENNIFER FOROUZESH	1,000.00
174592	10/24/2013	HYATT REGENCY SAN FRANCISCO AIRPORT	405.96
174593	10/24/2013	HYATT REGENCY SACRAMENTO	218.80
174594	10/24/2013	SAFIAH MAMOON	2,928.01
174595	10/24/2013	CHRISTOPHER MCDONALD	1,296.39
174596	10/24/2013	CLAIRE TRACEY	52.77
174597	10/24/2013	LISA ANH H WANG	298.57
174598	10/24/2013	STEVE WEIBEL	255.91
174599	10/24/2013	LIANNA ZHAO	114.98
174600	10/24/2013	PACIFIC COACHWAYS	8,224.01
174601	10/24/2013	MELISSA PRICHARD	120.00
174602	10/24/2013	RICHARD THE THREAD EMPIRE TAPE COMPANY	484.13
174603	10/24/2013	CYNTHIA ROE	280.00
174604	10/24/2013	SMART & FINAL	45.35
174605	10/24/2013	SWEETWATER	507.47

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ESCAPE ONLINE

Page 13 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	39.35
		Expensed Amount	546.82
174606	10/24/2013	DIEMMY TRAN	240.00
174607	10/24/2013	VISTA PAINT CORPORATE OFFICE	225.75
174608	10/24/2013	KATHY WEATHERWAX	315.00
174609	10/24/2013	WEST-LITE SUPPLY CO.	7,760.66
174610	10/24/2013	AT & T	27.40
174611	10/25/2013	DELL MARKETING L.P. C/O DELL USA L.P.	18,580.31
174612	10/25/2013	ENVRIO COMPLIANCE SOLUTIONS INC	596.00
174613	10/25/2013	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	4,135.17
174614	10/25/2013	i3 SOLUTIONS	6,600.00
174615	10/25/2013	MARY OPEL	118.99
174616	10/25/2013	PARSONS BRINCKERHOFF, INC.	1,995.71
174617	10/25/2013	QUEZADA PRO LANDSCAPE, INC.	2,100.00
174618	10/25/2013	S & B FOODS CATERING DIVISION	125.98
174619	10/25/2013	SADDLEBACK APPLIANCES	2,017.58
174620	10/25/2013	STRATA INFORMATION GROUP	13,882.93
174621	10/28/2013	POWERTRON BATTERY CO.	107.89
174622	10/28/2013	RANSOM AND RANDOLPH	1,212.13
174623	10/28/2013	RICOH AMERICAS CORP	74.55
174624	10/28/2013	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	3,525.00
174625	10/28/2013	SARGENT WELCH	108.67
174626	10/28/2013	SERVICE MANAGEMENT ASSIST, LLC	1,219.00
174627	10/28/2013	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	3.97
174628	10/28/2013	SUN TAMERS WINDOW TINTING	535.92
174629	10/28/2013	TROXELL COMMUNICATIONS, INC.	825.12
174630	10/28/2013	UNISOURCE WORLDWIDE INC.	423.90
174631	10/28/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	338.29
174632	10/28/2013	LUIS MAURICIO VASQUEZ	875.00
174633	10/28/2013	ROBERT WADDINGTON	570.00
174634	10/28/2013	SMART & FINAL	306.27
174635	10/28/2013	JASON H. THOMPSON	2,000.00
174636	10/28/2013	AARDVARK CLAY AND SUPPLIES	3,379.86
174637	10/28/2013	ABC ICE HOUSE	105.84
174638	10/28/2013	AIR TREATMENT CORPORATION CORPORATE OFFICE & WAREHOUSE	3,976.56
174639	10/28/2013	APPLE COMPUTER INC.	42.12
174640	10/28/2013	ART SUPPLY WAREHOUSE	323.29
174641	10/28/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	285.00
		Unpaid Sales Tax	22.80
		Expensed Amount	307.80
174642	10/28/2013	CALIFORNIA STAGE/LIGHTING, INC	1,640.71
174643	10/28/2013	CAROLINA BIOLOGICAL SUPPLY	295.52
174644	10/28/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	2,800.00
174645	10/28/2013	CENTURION TECHNOLOGIES, INC.	1,202.40
174646	10/28/2013	CITRIX ONLINE	1,740.60
174647	10/28/2013	CLUB CAR, INC.	122.67

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ESCAPE ONLINE

Page 14 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174648	10/28/2013	COMPUTROLS, INC.	19,575.00
		Unpaid Sales Tax	1,566.00
		Expensed Amount	21,141.00
174649	10/28/2013	CORNER BAKERY CAFE	581.16
174650	10/28/2013	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	150.00
174651	10/28/2013	CULLIGAN	2.85
174652	10/28/2013	DANA POINT FUEL DOCK	27.73
174653	10/28/2013	DANA POINT YACHT MAINTENANCE	68.80
174654	10/28/2013	DJ ORTHOPEDICS, LLC	3,476.20
		Unpaid Sales Tax	278.09
		Expensed Amount	3,754.29
174655	10/28/2013	ARNETTE EDWARDS	180.00
174656	10/28/2013	FACILITY SERVICES PARTNERS	16,592.16
174657	10/28/2013	FINDAWAY WORLD	104.70
174658	10/28/2013	DEBRA L. FITZSIMONS	24.29
174659	10/28/2013	FREEWAY AUTO SUPPLY	23.17
174660	10/28/2013	A. M. LEONARD, INC.	169.21
		Unpaid Sales Tax	13.54
		Expensed Amount	182.75
174661	10/28/2013	OFFICEMAX CONTRACT INC.	10,475.26
174662	10/28/2013	BOB PARRETT CONSTRUCTION	6,169.00
174663	10/28/2013	OFFICEMAX CONTRACT INC.	217.29
174664	10/29/2013	G & K SERVICES	71.43
174665	10/29/2013	GALL'S/QUARTERMASTER	375.39
174666	10/29/2013	GRANICUS, INC.	1,773.50
174667	10/29/2013	GREEN THUMB INTERNATIONAL	8.74
174668	10/29/2013	HARDY DIAGNOSTICS	3,539.40
174669	10/29/2013	UC FACTORS for INDUSTRIAL TECHNICAL SERV	905.00
174670	10/29/2013	INGARDIA BROTHERS PRODUCE, INC.	954.71
174671	10/29/2013	INTERLIGHT INT'L LIGHTING CORP	150.20
		Unpaid Sales Tax	10.80
		Expensed Amount	161.00
174672	10/29/2013	JA SEXAUER	1,353.91
174673	10/29/2013	IRVINE PIPE & SUPPLY	307.53
174674	10/29/2013	IRVINE RANCH WATER DIST.	2,482.48
174675	10/29/2013	IRVINE UNIFIED SCHOOL DISTRICT ASST SUP BUSINESS SERVICES	362.84
174676	10/29/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	3,450.00
174677	10/29/2013	MICHELLE JACKSON	37.80
174678	10/29/2013	JIST WORKS, INC.	148.44
174679	10/29/2013	JOHNSTONE SUPPLY	132.15
174680	10/29/2013	KIMBALL OFFICE KIMBALL INT'L.	817.24
174681	10/29/2013	KRATOS HBE	620.15
174682	10/29/2013	ALEXANDER LEIGH	1,300.00
174683	10/29/2013	DIANE LEWIS	1,613.40
174684	10/29/2013	MICHAEL MATTHEWS	1,250.00
174685	10/29/2013	NATIONAL ASSN OF COLLEGE & UNIVERSITY FOOD SERVICES	210.00

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ESCAPE ONLINE

Page 15 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174686	10/29/2013	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	552.25
174687	10/29/2013	ORKIN PEST CONTROL 711	600.00
174688	10/29/2013	PEPPER, J.W. & SON, INC.	1,798.73
174689	10/29/2013	AT&T	48.02
174690	10/29/2013	AT&T	548.58
174691	10/29/2013	AT&T	365.71
174692	10/29/2013	AT&T	1,637.98
174693	10/29/2013	SAFEWAY, INC.	297.64
174694	10/29/2013	SMART & FINAL	212.05
174695	10/29/2013	MY SPORT	1,080.00
174696	10/29/2013	LIDS TEAM SPORTS	39.38
174697	10/29/2013	IRVINE RANCH WATER DIST.	315.14
174698	10/29/2013	PIPS C/O KEENAN & ASSOCIATES	147,604.75
174699	10/29/2013	LAGUNA GRAPHIC ARTS, INC.	248.40
174700	10/29/2013	LAGUNA MUFFLER SERVICE	126.80
174701	10/29/2013	MAIN GRAPHICS	171.06
174702	10/29/2013	McLOGAN SUPPLY COMPANY, INC.	1,278.59
174703	10/29/2013	McMASTER CARR SUPPLY CO.	3,095.70
174704	10/29/2013	MEDCO SUPPLY COMPANY	437.15
174705	10/29/2013	CHRIS MERZ	100.00
174706	10/29/2013	MICRO CENTER A/R	453.56
174707	10/29/2013	MILCHIKER, MARCIA	79.98
174708	10/29/2013	SALLIE MILLER	240.00
174709	10/29/2013	ML FILTERS	1,871.54
174710	10/29/2013	MODUAL A/C SYSTEM, INC	2,500.00
174711	10/29/2013	MOUSER ELECTRONICS	305.04
174712	10/29/2013	NAT'L LEAGUE FOR NURSING	1,655.00
174713	10/29/2013	NEW READER'S PRESS	42.00
174714	10/29/2013	NEWARK/ELEMENT14	126.34
174715	10/29/2013	ORANGE CO. FARM SUPPLY	596.24
174716	10/29/2013	ORANGE COUNTY REGISTER	5,445.00
174717	10/29/2013	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	439.00
174718	10/29/2013	ORANGE CO. TREASURER TAX COLLECTOR	654.96
174719	10/29/2013	OCLC, INC. DEPT #34299	522.91
174720	10/29/2013	OFFICEWORLD.COM	1,236.89
		Unpaid Sales Tax	90.99
		Expensed Amount	1,327.88
174721	10/29/2013	ORIENTAL TRADING COMPANY, INC.	41.99
		Unpaid Sales Tax	2.56
		Expensed Amount	44.55
174722	10/29/2013	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC	38.00
174723	10/29/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,924.24
174724	10/29/2013	PERKIN-ELMER HEALTH SCIENCES	20.46
174725	10/29/2013	ROSE BRAND	250.00
174726	10/29/2013	S & B FOODS CATERING DIVISION	317.74
174727	10/29/2013	S & B FOODS CATERING DIVISION	189.38
174728	10/29/2013	S & B FOODS CATERING DIVISION	392.58

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ESCAPE ONLINE

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174729	10/29/2013	S & B FOODS CATERING DIVISION	807.30
174730	10/29/2013	SAFEWAY, INC.	71.20
174731	10/29/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	300.00
174732	10/29/2013	SEHI PROCOMP COMPUTER PRODUCTS	940.13
174733	10/29/2013	SJM INDUSTRIAL RADIO	1,503.20
174734	10/29/2013	SO. ORANGE CO. COMM. COL.DIST	6,418.00
174735	10/29/2013	UNISOURCE WORLDWIDE INC.	535.28
174736	10/29/2013	VENTEK INTERNATIONAL	274.55
174737	10/29/2013	COLIN WENHARDT	1,020.00
174738	10/29/2013	JIM WRIGHT	55.99
174739	10/29/2013	ZAMA SPORTS	450.36
174740	10/30/2013	ACADEMIC SENATE	425.00
174741	10/30/2013	ROSIE AGUILAR	141.00
174742	10/30/2013	CCCAOE	395.00
174743	10/30/2013	WILLIAM DAVIS	773.90
174744	10/30/2013	DR. LINDA FONTANILLA	604.48
174745	10/30/2013	JIM GASTON	831.40
174746	10/30/2013	LINDA GLEASON	2,335.74
174747	10/30/2013	STEVE GROSS	731.40
174748	10/30/2013	TAMARA KING	750.00
174749	10/30/2013	REBECCA KNAPP	118.48
174750	10/30/2013	CYNTHIA MARSHALL	500.00
174751	10/30/2013	JANINE O'BUCHON	180.18
174752	10/30/2013	DIANE PESTOLES!	2,649.16
174753	10/30/2013	SANDRA POPE	831.40
174754	10/30/2013	KEITH PRINZING	318.00
174755	10/30/2013	MAUREEN SMITH	61.39
174756	10/30/2013	MARYA SUMMERS	500.00
174757	10/30/2013	BARBARA TAMIALIS	364.75
174758	10/30/2013	WELLS FARGO #2078	3,140.81
174759	10/30/2013	APPLE COMPUTER INC.	248.04
174760	10/30/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	470.00
		Unpaid Sales Tax	37.60
		Expensed Amount	507.60
174761	10/30/2013	MARIE BOWMAN %SPECIAL SERVICES	37.11
174762	10/30/2013	CANON SOLUTIONS AMERICA, INC.	66.00
174763	10/30/2013	BARBARA CAREY	27.53
174764	10/30/2013	CAROLINA BIOLOGICAL SUPPLY	185.22
174765	10/30/2013	CCCCSSAA C/O BRUCE PATT	300.00
174766	10/30/2013	CHEVRON AND TEXACO BUSINESS CARD SERVICES	473.85
174767	10/30/2013	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	23,940.36
174768	10/30/2013	COMPUTERLAND	502.00
174769	10/30/2013	CULLIGAN	106.50
174770	10/30/2013	MARIE DE LA PALME	63.97
174771	10/30/2013	DirecTV	109.99
174772	10/30/2013	DV WAREHOUSE	352.82
174773	10/30/2013	EASTBAY TEAM SPORTS DEPT #5374	1,478.00
174774	10/30/2013	ECONOMIC ALTERNATIVES, INC.	348.85

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ESCAPE ONLINE

Page 17 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174775	10/30/2013	ESSENCE ENTERTAINMENT	2,145.00
174776	10/30/2013	FEDERAL EXPRESS	112.34
174777	10/30/2013	FITNESS WHOLESale, INC.	45.58
174778	10/30/2013	FROMUTH TENNIS	2,735.03
		Unpaid Sales Tax	212.02
		Expensed Amount	2,947.05
174779	10/30/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	43.18
174780	10/30/2013	AUTONATION SHARED SERVICE CTR SOUTH CALIFORNIA	574.48
174781	10/30/2013	WELLS FARGO #1606	1,208.67
		Unpaid Sales Tax	7.51
		Expensed Amount	1,216.18
174782	10/30/2013	WELLS FARGO #3317	5,579.72
		Unpaid Sales Tax	137.80
		Expensed Amount	5,717.52
174783	10/30/2013	WELLS FARGO #4198	2,982.04
		Unpaid Sales Tax	86.68
		Expensed Amount	3,068.72
174784	10/30/2013	WELLS FARGO #1606	199.84
		Unpaid Sales Tax	12.79
		Expensed Amount	212.63
174785	10/30/2013	WELLS FARGO #3317	206.56
174786	10/30/2013	AT & T	69.02
174787	10/30/2013	AT & T	409.26
174788	10/30/2013	AT & T	70.55
174789	10/30/2013	AT & T	70.55
174790	10/30/2013	AT & T	70.55
174791	10/30/2013	VAGO, MALIA	62.44 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174792	10/30/2013	PAYAM-E-ASHENA	250.00 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174793	10/30/2013	PERKIN-ELMER HEALTH SCIENCES	52.29 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174794	10/30/2013	S & B FOODS CATERING DIVISION	160.65 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174795	10/30/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,059.47 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174796	10/30/2013	PAMELA TURNER	51.39 *
	Cancelled on 10/30/2013, Cancel Register # AP10312013		
174797	10/31/2013	FULLERTON COLLEGE SOFTBALL	800.00
174798	10/31/2013	KING FREDERIK INN	955.52
174799	10/31/2013	MT. SAN ANTONIO COLLEGE WOMEN'S BASKETBALL	400.00
174800	10/31/2013	GARY SABELLA	432.00
174801	10/31/2013	SANTA BARBARA CITY COLLEGE	600.00
174802	10/31/2013	FENTRISS WINN	624.00
174803	10/31/2013	VAGO, MALIA	62.44
174804	10/31/2013	PAYAM-E-ASHENA	250.00
174805	10/31/2013	PERKIN-ELMER HEALTH SCIENCES	52.29
174806	10/31/2013	S & B FOODS CATERING DIVISION	160.65
174807	10/31/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,059.47

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ESCAPE ONLINE

Page 18 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174808	10/31/2013	PAMELA TURNER	51.39
174809	10/31/2013	APPLE COMPUTER INC.	3,458.64
174810	10/31/2013	CDW GOVERNMENT, INC.	69,579.00
174811	10/31/2013	COLLEGESOURCE, INC.	2,975.00
174812	10/31/2013	ENAMIX, INC.	6,400.00
174813	10/31/2013	ENVIRON INTERNATIONAL CORP.	3,420.89
174814	10/31/2013	MC CARTHY BUILDING COMPANIES	38,513.00
174815	10/31/2013	NEUDESIC, LLC	71,564.00
174816	10/31/2013	NIMBLE CONSULTING	10,250.00
174817	10/31/2013	OCLC, INC. DEPT #34299	21,909.00
174818	10/31/2013	PENCO ENGINEERING	3,724.00
174819	10/31/2013	R2A ARCHITECTURE	4,103.50
174820	10/31/2013	REDISQ TECHNOLOGIES	4,400.00
174821	10/31/2013	S & K ENGINEERS	21,375.00
174822	10/31/2013	SWINERTON BUILDERS	252,355.86
174823	10/31/2013	SYNERGY SOFTWARE SOLUTIONS	7,695.00
174824	10/31/2013	WEST COAST TECHNOLOGY	24,933.40
174825	10/31/2013	CHRISTIAN ALVARADO	35.31
174826	10/31/2013	MARY ANSTADT	1,866.07 *
Cancelled on 11/04/2013, Cancel Register # AP11042013C			
174827	10/31/2013	CAROLINE DURDELLA	168.46
174828	10/31/2013	JENNIFER FOROUZESH	806.50
174829	10/31/2013	RANDY HEUSER	343.42
174830	10/31/2013	HILTON SAN DIEGO RESORT	357.97
174831	10/31/2013	WELLS FARGO #1598	2,576.28
		Unpaid Sales Tax	32.03
		Expensed Amount	2,608.31
174832	10/31/2013	LILIANN PEREZ-STROUD	180.00
174833	10/31/2013	POSTMASTER	1,978.00
174834	10/31/2013	QUICK CAPTION	935.00
174835	10/31/2013	RSCCD ATTN: PETER HARDASH BUSINESS OPERATIONS	1,660.50
174836	10/31/2013	SEHI PROCOMP COMPUTER PRODUCTS	407.38
174837	10/31/2013	SIERRA SOIL, INC.	1,307.80
174838	10/31/2013	STAR MAINTENANCE SUPPLY	736.56
174839	10/31/2013	THOMSON REUTERS - WEST PAYMENT CENTER	314.04
174840	10/31/2013	UNISOURCE WORLDWIDE INC.	149.82
174841	10/31/2013	XEROX CORPORATION	878.69
174842	10/31/2013	YBP LIBRARY SERVICES	835.00
174843	10/31/2013	ZAMA SPORTS	1,265.76
174844	11/01/2013	US BANK - PARS# 6745033300	3,253,021.80 *
Reissued on 11/01/2013, Cancel Register # AP11012013C			
174845	11/01/2013	US BANK - PARS# 6745033300	3,253,021.80
174846	11/01/2013	PALOMAR COLLEGE RAY DAHLIN INVITATIONAL	328.00
174847	11/04/2013	AT & T MOBILITY	12.72
174848	11/04/2013	SAFEWAY, INC.	59.60
174849	11/04/2013	SMART & FINAL	156.98
174850	11/04/2013	KAITLYN PIETRAS	3,600.00
174851	11/04/2013	DR. ROBERT BRAMUCCI	15.00

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ESCAPE ONLINE

Page 19 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174852	11/04/2013	CHANG, DAVID H.	59.33
174853	11/04/2013	MONIKA CONNOLLY	124.87
174854	11/04/2013	SHAYLENE NICOLE GARBER	750.00
174855	11/04/2013	RUBEN GUZMAN	213.57
174856	11/04/2013	MAJOR, NICOLE	102.23
174857	11/04/2013	FELICIA STINSON	79.02
174858	11/04/2013	LISA ANH H WANG	98.24
174859	11/04/2013	CONSTELLATION NEWENERGY GAS DIVISION LLC BANK OF AMERICA	24,889.54
174860	11/04/2013	CORNER BAKERY CAFE STORE #219	1,054.05
174861	11/04/2013	MARISSA K. DRAMMISSI	750.00
174862	11/04/2013	ECONOMIC ALTERNATIVES, INC.	6,807.78
174863	11/04/2013	FENTRISS WINN	624.00
174864	11/04/2013	ROSIE AGUILAR	39.66
174865	11/04/2013	MARY ANSTADT	891.07
174866	11/04/2013	CCCAOE	975.00
174867	11/04/2013	BEEP COLCLOUGH	383.25
174868	11/04/2013	BRUCE GILMAN	852.33
174869	11/04/2013	PATRICIA MC GINLEY	1,000.00
174870	11/04/2013	CLIFFORD MEYER	232.58
174871	11/04/2013	REBECCA MORGAN	100.54
174872	11/04/2013	LORETTA M. NICCOLA	163.71
174873	11/04/2013	SHAWN O'ROURKE	184.50
174874	11/04/2013	LUCAS OCHOA	590.00
174875	11/04/2013	LARRY RADDEN	611.32
174876	11/04/2013	PARISA SOLTANI	301.31
174877	11/04/2013	ANTHONY TENG	636.53
174878	11/04/2013	KATHLEEN WERLE	814.39
174879	11/04/2013	W. W. GRAINGER	1,643.33
174880	11/04/2013	PACIFIC CLIPPINGS	59.00
174881	11/04/2013	LILIANN PEREZ-STROUD	120.00
174882	11/04/2013	PRESTIGE GOLF CARS	102.60
174883	11/04/2013	PSI-PAYPHONE STATIONS INNOVAT.	315.00
174884	11/04/2013	ANDRE ROSSIGNOL	1,020.00
174885	11/04/2013	S & B FOODS CATERING DIVISION	853.42
174886	11/04/2013	S & B FOODS CATERING DIVISION	48.44
174887	11/04/2013	SANI-TECH CARPET MAINTENANCE	2,332.80
174888	11/04/2013	SEHI PROCOMP COMPUTER PRODUCTS	109.94
174889	11/04/2013	SHRED-IT USA-SAN DIEGO	349.90
174890	11/04/2013	STATEWIDE TRAFFIC SAFETY AND SIGNS	1,462.56
174891	11/04/2013	SYSCO LOS ANGELES, INC.	462.72
174892	11/04/2013	TRIBUNE MEDIA SERVICES, INC.	865.20
174893	11/04/2013	UNLIMITED ENVIRONMENTAL, INC.	1,520.00
174894	11/04/2013	W A X I E	268.27
174895	11/04/2013	XEROX CORPORATION	2,541.98
174896	11/05/2013	GALL'S/QUARTERMASTER	391.98
174897	11/05/2013	JOSEPH GERGES	132.87
174898	11/05/2013	HOSPITAL ASSOCIATES	140.87
174899	11/05/2013	GOODSON MANUFACTURING COMPANY	161.87

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ESCAPE ONLINE

Page 20 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	12.32
		Expensed Amount	174.19
174900	11/05/2013	GRAPHIC CHEMICAL & INK CO.	15.50
		Unpaid Sales Tax	1.24
		Expensed Amount	16.74
174901	11/05/2013	CATHLEEN GREINER	55.98
174902	11/05/2013	HARRIS COMMUNICATIONS	65.90
		Unpaid Sales Tax	4.08
		Expensed Amount	69.98
174903	11/05/2013	TONI HELMS	1,190.00
174904	11/05/2013	LISA HESSE	40.99
174905	11/05/2013	HIRSCH PIPE & SUPPLY	205.83
174906	11/05/2013	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	90.00
174907	11/05/2013	THE ICS STORE	295.00
		Unpaid Sales Tax	20.80
		Expensed Amount	315.80
174908	11/05/2013	INDUSTRIAL PLASTIC SUPPLY, INC	79.72
174909	11/05/2013	INGARDIA BROTHERS PRODUCE, INC.	454.69
174910	11/05/2013	LISA INLOW	21.44
174911	11/05/2013	JACOBSEN WEST	72.14
174912	11/05/2013	KELLY PAPER	999.83
174913	11/05/2013	CHRIS KIGER C/O HEALTH & WELLNESS CTR	212.00
174914	11/05/2013	SCOTT KIM	870.52
174915	11/05/2013	MARK KRUHMIN	27.75
174916	11/05/2013	GARY I. KUSUNOKI	230.00
174917	11/05/2013	LAGUNA GRAPHIC ARTS, INC.	166.52
174918	11/05/2013	LAKESHORE LEARNING MATERIALS	115.50
174919	11/05/2013	LASER SOURCE	584.28
174920	11/05/2013	LIEBERT CASSIDY WHITMORE	8,222.50
174921	11/05/2013	M & R PRINTING	207.30
		Unpaid Sales Tax	15.18
		Expensed Amount	222.48
174922	11/05/2013	ZACHARY MASUDAL	100.00
174923	11/05/2013	MC KESSON MEDICAL SURGICAL	4,629.87
174924	11/05/2013	NIKKANNI S. Mc LENNAN	225.00
174925	11/05/2013	MEDCO SUPPLY COMPANY	87.43
174926	11/05/2013	MICROSOFT IT ACADEMY	2,174.04
174927	11/05/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	149.31
174928	11/05/2013	SOPHIE MILLER	99.00
174929	11/05/2013	MISSION VIEJO GLASS	385.00
174930	11/05/2013	MOUNT WILSON INSTITUTE ATTN:60" TELESCOPE PROGRAM	900.00
174931	11/05/2013	NORLEN, TOVE	103.78
174932	11/05/2013	OC TREASURER-TAX COLLECTOR	210.00
174933	11/05/2013	OC TREASURER-TAX COLL REVENUE RECOVERY	4,960.00
174934	11/05/2013	OFFICEWORLD.COM	631.98
		Unpaid Sales Tax	50.56
		Expensed Amount	682.54
174935	11/05/2013	OHLONE COLLEGE COMMUNITY EDUCATION	250.00

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

ESCAPE ONLINE

Page 21 of 22

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
174936	11/05/2013	ONE SOURCE DISTRIBUTORS, INC.	286.20
174937	11/05/2013	ORKIN PEST CONTROL 711	762.50
174938	11/05/2013	JOSEPH OTT	100.00
174939	11/05/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	7,068.00
174940	11/05/2013	PACIFIC MARINE MAMMAL CENTER	186.00
174941	11/05/2013	PETE'S ROAD SERVICE	39.61
174942	11/05/2013	PRAXAIR DISTRIBUTION	29.40
174943	11/05/2013	SO. COAST FIRE PROTECTION	1,500.00
174944	11/05/2013	DOUGLAS WESTLAKE	2,062.50
174945	11/05/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,238.26
174946	11/05/2013	BAYLEY CONSTRUCTION	52,771.00
Total Number of Checks			905
			12,626,653.57

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	12	645,174.97
Reissue	2	3,262,182.80
Net Issue		8,719,295.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	805	6,489,912.56
12	Child Development Fund	12	3,709.25
40	Capital Outlay Fund	63	1,846,047.12
68	Self-Insurance Fund	8	21,922.38
71	Retiree Benefit Fund	3	361,716.31
Total Number of Checks		891	8,723,307.62
Less Unpaid Sales Tax Liability			4,011.82
Net (Check Amount)			8,719,295.80

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.

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010825	10/11/2013	ALICIA MIGLIARINI dba CALINK INSTITUTE	750.00
010826	10/11/2013	ESTELLA CASTILLO-GARRISON	92.92
010827	10/11/2013	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	50.00
010828	10/11/2013	MASTERS NOTARY ACADEMY	910.00
010829	10/11/2013	NEW SCHOOL OF AMERICAN MUSIC ROBERT L. LAUGHLIN	203.75
010830	10/11/2013	XEROX CORPORATION	614.13
010831	10/11/2013	ALESSANDRA MARANDOLA	90.00
010832	10/11/2013	CONNOR POWERS-HUBBARD	190.00
010833	10/11/2013	JAKE MARADA	59.00
010834	10/11/2013	JANELLE JANKE	90.00
010835	10/11/2013	JASMINE HALL	55.00
010836	10/11/2013	KELSEY BALDREE	90.00
010837	10/11/2013	MARICA MACKEY	90.00
010838	10/11/2013	SIERRA MACKEY	90.00
010839	10/11/2013	TYLER CASTELLAW	175.00
010840	10/18/2013	ADVANCED LIVE SCAN OC	240.00
010841	10/18/2013	DATA TO DESIGN	300.00
010842	10/18/2013	EDUCATION TO GO	5,541.75
010843	10/23/2013	OFFICEMAX CONTRACT INC.	34.34
010844	10/25/2013	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	485.00
010845	10/25/2013	COHEN-NAGLESTAD ENTERPRISES LLC	217.00
010846	10/25/2013	ESTELLA CASTILLO-GARRISON	29.48
010847	10/25/2013	GOOD TIMES TRAVEL, INC.	7,760.00
010848	10/25/2013	DENISE LODES	33.34
010849	10/25/2013	ARRON SEARCY	45.17
010850	11/01/2013	AUGUSOFT, INC.	4,000.00
010851	11/01/2013	BOSTON REED COLLEGE	9,600.00
010852	11/01/2013	PETER COSMAKOS, LLC	5,294.60
010853	11/01/2013	DATA TO DESIGN	1,210.50
010854	11/01/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	13.75
010855	11/01/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	52.60
Total Number of Checks			31
			38,407.33

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	31	38,407.33
Total Number of Checks		31	38,407.33
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			38,407.33

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

ESCAPE ONLINE

Page 1 of 1

Checks Dated 10/09/2013 through 11/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009181	10/11/2013	REBECCA MAY BRUBAKER	4.14
009182	10/11/2013	MATHOBOTIX	5,467.70
009183	10/18/2013	FHEG IVC BOOKSTORE STORE 895 M.A	5,948.10
009184	10/29/2013	WELLS FARGO #1606	133.68
009185	11/01/2013	EDUCATION TO GO	964.75
009186	11/01/2013	U S SHOP TOOLS	29.81
009187	11/01/2013	JAMES AYLWARD	40.00
Total Number of Checks			7
			12,588.18

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	7	12,588.18
Total Number of Checks		7	12,588.18
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			12,588.18

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

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Gifts to the District and Foundations
ACTION: Approval

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division/school or office within the college receiving the donated item reviews all gifts.

STATUS

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

DONATIONS
November 25, 2013

SADDLEBACK COLLEGE

Gift	Donated By:
119 Hardback Books	Patrick W. Levens
12 Hardback Books and 5 Paperback Books	Michael Channing
4 Centrifuges	Saddleback Memorial
Paint Shaker	PPG Glidden Professional Paints

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

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

For the current reporting period ending October 31, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 10-01-13 to 10-31-13

<u>General Fund</u>			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$355,515
2000	Classified Salaries	\$218,400	
3000	Fringe Benefits	\$15,745	
4000	Books and Supplies		\$4,926
5000	Other Operating Expenses & Services		\$144,104
6000	Capital Outlay	\$407,533	
7000	Other Outgo		\$137,133
Total Transfers - General Fund		<u>\$641,678</u>	<u>\$641,678</u>
Total Transfers		<u>\$641,678</u>	<u>\$641,678</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: October/November 2013 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During October/November 2013, 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**

Johnson Controls, Inc. Agreement – To repair chiller motor at Central Plant. Saddleback College	\$46,746.00
ViaTron Systems Independent Contractor Agreement – For microfilm conversion services of 230 rolls. Saddleback College	\$39,020.00
Paradigm, Inc. Pricing Agreement – For 3 year agreement to provide diplomas and certificates for students. Irvine Valley College	\$31,500.00
Pacific Clinics Training Institute Independent Contractor/Consultant Agreement – To provide community advisement, curricula refinement in relation to mental health issues of the Deaf and Hard of Hearing and development of marketing materials that highlight the Deaf and Hard of Hearing components and provide Faculty/Student training. Saddleback College	\$30,000.00
College Brain Trust Independent Contractor Agreement – To develop a District Technology Strategic Plan. District Services	\$28,708.00

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

Coleman's Landscape Agreement – To remove and repair Softball Field Area for general use. Irvine Valley College	\$27,800.00
Interact Agreement – To develop treatments/collaterals to support the college annual student recruitment and outreach efforts. Saddleback College	\$25,000.00
DB Mechanical Agreement – To complete the repair of the Foundation Office project. Estimated completion date: 11/30/13. Irvine Valley College	\$23,789.00
University of Central Florida Research Subaward Agreement – For year 8 funding from the Center for Research and Education in Optics and Lasers (OP-TEC) at the University of Central Florida. Irvine Valley College	\$20,000.00 (revenue)
California Retrofit, Inc. Agreement – To replace light poles and fixture at Lot 10 and Theatre Circle. Saddleback College	\$19,875.35
Excelsior Elevator Elevator Maintenance Agreement – To provide elevator maintenance services. Irvine Valley College	\$16,440.00
Unlimited Environmental Agreement – To remove Bookstore Building and Ramps from IVC Site. Irvine Valley College	\$15,500.00
Sheraton Cerritos Hotel Agreement Amendment No.1 – To provide banquet services including audio equipment and an increase in catering due to higher participation) and lodging for the Student Success workshop occurring on 11/18/13. Total revised amount \$16,715.20. Irvine Valley College	\$9,904.98 (Increase)

<p>New Vision Construction Agreement – Replace Drain Pipes project in Women’s Locker Room. Saddleback College</p>	<p>\$9,086.09</p>
<p>Vital Link Education and Business Consortium Independent Contractor/Consultant Agreement – To oversee, organize and coordinate the college Job Shadow Day for the Career Technical Education Collaborative Grant activity. Saddleback College</p>	<p>\$8,963.00</p>
<p>Vital Link Education and Business Consortium Independent Contractor/Consultant Agreement – To perform High School Career Day and Job Fair. Saddleback College</p>	<p>\$8,082.00</p>
<p>Haitbrink Asphalt Paving Inc. Agreement – To repair exterior walkway and drainage at SSC 170 E. Irvine Valley College</p>	<p>\$7,980.00</p>
<p>Nyhart Epler Independent Contractor Agreement – For actuarial review and annual valuation of Retiree Benefit Plan. District Services</p>	<p>\$7,000.00</p>
<p>Jeff Kaplan Independent Contractor Agreement – For scouting services for the IVC Baseball program. Irvine Valley College</p>	<p>\$7,000.00</p>
<p>Citrix Master Subscription Agreement – For annual renewal of “Go to My PC”- virtual desktop for at home users. District Services</p>	<p>\$6,962.40</p>
<p>Vital Link Education and Business Consortium Independent Contractor/Consultant Agreement – To perform High School Career Focus Workshops. Saddleback College</p>	<p>\$6,350.00</p>
<p>R2A Architecture Architectural Services Agreement – To design the Project Division Offices to be located at the Saddleback College Campus. Saddleback College</p>	<p>\$4,985.00</p>

<p>Pacific Coachways Charter Services, Inc. Agreement – To provide passenger motorcoach from IVC to Holiday Inn Golden Gateway in San Francisco on 11/20/13 and 11/23/13 for Career Café Student Success workshop. Irvine Valley College</p>	\$4,215.00
<p>On Course, Inc. Independent Contractor Agreement – To provide On Course Facilitator to lead a one day Professional Development Workshop on 2/21/14. Saddleback College</p>	\$4,200.00
<p>Kaitlyn Pietras Independent Contractor Agreement – To perform as a Scenic and Projections Designer for Saddleback College Department of Theatre Art's production of "Metamorphoses" 11/7/13-11/10/13. Saddleback College</p>	\$3,600.00
<p>Kim Aufhauser Independent Contractor Agreement – To research, develop, design, prepare, present, and facilitate the NIMS/SEMS combined FEMA mandated certification and training on 11/15/13. Saddleback College</p>	\$3,500.00
<p>Nancy Carritte Independent Contractor Agreement - Amendment No. 1 – To extend the term of the agreement for two additional months, effective 7/1/13 – 8/31/13. Total revised contract amount is \$22,900.00. Saddleback College</p>	\$2,800.00
<p>H2 Environmental Consulting Services, Inc Agreement – For environment inspection cost. Irvine Valley College</p>	\$2,750.00
<p>Penco Engineering Amendment #2 – To provide underground utility location services for Technology & Applied Sciences Building Swing Space project. Total revised contract amount is \$16,628.00. Saddleback College</p>	\$2,565.00
<p>PSAV Presentation Services Quote Agreement – To provide audio visual equipment and support services for a Career Café Student Success workshop in Sacramento, CA on Monday, November 4, 2013. The workshop is specifically for CCC faculty, counselors and career professionals. Irvine Valley College</p>	\$2,064.00

Orange County Spectator Services Independent Contractor Agreement – To provide ticketing services for all Saddleback College Athletics home games. Saddleback College	\$2,000.00
Marissa Drammissi Independent Contractor Agreement – To perform as a Stage Manager for Saddleback College Department of Theatre Art's production of "Next to Normal" 12/6/13-12/15/13. Saddleback College	\$1,500.00
Jeff Segal Independent Contractor Agreement – To perform as a musician for the IVC production of "Footloose". Irvine Valley College	\$1,360.00
VenTek International Independent Contractor Agreement – For transaction fee charged per transaction on parking permit dispensers on IVC campus. Irvine Valley College	\$1,200.00
Toni Helms Independent Contractor Agreement – To perform as a musician for the IVC production of "Footloose". Irvine Valley College	\$1,190.00
Andre Rossignol Independent Contractor Agreement – To perform as a musician for the IVC production of "Footloose". Irvine Valley College	\$1,020.00
Colin Wenhardt Independent Contract Agreement – To perform as a musician for the IVC production of "Footloose". Irvine Valley College	\$1,020.00
Chris Booke Independent Contractor Agreement – To perform as a musician for the IVC production of "Footloose". Irvine Valley College	\$1,020.00
Lighter Than Air Independent Contractor Agreement – To provide balloons for ASIVC Events 2013-2014 Irvine Valley College	\$1,000.00

Cal Building Systems Service Agreement – To perform fire system monitoring for campus. Irvine Valley College	\$964.00
Julie A. Page Independent Contractor Agreement – To provide half day staff training on stack cleaning procedures on 11/15/13. Saddleback College	\$750.00
Joon Sung Jun Independent Contractor Agreement – To perform as a guest artist at the IVC Performing Arts Center on 9/13/13. Irvine Valley College	\$750.00
Kevin Kumar Independent Contractor Agreement – To perform as a guest artist at the IVC Performing Arts Center on 9/13/13. Irvine Valley College	\$750.00
Cal Building Systems Service Agreement – To perform fire system monitoring for campus. Irvine Valley College	\$714.00
Lighter Than Air Balloon Decorating Independent Contractor Agreement – To provide Balloon Clusters for LEGO League Tournament on 11/17/13 Irvine Valley College	\$669.60
AMC Theater Agreement – To provide discount movie tickets. Irvine Valley College	\$659.95
Eric Brenton Independent Contractor Agreement – To perform as a musician for the IVC production of “Footloose”. Irvine Valley College	\$600.00
John Perry Independent Contractor Agreement – To perform as a guest artist for a Masterclass for the IVC Performing Arts Center on 11/7/13. Irvine Valley College	\$500.00
Kresta Grabau Independent Contractor Agreement – To serve as a theatre tech for the IVC production of “Footloose”. Irvine Valley College	\$500.00

Aboubacar Kouyate Independent Contractor Agreement – To perform as a guest artist for Fine Arts Music 23 Class, “World Music”, on 10/29/13 and on 4/01/14. Saddleback College	\$450.00
Nikkanni S. McLennan Independent Contractor Agreement – To perform as a guest artist for Fine Arts Music 23 Class, “World Music”, on 10/29/13 and on 4/01/14. Saddleback College	\$450.00
Pasadena City College Athletic Contest Agreement – To participate in the Pasadena City College’s Rose City Classic Basketball Tournament competition on 11/14/13-11/16/13. Irvine Valley College	\$425.00
Lucian Ban Independent Contractor Agreement – To perform as a guest artist for Jazz Music program on 10/30/13. Saddleback College	\$300.00
Andrea Wolper Independent Contractor Agreement – To perform as a guest artist for the Saddleback College Jazz Program on 10/28/13. Saddleback College	\$300.00
Ohlone College Community Education Affiliation Agreement – For renewal membership fee to assist with finding training and setting up classrooms. Irvine Valley College	\$250.00
Alicia Blanquart Independent Contractor Agreement – To teach a Master Class at the IVC Performing Arts Center. Irvine Valley College	\$200.00
Danielle Aguirre Independent Contractor Agreement – For work on costumes for the IVC productions of “Footloose” and “Crimes of the Heart”, 10/28/13-12/6/13. Irvine Valley College	\$200.00
Sam McCann Independent Contractor Agreement – For work on costumes for the IVC productions of “Footloose” and “Crimes of the Heart”, 10/28/13-12/6/13. Irvine Valley College	\$200.00

Zachary Massudal Independent Contractor Agreement – To serve as a theatre tech for the IVC production of “Footloose”. Irvine Valley College	\$100.00
Joseph Ott Independent Contractor Agreement – To provide technical theatre set-up services for the production of “Footloose”. Irvine Valley College	\$100.00
OC One Stop MOU Agreement – To reduce overlap and duplication of services and to maximize the services available to individuals needing workforce services. Irvine Valley College	\$0.00
College Nutanix Product Trial Agreement – To evaluate a server, storage, virtualization solution. District Services	\$0.00
Kareo Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Stanbridge College Clinical Training Agreement – To allow nursing students to obtain clinical experience in the Student Health Center. Saddleback College	\$0.00
Quest Diagnostics Letter of Commitment – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
South Coast Eye Care Center Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Aloha Foot and Ankle Associated, Inc. Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

<p>California Early Childhood Mentor Program-IVC Memorandum Agreement – To coordinate and offer an adult supervision course and seminars for mentors and directors; also coordinating and developing mentoring programs. To offer honoraria for faculty working with the college mentoring program and provide books and other instructional materials for mentors. Irvine Valley College</p>	<p>\$0.00</p>
<p>California Early Childhood Mentor Program-SC Memorandum Agreement – To coordinate and offer an adult supervision course and seminars for mentors and directors; also coordinating and developing mentoring programs. To offer honoraria for faculty working with the college mentoring program and provide books and other instructional materials for mentors. Saddleback College</p>	<p>\$0.00</p>

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: Acceptance of District Annual Audit Report: 2012-2013
ACTION: Review and Accept

BACKGROUND

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

STATUS

The Board of Trustees employed the firm of Christy White Associates, Certified Public Accountants, to conduct the audit of all District funds for FY 2012-2013. The general purpose financial statements with accompanying audit report have been completed and are being submitted to all agencies the law requires, as well as to the members of the Board of Trustees.

The auditors issued an unqualified opinion for the FY 2012-2013 financial statements with no financial findings. The FY 2012-2013 audit report includes one state award finding related to instructional service agreements. Details of the finding and the District's response can be found in the audit report under Schedule of Findings and Questioned Costs.

A Board sub-committee on the audit, consisting of Trustees Lang, Padberg, and Jemal, had an opportunity to meet with the auditors before the final version of the report was printed. The audit committee was able to question the auditors in depth about the notes to the financials and the state award finding.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the FY 2012-2013 audit report in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AUDIT REPORT

JUNE 30, 2013



San Diego

Los Angeles

San Francisco
Bay Area

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
TABLE OF CONTENTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL SECTION

Independent Auditors' Report	1
Management's Discussion and Analysis.....	4
Basic Financial Statements	
Statement of Net Position	13
Statement of Revenues, Expenses and Changes in Net Position.....	14
Statement of Cash Flows.....	15
Statement of Fiduciary Net Position.....	17
Statement of Changes in Fiduciary Net Position.....	18
Notes to Financial Statements	19

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Postemployment Healthcare Benefit Funding Progress.....	42
Schedule of Employer Contributions	43
Notes to Required Supplementary Information.....	44

SUPPLEMENTARY INFORMATION

History and Organization	45
Schedule of Expenditures of Federal Awards	46
Schedule of State Financial Assistance	47
Schedule of Workload Measure for State General Apportionment Annual (Actual) Attendance.....	48
Reconciliation of Annual Financial and Budget Report (CCFS-311) with District Accounting Records	49
Reconciliation of the ECS 84362 (50 Percent Law) Calculation.....	50
Details of Education Protection Account	51
Schedule of General Fund Financial Trends and Analysis.....	52
Notes to Supplementary Information.....	53

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
TABLE OF CONTENTS
FOR THE YEAR ENDED JUNE 30, 2013**

OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	54
Report on Compliance For Each Major Federal Program; and Report on Internal Control Over Compliance Required by OMB Circular A-133	56
Report on State Compliance.....	58

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditors' Results	61
Schedule of Findings and Questioned Costs Related to the Financial Statements.....	62
Schedule of Findings and Questioned Costs Related to Federal Awards	63
Schedule of Findings and Questioned Costs Related to State Awards.....	64
Status of Prior Year Findings and Questioned Costs	66

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

SAN DIEGO

LOS ANGELES

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*Licensed by the California
State Board of Accountancy*

The Board of Trustees
South Orange County Community College District
Mission Viejo, California

Report on the Financial Statements

We have audited the accompanying basic financial statements of the business-type activity, and the aggregate discretely presented component units and the fiduciary funds of the South Orange County Community College District, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the South Orange County Community College District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activity, the aggregate discretely presented component units and the fiduciary funds of South Orange County Community College District, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis on pages 4 through 12 and the schedule of funding progress on page 42 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the South Orange County Community College District's basic financial statements. The supplementary information listed in the table of contents, including the schedule of expenditures of Federal awards, which is required by the U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 8, 2013 on our consideration of South Orange County Community College District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering South Orange County Community College District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
October 8, 2013

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2013**

INTRODUCTION TO THE BASIC FINANCIAL STATEMENTS

The South Orange County Community College District serves over 40,000 students who attend Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Due to the prudent management and conservative fiscal policies, our District has prepared for the challenging budget times by creating reserves, retiring debt, fully funding the retiree liability, and implementing efficiencies throughout all operations. Strategic planning, investments in technology and increasing online services to students ensure we can meet the current and growing demands of transfer to four-year colleges, workforce training, career technical preparation, and basic skills. Over 3,000 employees in the South Orange County Community College District are committed to providing the best educational foundation possible for our students with respect for taxpayers. We invite you to learn more about us and our services to students and the community at www.socccd.edu.

ACCOUNTING STANDARDS

In June 1999, the Governmental Accounting Standards' Board (GASB) released Statement No. 34, "Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments," which changed the reporting format for annual financial statements. In November 1999, GASB released Statement No. 35, "Basic Financial Statement and Management's Discussion and Analysis for Public Colleges and Universities," which applies these reporting standards to public colleges and universities. The South Orange County Community College District continues to present its financial statements in this reporting format.

The following management's discussion and analysis provides an overview of the financial position and activities of the South Orange County Community College District's Financial Report for the fiscal year that ended June 30, 2013. The previous year's financial statements that provide information on the District as a whole:

The Statement of Net Position
The Statement of Revenues, Expenses and Changes in Net Position
The Statement of Cash Flows

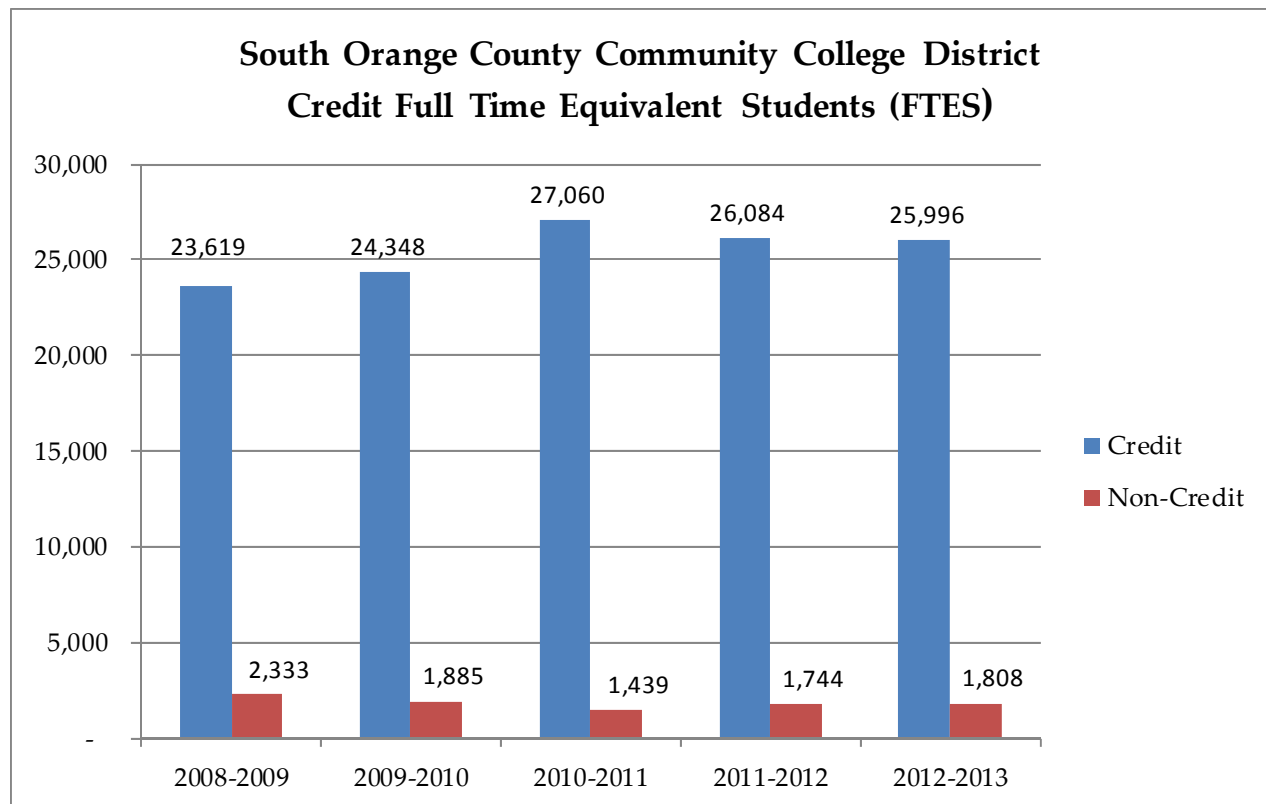
Each of these statements will be reviewed and significant events discussed.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL AND ENROLLMENT HIGHLIGHTS

The District ended the year with a strong fund balance. The ability to maintain a prudent reserve of 7.5% affords cash flow stability for the District without external borrowing. Property taxes continue to provide a reliable revenue source that allows the District some protection from state budget cuts and forced workload reductions.

Enrollments at the colleges decreased slightly in FY 2012-2013 by 0.03% from the prior year. A history of student enrollments is provided below.



STATEMENT OF NET POSITION

The Statement of Net Position presents information on the District's assets and liabilities, with the difference of the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

STATEMENT OF NET POSITION (continued)

	2013	2012	Net Change
ASSETS			
Current assets	\$ 289,659,492	\$ 250,040,916	\$ 39,618,576
Non-current assets	251,840,557	248,009,207	3,831,350
Total Assets	541,500,049	498,050,123	43,449,926
LIABILITIES			
Current liabilities	31,939,074	19,457,720	12,481,354
Non-current liabilities	6,017,550	9,426,946	(3,409,396)
Total Liabilities	37,956,624	28,884,666	9,071,958
NET POSITION			
Invested in capital assets, net of related debt	249,735,056	245,458,248	4,276,808
Restricted	25,968,959	21,723,142	4,245,817
Unrestricted	227,839,410	201,984,067	25,855,343
Total Net Position	\$ 503,543,425	\$ 469,165,457	\$ 34,377,968

Assets

Total Assets increased approximately \$43.4 million, a percentage increase of 8.7%. The major changes affecting total assets are listed below:

- Current and other assets increased \$39.6 million over the prior year primarily due to a \$33.9 million cash increase of excess property taxes to be used to fund capital outlay projects.
- Net capital assets increased by approximately \$3.8 million primarily due to construction costs for the Irvine Valley College (IVC) Life Sciences building.

Liabilities

Total liabilities increased by approximately \$9.1 million; an increase of 31.4%. The major changes affecting total liabilities are listed below:

- Current and other liabilities increased approximately \$17.5 million. This was primarily an increase in accounts payables due to the timing of payments to the OPEB Trust.
- Non-current liabilities decreased \$3.4 million. While the other post-employment benefit (OPEB) obligation increased as a result of the new actuarial valuation being completed, the early retirement incentives were paid off, reducing the liability by \$4.3 million.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

The Statement of Revenues, Expenses and Changes in Net Position present information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as revenues pertaining to receivables and expenses pertaining to earned, but unused, compensated balances.

	2013	2012	\$ Change	% Change
OPERATING REVENUES				
Student Tuition and Fees	\$ 43,451,045	\$ 35,200,204	\$ 8,250,841	23.4%
Less: Scholarship discount & allowance	(11,697,700)	(8,173,999)	(3,523,701)	43.1%
Net tuition & fees	31,753,345	27,026,205	4,727,140	17.5%
Grants and Contracts, noncapital:				
Federal	2,073,069	2,600,741	(527,672)	-20.3%
State	6,508,428	7,872,785	(1,364,357)	-17.3%
Local	2,686,016	2,908,784	(222,768)	-7.7%
Internal Service Sales and Charges	914,220	947,141	(32,921)	-3.5%
Subtotal	12,181,733	14,329,451	(2,147,718)	-15.0%
TOTAL OPERATING REVENUES	43,935,078	41,355,656	2,579,422	6.2%
OPERATING EXPENSES				
Salaries	105,025,110	101,242,953	3,782,157	3.7%
Benefits	54,385,247	38,124,899	16,260,348	42.7%
Financial aid	24,487,322	22,980,151	1,507,171	6.6%
Supplies, materials, & other operating expenses	19,124,220	24,614,477	(5,490,257)	-22.3%
Utilities	2,670,023	3,004,635	(334,612)	-11.1%
Depreciation	11,035,076	11,268,095	(233,019)	-2.1%
TOTAL OPERATING EXPENSES	216,726,998	201,235,210	15,491,788	7.7%
OPERATING LOSS	(172,791,920)	(159,879,554)	(12,912,366)	8.1%
NONOPERATING REVENUES/(EXPENSES)				
State apportionments, non-capital	717,277	1,892,604	(1,175,327)	-62.1%
Local property taxes	156,348,702	149,104,716	7,243,986	4.9%
Federal grants and contracts, noncapital	23,393,436	23,890,444	(497,008)	-2.1%
State taxes & other revenues	10,063,633	7,359,820	2,703,813	36.7%
Investment income - Non-capital	744,581	961,579	(216,998)	-22.6%
Interest expense	(105,112)	(117,829)	12,717	-10.8%
TOTAL NONOPERATING REVENUES (EXPENSES)	191,162,517	183,091,334	8,071,183	4.4%
GAIN BEFORE OTHER REVENUES AND LOSSES	18,370,597	23,211,780	(4,841,183)	-20.9%
OTHER REVENUES AND (LOSSES)				
State apportionments, capital	5,781,862	11,097,021	(5,315,159)	-47.9%
Local revenues, grants and gifts, capital	10,235,926	4,776,899	5,459,027	114.3%
Loss on disposal of equipment	(10,417)	(6,446,728)	6,436,311	-99.8%
TOTAL OTHER REVENUES AND LOSSES	16,007,371	9,427,192	6,580,179	69.8%
CHANGE IN NET POSITION	34,377,968	32,638,972	1,738,996	5.3%
BEGINNING NET POSITION	469,165,457	436,526,485	32,638,972	7.5%
ENDING NET POSITION	\$ 503,543,425	469,165,457	34,377,968	7.3%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (continued)

Operating Revenues

Total Operating Revenues increased approximately \$2.6 million, a percentage increase of 6.2%.

- Net tuition and fees experienced an increase of \$4.7 million, approximately 17.5%. Fee revenue increased by \$8.2 million due to the state legislature increasing enrollment fees. This revenue was offset by a \$3.5 million increase in scholarship discounts and allowances from the increased demand for student financial aid with the BOGG waivers.
- Non capital grants and contracts decreased \$2.1 million, a decrease of 15%. Factors contributing to this include the end of a Federal National Science Foundation grant of \$500 thousand and reduced Economic Development grants of \$440 thousand. Local contracts were also reduced due to an insurance reimbursement in FY 2011-2012 causing that year to be higher than usual.

Operating Expenses

Total Operating Expenses increased by 7.7%, approximately \$15.5 million. Items of significance affecting the changes include:

- Salaries and benefits increased by approximately \$20 million, a percentage increase of 14.4%. This reflects the replacement of most of the positions from the faculty retirement incentive offered in FY 2010-2011 and health benefit cost increases. The largest portion, \$16 million, represents the expense to fully fund the retiree benefit liability.
- Supplies, materials, and other operating expenses decreased by \$5.4 million, a drop of 22.3%. This was partially due to the large amount of expenditures for equipment and furniture at the completion of the Saddleback College Library Renovation project that were below the capitalization threshold in FY 2011-2012. Additionally, the decrease in grants and contracts, \$2.1 million, is reflected in reduced operating expenses.

Non-Operating Revenues (Expenses)

Non-Operating Revenues increased by \$8.1 million, a 4.4% increase, mainly due to the following:

- State apportionments decreased by \$1.2 million, 62%, due to the state eliminating Partnership for Excellence Funds from the allocations to locally funded districts.
- The increase of \$7.2 million, 4.9%, in local property tax reflects the stabilization and moderate growth trend of the local property tax base.
- State taxes and other revenues increased \$2.7 million, 36.7%, with the allocation of Education Protection Account (EPA) funds derived from the passage of Proposition 30.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (continued)

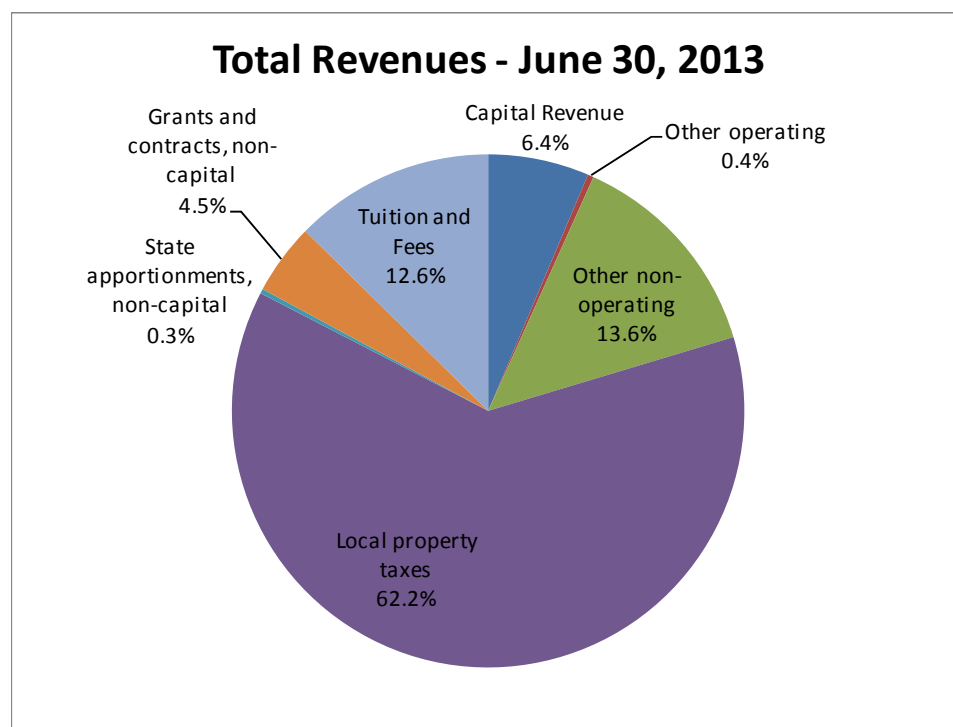
Non-Operating Revenues (Expenses) (continued)

- Interest and investment income decreased \$217 thousand, a 22.6% decrease. This decrease is a result of lower cash balances and reduced interest earnings at both Orange County Schools Pools and the Local Agency Investments Fund (LAIF). This is reflective of the current economy which has lower yields than prior years.

Capital contributions

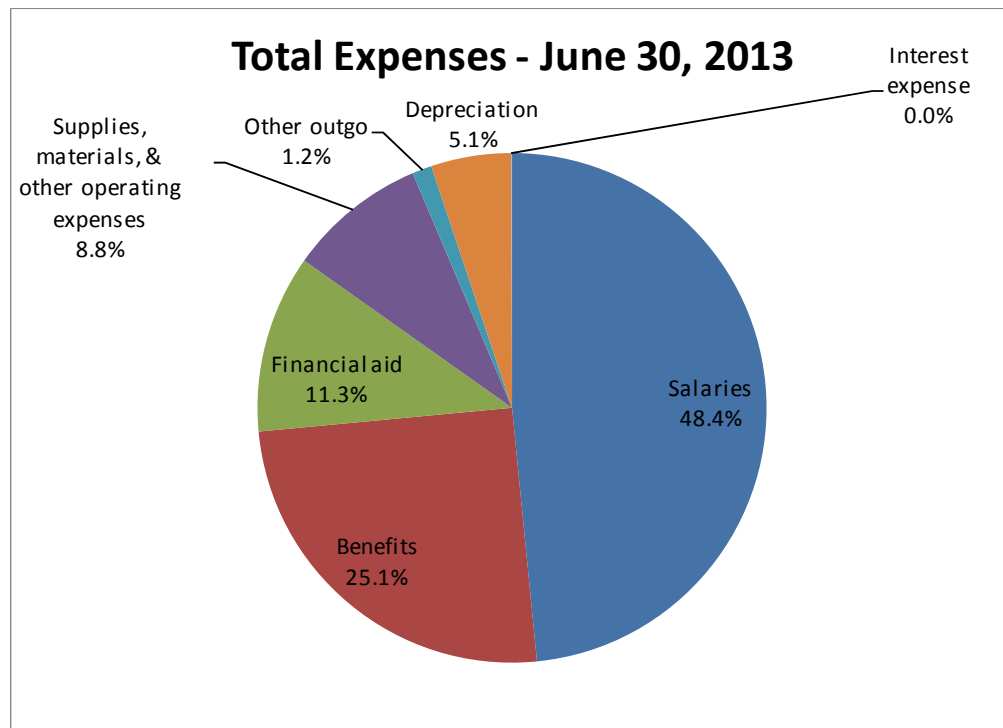
Capital contributions increased by 69.8%, approximately \$6.6 million.

- State capital apportionments decreased \$5.3 million. This revenue is received from the state as a match for capital projects. These funds were for the Saddleback College Library renovation and the new IVC Life Sciences building which are nearing completion. Both projects will be completed in FY 2013-2014.
- Local revenues increased \$5.5 million, a 114.3% increase. The majority of this increase pertains to the additional redevelopment funds received due to the elimination of redevelopment agencies imposed by the state.
- The loss on disposal of capital assets relates to the retirement of assets that were not fully depreciated. The unusually large amount in the prior year, \$6.4 million, reflects the demolition of buildings at the ATEP site. The amount for FY 2012-2013 represents a nominal amount typical when disposing of used equipment.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (continued)



District's Fiduciary Responsibility

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs, and donors for student loans and scholarships. The District's fiduciary activities are reported in a separate statement of fiduciary net position. These activities are excluded from the District's other financial statements because these assets cannot be used to finance operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2013, the District had approximately \$251.8 million invested in net capital assets. Total capital assets of \$382.6 million consist of land, construction in progress, buildings and improvements, vehicles, data processing equipment, and other office equipment. These assets have accumulated depreciation of \$130.8 million. In FY 2012-2013, there were capital asset additions in the amount of \$30.7 million. Deletions of \$16.0 million include \$15.8 million of completed construction in progress moved to building assets and \$237.8 thousand of disposals. Depreciation expense of \$11.0 million was recorded for FY 2012-2013.

Note 4 to the financial statements provides additional information on capital assets. A comparison of capital assets net of depreciation is summarized below:

	2013	2012	Net Change
Land and construction in progress	\$ 96,668,326	\$ 98,589,227	\$ (1,920,901)
Buildings and equipment	285,917,499	269,342,950	16,574,549
Accumulated depreciation	(130,788,827)	(119,981,165)	(10,807,662)
Total Capital Assets	\$ 251,796,998	\$ 247,951,012	\$ 3,845,986

Debt

At June 30, 2013, the District had \$8.2 million in debt. While debt for lease agreements decreased, a debt for other post-employment benefits was realized with the completion of a new actuarial valuation. Funding for this debt was set aside and will be transferred into the trust in FY 2013-2014. An early retirement incentive was established for classified employees in December, 2012. The liability for both the faculty and classified incentives was relieved in FY 2012-2013. Notes 5, 6, and 9 provide additional information on long-term liabilities. A comparison is summarized below:

	2013	2012	Net Change
Financing lease agreements	\$ 2,167,054	\$ 2,492,764	\$ (325,710)
Compensated absences	3,949,364	3,686,730	262,634
Early retirement incentive	-	4,330,175	(4,330,175)
Claims liability	382,222	325,043	57,179
Net OPEB obligation	1,681,598	1,489,523	192,075
Total Long-term Liabilities	\$ 8,180,238	\$ 12,324,235	\$ (4,143,997)

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

ECONOMIC OUTLOOK AND FACTORS AFFECTING NEXT YEAR'S BUDGET

The FY 2013-2014 state budget for community colleges included a cost of living adjustment (COLA) of 1.57% on general purpose apportionments and 1.63% for growth funding statewide. While the District does not receive these funds from the state, these amounts were funded in the allocation model with property tax revenues. The colleges are prepared to earn the additional growth funds while containing enrollments to available funding levels. Enrollment fees remain at \$46/unit. Although enrollment fees have increased 130% in the last 5 years, they are still among the lowest in the nation.

The District has been identified as a "locally funded" district since 1999-2000, meaning its primary source of revenue comes from local property taxes, not state apportionment. The FY 2013-2014 adopted budget assumes an increase in property tax revenue of 1% from FY 2012-2013. This assumption is based on prior years' history and conservative estimations provided by the county auditor/controller's office. Although property tax receipts have fluctuated in recent years, the District continues to experience sufficient revenue to maintain funding of the colleges and allow for future capital projects. Excess funds over what would be received from the state funding formula are used to pay for long-term debt, one time expenditures, and capital outlay needs.

The most recent actuarial study was completed for the OPEB liability in March 2013. The results confirmed the liability calculated in the prior year due to accelerated retirements and changes to the retirement and mortality tables used by the actuaries. The Board of Trustees approved fully funding the liability. One payment was made before June 30, 2013 with the remainder of the funds being deposited into the trust in July and August 2013. The next actuarial study will be completed in December 2013.

For the first time in many years, the state provided funding for instructional equipment and scheduled maintenance in its FY 2013-2014 budget. The scheduled maintenance funds will assist in addressing the facility maintenance needs of the colleges. The District is currently completing a 20-Year Facility, Renovation, and Scheduled Maintenance Plan for use in prioritizing facilities related project funding. Additional external funding sources are being explored for the development of the Advanced Technology and Education Park (ATEP) located in Tustin.

REQUEST FOR INFORMATION

The financial report is designed to provide a general overview of the District's finances. Questions concerning this report or requests for additional financial information should be addressed to the South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marquerite Parkway, Mission Viejo, CA 92692-3635.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2013**

ASSETS	Business-Type Activity	
	Primary Government	Component Units
CURRENT ASSETS		
Cash and cash equivalents	\$ 244,093,259	\$ 865,331
Investments	25,846,807	7,910,264
Accounts receivable	17,910,044	274,355
Prepaid expenses	1,734,166	14,446
Inventory	75,216	-
Total Current Assets	289,659,492	9,064,396
NONCURRENT ASSETS		
Restricted cash and cash equivalents	11,393	-
Restricted student loan receivable	32,166	-
Capital assets, net of accumulated depreciation	251,796,998	-
Total Noncurrent Assets	251,840,557	-
TOTAL ASSETS	541,500,049	9,064,396
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	22,835,761	603,379
Deferred revenue	6,940,625	-
Current Portion - Long-term liabilities	2,162,688	-
Total Current Liabilities	31,939,074	603,379
NONCURRENT LIABILITIES		
Noncurrent portion - Long-term liabilities	6,017,550	-
TOTAL LIABILITIES	37,956,624	603,379
NET POSITION		
Net investment in capital assets	249,735,056	-
Restricted for:		
Capital projects	19,244,252	-
Educational programs	6,724,707	5,257,530
Permanent	-	2,731,314
Unrestricted	227,839,410	472,173
TOTAL NET POSITION	\$ 503,543,425	\$ 8,461,017

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Business-Type Activity</u>	<u>Component</u>
	<u>Primary Government</u>	<u>Units</u>
OPERATING REVENUES		
Student Tuition and Fees	\$ 43,451,045	\$ -
Less: Scholarship discount & allowance	(11,697,700)	-
Net tuition & fees	31,753,345	-
Grants and Contracts, noncapital:		
Federal	2,073,069	-
State	6,508,428	-
Local	2,686,016	2,920,991
Internal Service Sales and Charges	914,220	175,330
Subtotal	12,181,733	3,096,321
TOTAL OPERATING REVENUES	43,935,078	3,096,321
OPERATING EXPENSES		
Salaries	105,025,110	926,003
Benefits	54,385,247	-
Financial aid	24,487,322	691,360
Supplies, materials, & other operating expenses	19,124,220	1,289,018
Utilities	2,670,023	-
Depreciation	11,035,076	-
TOTAL OPERATING EXPENSES	216,726,998	2,906,381
OPERATING LOSS	(172,791,920)	189,940
NONOPERATING REVENUES/(EXPENSES)		
State apportionments, non-capital	717,277	-
Local property taxes	156,348,702	-
Federal grants and contracts, noncapital	23,393,436	-
State taxes & other revenues	10,063,633	-
Investment income - Non-capital	744,581	766,402
Interest expense	(105,112)	-
TOTAL NONOPERATING REVENUES (EXPENSES)	191,162,517	766,402
GAIN BEFORE OTHER REVENUES AND LOSSES	18,370,597	956,342
OTHER REVENUES AND (LOSSES)		
State apportionments, capital	5,781,862	-
Local revenues, grants and gifts, capital	10,235,926	-
Loss on disposal of equipment	(10,417)	-
TOTAL OTHER REVENUES AND GAINS	16,007,371	-
CHANGE IN NET POSITION	34,377,968	956,342
BEGINNING NET POSITION	469,165,457	7,504,675
ENDING NET POSITION	\$ 503,543,425	8,461,017

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Business-Type Activity</u> <u>Primary Government</u>	<u>Component</u> <u>Units</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Tuition and fees	\$ 31,038,594	\$ -
Federal grants and contracts	2,073,069	-
State grants and contracts	8,759,223	-
Local grants and contracts	2,686,016	3,059,574
Payments to or on behalf of employees	(158,249,636)	(926,003)
Payments to vendors for supplies and services	(20,118,303)	(1,289,005)
Payments to students for scholarships and grants	(24,168,583)	(691,360)
Net Cash Used by Operating Activities	<u>(157,979,620)</u>	<u>153,206</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES		
State apportionments	717,277	-
Property taxes	158,518,135	-
State taxes and other revenues	7,733,959	-
Federal grants and contracts	23,382,043	-
Net Cash Provided by Non-capital Financing Activities	<u>190,351,414</u>	<u>-</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES		
Acquisition and construction of capital assets	(14,891,479)	-
Principal and interest paid on capital debt	(325,710)	-
State apportionments, capital projects	5,781,862	-
Local revenues, grants and gifts, capital	10,235,926	-
Net Cash Provided by Capital Financing Activities	<u>800,599</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income	744,581	91,882
Net Cash Provided by Investing Activities	<u>744,581</u>	<u>91,882</u>
NET INCREASE IN CASH & CASH EQUIVALENTS	33,916,974	245,088
CASH & CASH EQUIVALENTS, BEGINNING OF YEAR	<u>210,164,892</u>	<u>620,243</u>
CASH & CASH EQUIVALENTS, END OF YEAR	<u>\$ 244,081,866</u>	<u>\$ 865,331</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CASH FLOWS, continued
FOR THE YEAR ENDED JUNE 30, 2013

	<u>Business-Type Activity</u> <u>Primary Government</u>	<u>Component</u> <u>Units</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH		
USED BY OPERATING ACTIVITIES		
Operating loss	\$ (172,791,920)	\$ 956,341
Adjustments to Reconcile Operating Loss to Net Cash Used by		
Operating Activities:		
Depreciation expense	11,035,076	-
Net investment gain	-	(766,402)
Changes in Assets and Liabilities:		
Accounts receivable	(5,723,781)	(181,122)
Due from fiduciary funds	1,272,750	-
Due from component units	41,355	(9,709)
Inventory	(3,446)	-
Prepaid expense	(1,207,322)	(9,811)
Accounts payable and accrued liabilities	13,351,422	163,909
Deferred revenue	(135,467)	-
Compensated absences	262,634	-
Early retirement incentive	(4,330,175)	-
Net OPEB obligation	192,075	-
Total Adjustments	<u>14,812,300</u>	<u>(803,135.00)</u>
Net Cash Flows From Operating Activities	<u>\$ (157,979,620)</u>	<u>\$ 153,206</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2013**

	<u>Associated Student Government Funds</u>	<u>Retiree (OPEB) Trust</u>	<u>Agency Fund</u>
ASSETS			
Cash and cash equivalents	\$ 104,357	\$ -	\$ 3,557,763
Investments	178,731	76,038,439	-
Accounts receivable	79,396	9,657,778	-
Accrued interest receivable	-	-	-
Prepaid expenses	18,500	-	-
Total Assets	<u>380,984</u>	<u>85,696,217</u>	<u>3,557,763</u>
LIABILITIES			
Agency obligations	-	-	3,557,763
Accounts payable	125,018	1,267,865	-
Deferred revenue	8,867	-	-
Amounts held in trust for others	-	-	-
Total Liabilities	<u>133,885</u>	<u>1,267,865</u>	<u>3,557,763</u>
NET POSITION			
Restricted Net Position	247,099	84,428,352	-
Total Net Position	<u>\$ 247,099</u>	<u>\$ 84,428,352</u>	<u>\$ -</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Associated Student Government Funds</u>	<u>Retiree (OPEB) Trust</u>
Additions		
Contributions	\$ -	\$ 18,472,728
Interest and investment income	520	6,475,903
Less: Investment operating expenses	-	(296,772)
Sales and other local revenues	817,275	-
Total Additions	<u>817,795</u>	<u>24,651,859</u>
Deductions		
Salaries	119,712	-
Benefits	24,727	3,780,524
Supplies and materials	52,956	-
Other operating expenses and services	492,693	-
Capital outlay	37,725	-
Student financial aid	178,535	-
Total Deductions	<u>906,348</u>	<u>3,780,524</u>
CHANGE IN NET POSITION	<u>(88,553)</u>	<u>20,871,335</u>
NET POSITION, BEGINNING OF YEAR	<u>335,652</u>	<u>63,557,017</u>
NET POSITION, END OF YEAR	<u>\$ 247,099</u>	<u>\$ 84,428,352</u>

See accompanying notes to the financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The South Orange County Community College District (District) is the level of government primarily accountable for activities related to public education. The governing authority consists of elected officials who, together, constitute the Board of Trustees.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of GASB Statement No. 14, *The Financial Reporting Entity*. The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Based upon the requirements of GASB Statement No. 14, and as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, certain organizations warrant inclusion as part of the financial reporting entity because of the nature and significance of their relationship with the District, including their ongoing financial support to the District or its other component units. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.
2. The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the Facilities Corporation 2011 of the South Orange County Community College District (Corporation) has been included in the District's reporting entity as a blended component unit. Separate financial information may be obtained through the District.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Based upon the application of the criteria listed above, the following component units have been included through discrete presentation:

The Foundation for the South Orange County Community College District, the Foundation for Advanced Technology and Education Park (ATEP), Saddleback College Foundation and Irvine Valley College Foundation – Each Foundation is a separate not-for-profit corporation. The foundation Board of Governors are appointed independent of any District Board of Trustee’s elections. The Boards are responsible for approving their own budgets and accounting and finance related activities, however, the District’s governing board has fiscal responsibility over each Foundation.

Separate financial information for the Foundations may be obtained through the District.

In addition, the District maintains fiduciary funds which are composed of two trust funds and one agency fund as follows:

Associated Student Government Funds – These funds are held on behalf of students of the District under a formal trust agreement between the associated student government and the District.

South Orange County CCD Retiree (OPEB) Trust – The Trust is an irrevocable government trust pursuant to Section 115 of the Internal Revenue Code for the purpose of funding certain post-employment benefits. The Trust Board of Authority comprised of the Vice Chancellor of Business Services, Vice Chancellor of Human Resources and Employer/Employee Relations, District Executive Director of Fiscal Services/Comptroller, Vice President of Administrative Services, Saddleback College, and the Director of Fiscal Services, Irvine Valley College, provide oversight over Trust investments and plan administration. As such, the District acts as the fiduciary of the Trust.

Agency Fund – Funds are held by the District on behalf of students, clubs and donors for student loans and scholarships.

Separate financial statements are not prepared for trust and agency funds.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Financial Statement Presentation

The accompanying financial statements have been prepared in conformity with accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), including Statement No. 34 *Basic Financial Statements and Management Discussion and Analysis – for State and Local Governments* and including Statement No. 35, *Basic Financial Statements and Management Discussion and Analysis of Public College and Universities*, issued in June and November 1999 and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants. The financial statement presentation required by GASB No. 34 and No. 35 provides a comprehensive, entity-wide perspective of the District's financial activities. The entity-wide perspective replaces the fund-group perspective previously required.

Fiduciary activities are excluded from the basic financial statements.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

For financial reporting purposes, the District is considered a special-purpose government engaged in business-type activities. Accordingly, the District's basic financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

For internal accounting purposes, the budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's Budget and Accounting Manual.

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities.

By State law, the District's Governing Board must approve a budget no later than September 15. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets for all governmental funds were adopted on a basis consistent with generally accepted accounting principles (GAAP).

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Accounting (continued)

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities and that Use Proprietary Fund Accounting*, the District follows all GASB statements issued prior to November 30, 1989 until subsequently amended, superseded or rescinded. The District has the option to apply all Financial Accounting Standards Board (FASB) pronouncements issued after November 30, 1989 unless FASB conflicts with GASB. The District has elected to not apply FASB pronouncements issued after the applicable date.

D. Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the Orange County Treasury and investments in the Local Agency Investment fund are recorded at fair value in accordance with the requirements of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investments Pools*.

E. Accounts Receivable

Accounts receivable consists primarily of amounts due from the federal government, state, and local governments, or private sources, in connection with reimbursement of allowable expenses made pursuant to the District's grant and contracts.

F. Inventory

Inventories are presented at the lower of cost or market using the average cost method and are expensed when used. Inventory consists of expandable instructional, custodial, health and other supplies held for consumption.

G. Prepaid Expenses

Payments made to vendors for goods or services that will benefit periods beyond June 30, 2013, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expense is reported in the year in which goods or services are consumed.

H. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents are those amounts externally restricted as to use pursuant to the requirements of the District's grants, contracts, and debt service requirements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Capital Assets

Capital assets are recorded at cost at the date of acquisition. Donated capital assets are recorded at their estimated fair value at the date of donation. For equipment, the District's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. Buildings as well as renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized.

The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is recorded in operating expense in the year in which the expense was incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings, 10 years for site improvements, 8 years for equipment and vehicle, and 3 years for technology.

J. Accounts Payable

Accounts payable consists of amounts due to vendors.

K. Accrued Liabilities

Accrued liabilities consist of salaries and benefits payable, deferred summer pay and load banking. Load banking hours consist of hours worked by instructors in excess of a full-time load which they may carryover for future paid time off.

L. Deferred Revenue

Tuition and fees received prior to June 30 for classes and programs offered in the subsequent fiscal year are reported as deferred revenue.

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenses have been incurred. Deferred revenue is recorded to the extent cash received on specific projects and programs exceed qualified expenses.

M. Compensated Absences

In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, accumulated unpaid employee vacation benefits are recognized as a liability of the District as compensated absences in the Statement of Net Position.

Sick leave benefits are accumulated without limit for each employee. Accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires and within the constraints of the appropriate retirement systems.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Net Position

Invested in capital assets, net of related debt: This represents the District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Restricted Net Position for: capital projects, scholarships, and other special purposes: Restricted expendable Net Position include resources in which the District is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties or by enabling legislation adopted by the District. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted Net Position are available.

Restricted Net Position – nonexpendable: Nonexpendable restricted Net Position consist of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The District has no restricted Net Position – nonexpendable. However, the component units do have nonexpendable restricted Net Position.

Unrestricted Net Position: Unrestricted Net Position represent resources available to be used for transactions relating to the general operations of the District and may be used at the discretion of the governing board as designated, to meet current expenses for specific future purposes. The Board of Trustees have designated \$17,639,088 of the unrestricted Net Position balance as a reserve for contingencies.

O. State Apportionments

The District does not receive state apportionments for the base calculation because it receives more than sufficient revenues from enrollment fees and property taxes. The excess property taxes above the base revenue calculations is referred to as basic aid funds.

The District does receive state apportionments for categorical programs. These allocations are based upon various financial and statistical information from the current and previous years.

P. Property Taxes

Property taxes are assessed and levied by the County of Orange. Secured property taxes attach as an enforceable lien on property as of January 1. These taxes are payable in two installments on November 1 and February 1. Secured property taxes are considered delinquent after December 10 for the 1st installment and April 10 for the 2nd installment. Unsecured property taxes are payable in one installment on or before August 31 and are delinquent after August 31.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

P. Property Taxes (continued)

The District reports real and personal property tax revenues in the same manner in which the County auditor records and reports actual property tax receipts to the Department of Education. This is generally on a cash basis. A receivable has been accrued in these financial statements to reflect the amount of property taxes receivable as of June 30, 2013.

Q. On-Behalf Payments

GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance, requires that direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees of another, legally separate entity be recognized as revenue and expenditure by the employer government. The State of California makes direct on-behalf payments for retirement benefits to the State Teachers Retirement Systems (STRS) on behalf of all Community Colleges in California. The amount of on-behalf payments made for the District is estimated at \$2,758,903 for STRS for the year ended June 30, 2013. This amount has been reflected in the basic financial statements as a component of non-operating revenue and employee benefit expense.

R. Classification of Revenues

The District has classified its revenues as either operating or nonoperating revenues according to the following criteria:

Operating revenues: Operating revenues include activities that have the characteristics of exchange transactions, such as student fees, net of scholarship discounts and allowances, and most federal, state and local grants and contracts.

Nonoperating revenues: Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as state apportionment, property taxes, state taxes, non-capital federal grants and contracts investment income, and other revenue sources.

S. Scholarship Discount and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the District, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants and other federal, state or nongovernmental programs are recorded as operating revenues in the District's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the District has recorded a scholarship discount and allowance, included in the Board of Governors (BOG) waivers.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

T. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

A. Deposits

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk, however, the *California Government Code* requires California banks and savings and loan associations to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must be equal to 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits and collateral is considered to be held in the name of the District. As of June 30, 2013, the book balance of the District's deposit of \$5,202,394, including fiduciary accounts and components units, were entirely insured and collateralized as described above.

B. Pooled Funds

Cash in County

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Orange County Treasury as part of the educational investment pool. The County Treasury is sponsored and administered by the County of Orange and oversight is conducted by the County Treasury Oversight Committee. The fair value of the position in the pool is the same as the value of the pool shares. The Treasurer maintains the Pool for the County and other non-County entities for the purpose of benefiting from economies of scale through pooled investment activities. At June 30, 2013, the District had \$243,394,709 deposited with County Treasury. The weighted average maturity of investments in the Orange County Educational Pool was 0.82 years at June 30, 2013. The Orange County Educational Pool does not maintain a credit rating.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. Seq. The County is restricted by Government Code Sections 53635 pursuant to Section 53601 to invest in U.S. government securities, municipal debt, money market mutual funds, asset-backed securities, bankers' acceptances, commercial paper, negotiable certificates of deposit, medium-term notes, and repurchase or reverse repurchase agreements. The deposits maintained by the County are either secured by federal depository insurance or are collateralized. Interest earned is deposited into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 2 – CASH AND INVESTMENTS (continued)

C. Investments

The District's Board Policy 3102 authorizes the District and the Associated Student Government to invest funds in accordance with California Government Code Section 53600, et seq., which includes U.S. Treasury Obligations, federal agency securities, municipalities securities, asset-backed securities, mortgage-backed securities, banker's acceptances, commercial paper rated A-1 by Standard and Poor's Corporation (S&P) or P-1 by Moody's, negotiable certificates of deposit, medium-term notes, repurchase agreements, time deposits, shares of beneficial interest of a Joint Powers Authority that invests in authorized securities, shares of beneficial interest issued by diversified management companies known as money market mutual funds (MMF) registered with SEC, and the State's Local Agency Investment Fund (LAIF).

The District and the Associated Student Government did not violate any provisions of the California Government Code during the year June 30, 2013.

The District and the Associated Student Government are voluntary participants in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment and the Associated Student Government's investment in this pool amounted to \$25,956,869 and \$77,897 respectively, as of June 30, 2013, which is based on the pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio. The balance available for withdrawal is based on LAIF accounting records, recorded on an amortized basis.

The total amount invested by all public agencies in LAIF as of June 30, 2013 was \$21.2 billion. LAIF is part of the California Pooled Money Investment Account (PMIA), which at June 30, 2013 has a balance of \$65.4 billion. The weighted average maturity of LAIF investments was .93 years as of June 30, 2013. LAIF is unrated as to credit quality.

The Board of Authority of the Retiree Benefit (OPEB) Trust has established an investment policy under provisions of California Government Code Sections 53216.1, 53216.5, and 53216.6 which allows investment in any form or type of investment deemed prudent by the Board of Authority and not otherwise expressly restricted by law.

The investment policy authorizes the Trust to invest funds in certain types of investments including publicly traded common stocks, American Depository Receipts (ADRs), SEC-registered open-end mutual funds and Bank, Insurance Company or Trust Company commingled funds, closed-end SEC-registered mutual funds, Exchange Traded Funds (ETF), obligations of the U.S. Government and its agencies bonds issued by U.S. corporations or U.S. Corporations or U.S. subsidiaries of foreign companies that are incorporated within the U.S., certificates of deposit, money market funds, foreign bonds, asset-back securities, and U.S. Agency mortgage-backed pass-through securities.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 2 – CASH AND INVESTMENTS (continued)

C. Investments (continued)

In addition, the component units' investment policies authorize the component units to invest in certain types of investments including publicly traded common stocks, SEC-registered open-end and closed-end mutual funds, Exchange Traded Funds (ETF), obligations of the U.S. Government and its agencies, bonds, issued by the U.S. Corporations or U.S. subsidiaries of foreign companies that are incorporated within the U.S., certificates of deposit, money market funds, foreign bonds, asset-back securities, U.S. Agency mortgage-backed pass-through securities, investment partnerships, and future options, puts, short sales, or other derivative investments.

Investments held by the Retiree Benefit (OPEB) Trust, Associated Student Government Funds and the component units at June 30, 2013 are presented below:

Investment Type	Fair Value	Interest Rate % Range	Maturity Range	Weighted Average Maturity (Years)
OPEB Trust				
Equity mutual funds	\$ 38,034,926	N/A	N/A	N/A
Fixed income mutual funds	38,003,513	N/A	N/A	N/A
Total for OPEB Trust	<u>\$ 76,038,439</u>			
Component Units				
Cash deposits and money market funds	\$ 179,905	N/A	N/A	N/A
Common stock and options	2,130,634	N/A	N/A	N/A
Mutual funds	3,454,128	N/A	N/A	N/A
U.S. treasury notes	136,529	N/A	N/A	N/A
Total for Component Units	<u>\$ 5,901,196</u>			
Associated Student Government Funds				
Certificates of deposit	\$ 100,834	0.15-0.40%	1 year	1 year
Total for Associated Student Government Funds	<u>\$ 100,834</u>			

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 2 – CASH AND INVESTMENTS (continued)

C. Investments (continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Equity mutual funds are not subject to interest rate risk. The OPEB Trust does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The component units' investments guidelines limit the maximum average bond maturities to 10 years and the maximum individual bond maturities to 30 years.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Equity mutual funds are not subject to credit risk. The Trust investment policy establishes minimum acceptable credit ratings for investments from any Nationally Recognized Statistical Rating Organization (NRSROs).

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single user. The Trust and component units' investment policies limit investments to no more than 5% of assets invested in any single equity security, any single debt security or investment in any mutual fund that holds more than 5% of its portfolio in any single issue or issuer. The foregoing limitation is not intended to apply to the percentage of assets invested in a single diversified mutual fund, obligations of the U.S Government and its agencies, U.S. agency mortgage-backed pass-through securities, or to a mutual fund that invests in such obligations or securities. The Trust and the component units did not violate any provisions of the California Government Code or its investment policy during the year ended June 30, 2013.

D. Investments with the Foundation for California Community Colleges

The component units have entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (Endowment) through the Foundation for California Community Colleges (FCCC). The Endowment has been set up to provide matching scholarship funds for California community colleges. The endowment was formed through an initial contribution of \$25 million and a generous \$50 million matching commitment from the Bernard Osher Foundation. The California Community Colleges and the FCCC had until June 2011 to raise an additional \$50 million, for which the Osher Foundation provided a 50 percent match up to \$25 million. Beginning with the 2009-10 year the Endowment distributed scholarship funding from the initial \$25 million gift to each participating community college. The allocation is based on each colleges FTES and each scholarship is valued at a maximum of \$1,000 per school year. The investments held with the FCCC amounts to \$1,211,100 as of June 30, 2013.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 3 – INTERFUND TRANSACTIONS

Interfund receivables and payables result when the interfund transfer is transacted after the close of the fiscal year. Interfund activity within the funds has been eliminated in the basic financial statements, except for balances that are reflected between the business-type activity and fiduciary funds.

NOTE 4 – CAPITAL ASSETS

The following provides a summary of changes in capital assets for the year ended June 30, 2013:

	Balance July 01, 2012	Additions	Deductions	Balance June 30, 2013
Capital Assets not being Depreciated				
Land	\$ 41,762,154	\$ -	\$ -	\$ 41,762,154
Construction in progress	56,827,073	13,848,761	15,769,662	54,906,172
Total Capital Assets not being Depreciated	<u>98,589,227</u>	<u>13,848,761</u>	<u>15,769,662</u>	<u>96,668,326</u>
Capital Assets being Depreciated				
Site improvements	81,294,823	15,769,662	-	97,064,485
Buildings and improvements	169,613,478	-	-	169,613,478
Furniture & equipment	18,434,649	1,042,718	237,831	19,239,536
Total Capital Assets being Depreciated	<u>269,342,950</u>	<u>16,812,380</u>	<u>237,831</u>	<u>285,917,499</u>
Total Capital Assets	<u>367,932,177</u>	<u>30,661,141</u>	<u>16,007,493</u>	<u>382,585,825</u>
Less Accumulated Depreciation				
Site improvements	46,951,168	5,969,893	-	52,921,061
Buildings & improvements	60,380,747	3,392,428	-	63,773,175
Furniture & equipment	12,649,250	1,672,755	227,414	14,094,591
Total Accumulated Depreciation	<u>119,981,165</u>	<u>11,035,076</u>	<u>227,414</u>	<u>130,788,827</u>
Net Capital Assets	<u>\$ 247,951,012</u>	<u>\$ 19,626,065</u>	<u>\$ 15,780,079</u>	<u>\$ 251,796,998</u>

Depreciation expense for the year ended June 30, 2013 is \$11,035,076.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 5 - OPERATING LEASES

A. Financing Lease Agreements

The District has financing agreements for the acquisition of cogeneration plants. Future minimum lease payments are as follows:

Fiscal Year Ending June 30,	Lease Payment
2014	\$ 437,682
2015	444,679
2016	451,817
2017	459,097
2018	466,524
2019	206,175
Total	<u>\$ 2,465,974</u>
Less amount representing interest	<u>(298,920)</u>
Present value of net minimum lease payments	<u>\$ 2,167,054</u>

B. Operating Leases

The District has entered into various operating leases for the rental of facilities and equipment with lease terms in excess of one year. None of these agreements contain purchase options. Future minimum lease payments under these agreements are as follows:

Fiscal Year Ending June 30,	Lease Payment*
2014	\$ 260,209
2015	248,424
2016	248,424
2017	248,424
Total	<u>\$ 1,005,481</u>

*Lease payments include principal and interest amounts.

The District will receive no sublease rental revenues nor pay any contingent rentals for these facilities or equipment.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 5 - OPERATING LEASES (continued)

C. Sublease

In March 2004, the District entered into a sublease with the City of Tustin for lease of 30.71 acres of former Marine Corps Air Station (MCAS) Tustin. The property is being used for the Advanced Technology Educational Campus. The lease will end on the earlier of December 31, 2050 or the effective date of conveyance of the portion of the leased property to the District. Future minimum lease payments under this agreement to the City of Tustin are currently anticipated to be as follows:

Fiscal Year Ending June 30,	Lease Payment
2014	\$ 6,600
2015	6,600
2016	6,600
Total	\$ 19,800

The rent for this property consists of payment for all protection and maintenance for the leased premises as well as the reimbursement of operating expenses. For the year ended June 30, 2013 the District incurred reimbursement of operating expenses to the City of Tustin for the property in the amount of \$6,600.

NOTE 6 – LONG TERM OBLIGATIONS

A schedule of changes in long-term obligations for the year ended June 30, 2013 is shown below:

	Balance July 01, 2012	Additions	Deductions	Balance June 30, 2013	Due Within One Year
Long-Term Obligations					
Financing lease agreement	\$ 2,492,764	\$ -	\$ 325,710	\$ 2,167,054	\$ 437,682
Compensated absences	3,686,730	3,557,425	3,294,791	3,949,364	1,342,784
Early retirement incentive	4,330,175	-	4,330,175	-	-
Claims liability	325,043	270,000	212,821	382,222	382,222
Net OPEB obligation	1,489,523	192,075	-	1,681,598	-
Totals	\$ 12,324,235	\$ 4,019,500	\$ 8,163,497	\$ 8,180,238	\$ 2,162,688

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 7 - RENTAL INCOME

The District entered into a 55-year operating lease contract during 1985 to lease land owned by the District to a construction partnership for the purpose of building apartments. Annual lease payments through 2013 shall be adjusted by adding to the prior year's payment an increase of four and three-quarters percent. Thereafter, commencing with the payment due 2013, the prior payment shall be adjusted annually based upon the percentage change for the preceding calendar year as contained in the "Consumer Price Index For All Urban Consumers Los Angeles, Long Beach, Anaheim, Metropolitan Area" published by the Bureau of Labor Statistics of the United States of the United States Department of Labor, provided however, that there shall be a minimum increase of three percent over the preceding annual rent and not more than six percent over such preceding year. Minimum annual lease receipts for the next five years and afterward are as follows:

Fiscal Year Ending June 30,	Lease Payment
2014	\$ 2,421,781
2015	2,494,435
2016	2,569,268
2017	2,646,346
2018	2,725,736
2019-2023	14,905,444
2024-2028	17,279,493
2029-2033	20,031,668
2034-2038	23,222,192
2039-2040	<u>10,293,463</u>
Total	<u>\$ 98,589,826</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 8 – EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the State Teachers' Retirement System (STRS) and classified employees are members of the Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

The District contributes to the State Teacher's Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 100 Waterfront Place, West Sacramento, CA 95605.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute a statutorily determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2012-2013 was 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Public Employees' Retirement Systems (PERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

CalPERS issues a separate comprehensive annual financial report that includes required supplementary information. Copies of the CalPERS' annual financial report maybe be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

Funding Policy

Active plan members are required to contribute 7.0% of their salary. The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution for fiscal year 2012-13 was 11.447% of annual payroll. The contribution requirements of the plan members are established and may be amended by the State statute. As of January 1, 2013 Public Employees' Pension Reform Act (PERPA) Classified employees pay 6%.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 8 – EMPLOYEE RETIREMENT PLANS (continued)

Contribution to STRS and PERS

The District's contributes to STRS and PERS for each of the last three fiscal years are as follows:

Year Ended June 30,	STRS		PERS	
	Required Contribution	Percent Contributed	Required Contribution	Percent Contributed
2011	\$ 4,496,584	100%	\$ 3,985,469	100%
2012	\$ 4,164,341	100%	\$ 4,143,173	100%
2013	\$ 4,397,401	100%	\$ 4,382,671	100%

Early Retirement Incentive

In April 2011, the Board of Trustees approved an early retirement incentive plan for eligible academic employees for the 2010-2011 academic year to be administered through the Public Agency Retirement Systems (PARS). This program supplements STRS/PERS and qualifies under relevant sections of Section 403(b) of the Internal Revenue Code. Four options were available for eligible employees which are as follows:

Option 1 – a monthly cash payment for life.

Option 2 – a monthly reduced joint and survivor payment for the participant's and beneficiary's lifetime.

Option 3 – a modified monthly cash payment paid for the greater of 10 years or the participant's lifetime.

Option 4 – higher, fixed period payments, based on the present value of the unmodified benefit, paid monthly for a fixed number of years.

The plan provides an incentive equal to 85% of the participant's annual base pay. Fifty two (52) employees elected to participate in this early retirement incentive. The total cost of this benefit is \$5,412,719 and the District has elected to fund this benefit by purchasing annuity insurance policies payable over five years. The District paid the remaining liability during 2012-13. There was no liability outstanding as of June 30, 2013.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 9 – POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health, dental, and vision benefits to eligible retirees and their dependents in accordance with provisions established through negotiations between the District and the bargaining unions representing employees. Plan provisions are renegotiated each three-year bargaining period. The District reports the financial activity of the plan as a trust fund in these financial statements and no separate financial report is prepared.

Eligibility

The District currently provides retiree and dependent health benefits to eligible academic, classified, classified leadership and administrators until retirees reach age 65. Eligibility requirements vary by employee classification. All participants must have a minimum service of 10 years and minimum required hours of 75% FTE. In addition, classified employees must be at least 60 years of age; and classified leadership, administrators and academic employees must retire under PERS or STRS. The District also pays for retiree only Medicare supplemental coverage for academic, classified leadership and administrative retirees beyond age 65.

Retirees and beneficiaries receiving benefits	307
Active plan members	819
Total	<u>1126</u>

Funding Policy

The contribution requirements are established and may be amended by the District. The required contribution is based on projected pay-as-you-go financing requirements, with an annual adjustment to fully fund the actuarially determined annual required contribution. For fiscal year 2012-13, the District contributed \$4,253,862 to the plan for current year premiums. The District pays for 100% of coverage.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 9 – POSTEMPLOYMENT HEALTHCARE BENEFITS (continued)

Annual OPEB Cost and Net OPEB Obligation

The District's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize an unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed, and changes in the District's net OPEB obligation:

Annual required contribution (ARC)	\$ 4,426,678
Interest on net OPEB obligation	104,267
Adjustment to annual required contribution	<u>(85,008)</u>
Annual OPEB cost	4,445,937
Contributions made	<u>4,253,862</u>
Changes in net OPEB obligation	192,075
Net OPEB obligation, beginning of year	1,489,523
Net OPEB obligation, end of year	<u>\$ 1,681,598</u>

The District's annual OPEB cost, the percentage of annual OPEB cost contributed, and the net OPEB obligation was as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2013	\$ 4,445,937	95.68%	\$ 1,681,598
6/30/2012	4,072,506	63.42%	1,489,523
6/30/2011	7,522,217	100.47%	-

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 9 – POSTEMPLOYMENT HEALTHCARE BENEFITS (continued)

Funding Status and Funding Progress

As of February 1, 2013, the most recent actuarial valuation date, the funded ratio was 81.36%. The actuarial value of assets was \$69,037,662. The actuarial liability was \$84,858,604, resulting in an unfunded actuarial accrued liability (UAAL) of \$15,820,942. The covered payroll (annual payroll of active employees covered by the plan) was \$72,475,138, and the ratio of the UAAL to the covered payroll was 21.83%. In June 2008 the District established the South Orange County Community College District Retiree (OPEB) Trust. Irrevocable contributions to the trust of \$60,409,811 were made as of June 30, 2013.

Actuarial valuations of an ongoing benefit plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets, if any, is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. The schedule of employer contribution also presented as required supplementary information, presents trend information about the amounts contributed to the plan by employers in comparison to the annual required contribution (ARC).

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefits costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, if any, consistent with the long-term perspective of the calculations.

The actuarial cost method used in determining the benefit obligations is the Entry Age Normal Cost method. The actuarial assumptions included a 7.0 percent investment rate of return (net of administrative expenses) which is a blended rate of the expected long-term investment returns on plan assets and on the employers own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 4.0 percent which included a 3.0 percent inflation assumption.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 10 – JOINT POWERS AGREEMENT

The District participates in five joint powers agreement (JPA) entities: the Statewide Association of Community Colleges (SWACC), the Schools Excess Liability Fund (SELF), the Protected Insurance Programs for Schools (PIPS), the Self-Insured Schools of California (SISC), and the Alameda County School Insurance Group (ACSIG). The relationship between the District and the JPAs is such that none of the JPAs are a component unit of the District for financial reporting purposes.

SWACC provides liability and property insurance for its member colleges. SWACC's membership consists of two joint power authority (JPA) members (which represent 21 districts) and 25 individual member districts for a total of 46 community college districts. A full Board of Directors comprised of one representative from each member governs SWACC. Each Board Member is allocated a number of votes determined by a weighted system that is based on the lottery full-time equivalent students (FTES) of each member. The Board elects from its members a President, Vice-President, Secretary and Treasurer. Each member shares surpluses and deficits proportionately to its participation in SWACC.

SELF arranges for and provides a self-funded or additional insurance for excess liability fund for members, elected alternates, and two ex-officio members. The board controls the operations of SELF, including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SELF's board of directors and shares surpluses and deficits proportionately to its participation in SELF.

PIPS provides workers' compensation reinsurance protection to its membership for public schools and community colleges throughout California. SISC, Self-Insured Schools of California, is a Joint Powers Agreement administered by the Kern County Superintendent of Schools Office. SISC's focus is on pooling resources to provide schools with a more stable long term health insurance solution rather than purchasing from commercial carriers. South Orange County College District has been a member since August 2003.

South Orange County Community College District's dental and vision coverage is administered through ACSIG, Alameda County School Insurance Group, which the District joined in July 2003. The program offers both a fixed rate as well as a self-funded option for individual school districts or school JPA's throughout California. There are presently over 300 school districts covering 70,000 employees participating in the program. The large size of the group allows ACSIG to enjoy a very low administration rate with Delta Dental which results in reduced costs for all members.

Condensed financial information for each JPA for the most current information available is as follows:

	SWACC	SELF	PIPS	SISC	ACSIG
	6/30/2012	6/30/2012	6/30/2012	9/30/2012	6/30/2012
	(Audited)	(Audited)	(Audited)	(Audited)	(Audited)
Total assets	\$ 48,874,611	\$ 122,271,000	\$ 120,376,363	\$ 290,186,066	\$ 34,358,137
Total liabilities	21,266,021	118,389,000	97,382,754	131,486,820	45,578,070
Retained earnings	\$ 27,608,590	\$ 3,882,000	\$ 22,993,609	\$ 158,699,246	\$ (11,219,933)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 11 – SELF-INSURANCE

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; natural disasters; and medical claims. The District is self-insured for coverage up to a maximum of \$25,000 for each general liability claim and \$5,000 for each property damage claim. In 1995, the District became fully insured for workers' compensation benefits. The ending claims liabilities balance for workers compensation at June 30, 2013, represents estimated liabilities incurred prior to 1995, both reported and unreported, which are actuarially determined. The District participates in JPA's to provide excess insurance coverage above the self-insured retention level for workers compensation and property and liability claims. Settled claims have not exceeded the coverage provided by the JPA in any of the past three fiscal years.

At June 30, 2013, the District accrued the claims liability in accordance with GASB Statements No. 10 and No. 30, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The amount of liability is estimated at \$325,043. Changes in the reported liability for the years ended June 30, 2013 and 2011 are shown below:

June 30, 2013	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability	Amount Due in One Year
Workers' Compensation	\$ 127,846	\$ 4,000	\$ (92,111)	\$ 39,735	\$ 39,735
Property and Liability	197,197	266,000	(120,710)	342,487	342,487
Total	\$ 325,043	\$ 270,000	\$ (212,821)	\$ 382,222	\$ 382,222

June 30, 2012	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability	Amount Due in One Year
Workers' Compensation	\$ 100,473	\$ 190,803	\$ (163,430)	\$ 127,846	\$ 127,846
Property and Liability	263,943	50,450	(117,196)	197,197	197,197
Total	\$ 364,416	\$ 241,253	\$ (280,626)	\$ 325,043	\$ 325,043

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 12- DEFICIT NET POSITION

The Irvine Valley College Community Education Program ended the fiscal year with a deficit Net Position balance of \$(53,688). This program is reported in the financial statements as part of the District's Business-Type Activity.

NOTE 13- COMMITMENTS AND CONTINGENCIES

A. State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

B. Purchase Commitments

As of June 30, 2013, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$17 million. Projects will be funded by State funds and Basic Aid funds.

C. Litigation

The District is a defendant in various pending liability lawsuits arising in the ordinary course of business. The outcome of the litigation is unknown at the present time, however, in the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS FUNDING PROGRESS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (Entry Age Normal Cost Method) (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funding Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
2/1/2010	56,250,666	61,189,900	4,939,234	91.9%	70,430,404	7.0%
2/1/2012	69,037,662	84,858,604	15,820,942	81.4%	72,475,138	21.8%
2/1/2013	73,602,685	89,492,430	15,889,745	82.2%	68,971,000	23.0%

In June 2008, the District established the South Orange County College District Retiree (OPEB) Trust. Irrevocable contributions to the trust of \$60,409,811 were made as of June 30, 2013.

During fiscal year 2013, the District made an irrevocable contribution to the trust in the amount of \$5,000,000.

Beginning 2/1/2012, the District elected to obtain an updated actuarial report on an annual basis. At minimum a biennial update is required by professional standards, however an annual update will ensure the most accurate information and is encouraged.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Year Ended June 30,	Annual Required Contribution	Percentage Contributed
2010	\$ 2,864,593	84.3%
2011	7,522,217	100.5%
2012	4,072,506	63.4%
2013	4,426,678	96.1%

See accompanying note to required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

NOTE 1 - PURPOSE OF SCHEDULE

A. Schedule of Postemployment Healthcare Benefits Funding Progress

This schedule is prepared to show information for the most recent actuarial valuation and from the three most recent actuarial valuations in accordance with Statement No. 45 of the Governmental Accounting Standards Board, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The schedule is intended to show trends about the funding progress of the District's actuarially determined liability for post-employment benefits other than pensions.

B. Schedule of Employer Contributions

This schedule is prepared in accordance with Statement No. 43 of the Government Accounting Standards Board, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The schedule is intended to show trends about the percentage of the annual required contribution made to the plan.

**SUPPLEMENTARY
INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
HISTORY AND ORGANIZATION
JUNE 30, 2013**

The South Orange County Community College District was established in 1967. The District currently operates two colleges, Saddleback College located in Mission Viejo and Irvine Valley College located in Irvine; and a satellite location, Advanced Technology and Educated Park (ATEP), located in Tustin.

Board of Trustees

MEMBER	OFFICE	TERM EXPIRES
Ms. Nancy M. Padberg	President	2014
Mr. T.J. Prendergast, III	Vice President	2014
Ms. Marcia Milchiker	Clerk	2014
Dr. William O. Jay	Trustee	2016
Mr. David B. Lang	Trustee	2016
Mr. Timothy Jemal	Trustee	2016
Dr. James R. Wright	Trustee	2016

District Executive Officers

Name	Title
Gary L. Poertner	Chancellor
Dr. Tod A. Burnett	President, Saddleback College
Dr. Glenn R. Roquemore	President, Irvine Valley College
Dr. Debra L. Fitzsimons	Vice Chancellor, Business Services
Dr. Robert S. Bramucci	Vice Chancellor, Technology and Learning Services
Dr. David P. Bugay	Vice Chancellor, Human Resources and Employer/Employee Relations
Dr. Randy W. Peebles	Associate Vice Chancellor, Economic & Workplace Development

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
U.S. Department of Education			
<i>Direct Program</i>			
Federal Supplemental Educational Opportunity Grant	84.007	N/A	\$ 415,000
Federal Work Study Program	84.033	N/A	285,524
Federal Pell Grant	84.063	N/A	19,202,434
Federal Direct Student Loans	84.268	N/A	3,829,548
<i>Subtotal Student Financial Assistance Cluster</i>			23,732,506
<i>Passed through the California Department of Education</i>			
Perkins Title I-C	84.048	12-C01-062	580,758
CTE Transitions - Perkins IV, Saddleback College	84.243	12-112-891	49,389
CTE Transitions - Perkins IV, Irvine Valley College	84.243	12-112-891	49,389
<i>Subtotal 84.243</i>			98,778
Total U.S. Department of Education			24,412,042
U.S. Department of Health and Human Services			
<i>Passed through the California Department of Education</i>			
Temporary Assistance for Needy Families	93.558	6870-111-0001	53,858
Total U.S. Department of Health and Human Services			53,858
U.S. Department of Labor			
<i>Passed through the Workforce Initiative Act of the State Chancellor's Office</i>			
Community Based Job Training Grant	17.259	CB205651060A6	233,646
Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors	17.275	27-1501-4563	1,858
Total U.S. Department of Agriculture			235,504
National Science Foundation			
<i>Direct Program</i>			
National Science Foundation Rapid Technology	47.076	N/A	783,229
National Science Foundation S-STEM Scholars Program	47.076	N/A	80
<i>Subtotal National Science Foundation Direct Program Cluster</i>			783,309
<i>Passed through the Center for Occupational Research and Development (CORD)</i>			
Op-Tec: The National Center for Optics & Photonics Education	47.076	N/A	11,927
<i>Subtotal 47.076</i>			795,236
Total National Science Foundation			795,236
Total Federal Programs			\$ 25,496,640

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF STATE FINANCIAL ASSISTANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Program Name	Program Revenues				Total	Total Program Expenditures
	Cash Received	Accounts Receivable	Deferred Income	Accounts Payable		
State Categorical Aid Programs						
Basic Skills 11/12 Allocation	\$ 182,022	\$ -	\$ 20,106	\$ -	\$ 161,916	\$ 161,916
Basic Skills 12/13 Allocation	223,793	-	190,330	-	33,463	33,463
Board Financial Assistance Program (BFAP)	759,476	-	-	-	759,476	759,476
CAL-B Student Grants	797,411	-	-	-	797,411	797,411
CAL-C Student Grants	20,090	-	-	-	20,090	20,090
CalWORKs	244,967	-	-	-	244,967	244,967
Cooperative Agencies Resources for Education (76,564	-	-	-	76,564	76,564
Credit Matriculation	720,842	-	-	-	720,842	720,842
CTE Community Collaborative 10/11	125,168	-	-	-	125,168	125,168
CTE Community Collaborative 11/12	368,454	2,870	62,218	-	309,106	309,106
CTE Community Collaborative 12/13	290,267	-	288,854	-	1,413	1,413
CTE Community Collaborative Supplemental 1	31,385	-	-	-	31,385	31,385
CTE Health Career Readiness 11/12	98,945	50,000	-	-	148,945	148,945
CTE Health Career Readiness 12/13	187,500	-	123,213	-	64,287	64,287
CTE Teacher Preparation Pipeline 11/12	105,424	12,000	-	-	117,424	117,424
CTE Teacher Preparation Pipeline 12/13	90,000	-	89,511	-	489	489
CTE Work-based Learning 10/11	574,463	-	-	-	574,463	574,463
CTE Work-based Learning 11/12	400,335	-	337,767	-	62,568	62,568
CTE Work-based Learning 12/13	375,314	-	375,014	-	300	300
Disabled Students Programs and Services (DSP)	1,407,156	-	-	-	1,407,156	1,407,156
Employment Training Panel	32,097	-	22,763	-	9,334	9,334
Enrollment Growth for Associate Degree Nursin	142,369	39,056	-	-	181,425	181,425
Extended Opportunity Programs and Services (966,130	-	-	-	966,130	966,130
Foster and Kinship Care Education (FKCE)	183,916	61,305	-	-	245,221	245,221
Health Information Technology	1	63,788	-	-	63,789	63,789
Infrastructure Program (TTIP)	29,770	-	29,770	-	-	-
Instructional Equipment and Library Materials	27,974	-	-	-	27,974	27,974
New Media Multimedia and Entertainment	-	2,500	-	-	2,500	2,500
Non-credit Matriculation	43,125	-	-	-	43,125	43,125
Part-time Faculty Compensation Fund	509,463	-	-	-	509,463	509,463
Responsive Training Fund (NOCCCD)	11,276	-	-	-	11,276	11,276
Staff Diversity	10,256	-	4,472	-	5,784	5,784
Total State Programs	\$ 9,035,953	\$ 231,519	\$ 1,544,018	\$ -	\$ 7,723,454	\$ 7,723,454

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 SCHEDULE OF WORKLOAD MEASURE FOR STATE GENERAL APPORTIONMENT ANNUAL
 (ACTUAL) ATTENDANCE
 FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

	Factored FTES		
	Reported Data	Audit Adjustment	Revised Data
A. Summer Intersession (Summer 2012 Only)			
1. Noncredit	237.14	-	237.14
2. Credit	2,405.07	-	2,405.07
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)			
1. Noncredit	-	-	-
2. Credit	1,894.40	-	1,894.40
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedures Courses			
(a) Weekly Census Contact Hours	15,117.17	-	15,117.17
(b) Daily Census Contact Hours	1,763.46	-	1,763.46
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit	1,570.54	-	1,570.54
(b) Credit	1,505.19	-	1,505.19
3. Alternative Attendance Accounting Procedure			
(a) Weekly Census Procedure Courses	1,378.99	-	1,378.99
(b) Daily Census Procedure Courses	1,931.27	-	1,931.27
(c) Noncredit Independent Study/Distance Education Courses	N/A	-	N/A
D. Total FTES	27,803.23	-	27,803.23
Supplemental Information (subset of information above)			
In-service Training Courses (FTES)	N/A		
Basic Skills Courses and Immigrant Education			
1. Noncredit	364.31		
2. Credit	1,329.28		

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311) WITH
DISTRICT ACCOUNTING RECORDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

There were no adjustments necessary to reconcile the annual CCFS-311 report with the District accounting records for the fiscal year 2012-13.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RECONCILIATION OF THE ECS 84362 (50 PERCENT LAW) CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

	Object/ TOP Codes	Activity (ESCA) ECS 84362 A Instructional Salary Cost AC 0100-5900 & AC 6100			Activity (ESCB) ECS 84362 B Total CEE AC 0100-6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Academic Salaries</u>							
Instructional Salaries							
Contract or Regular	1100	27,980,034	-	27,980,034	27,980,034	-	27,980,034
Other	1300	20,526,113	-	20,526,113	20,526,113	-	20,526,113
Total Instructional Salaries		48,506,147	-	48,506,147	48,506,147	-	48,506,147
Non-Instructional Salaries							
Contract or Regular	1200	-	-	-	9,086,092	-	9,086,092
Other	1400	-	-	-	2,419,335	-	2,419,335
Total Non-Instructional Salaries		-	-	-	11,505,427	-	11,505,427
Total Academic Salaries		48,506,147	-	48,506,147	60,011,574	-	60,011,574
<u>Classified Salaries</u>							
Non-Instructional Salaries							
Regular Status	2100	-	-	-	25,121,274	-	25,121,274
Other	2300	-	-	-	1,690,991	-	1,690,991
Total Non-Instructional Salaries		-	-	-	26,812,265	-	26,812,265
Instructional Aides							
Regular Status	2200	2,962,213	-	2,962,213	2,962,213	-	2,962,213
Other	2400	1,129,945	-	1,129,945	1,129,945	-	1,129,945
Total Instructional Aides		4,092,158	-	4,092,158	4,092,158	-	4,092,158
Total Classified Salaries		4,092,158	-	4,092,158	30,904,423	-	30,904,423
Employee Benefits	3000	17,325,012	-	17,325,012	35,444,995	-	35,444,995
Supplies and Materials	4000	-	-	-	1,885,231	-	1,885,231
Other Operating Expenses	5000	510,411	-	510,411	11,295,487	-	11,295,487
Equipment Replacement	6420	-	-	-	-	-	-
Total Expenditures Prior to Exclusions		70,433,728	-	70,433,728	139,541,710	-	139,541,710
<u>Exclusions</u>							
Activities to Exclude							
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	-	-	-	-	-	-
Student Health Services Above Amount Collected	6441	-	-	-	1,755	-	1,755
Student Transportation	6491	-	-	-	447,005	-	447,005
Non-instructional Staff-Retirees' Benefits and Retirement Incentives	6740	-	-	-	-	-	-
Object to Exclude							
Rents and Leases	5060	-	-	-	396,367	-	396,367
Lottery Expenditures		-	-	-	-	-	-
Academic Salaries	1000	-	-	-	-	-	-
Classified Salaries	2000	-	-	-	-	-	-
Employee Benefits	3000	-	-	-	-	-	-
Supplies and Materials	4000	-	-	-	-	-	-
Software	4100	-	-	-	-	-	-
Books, Magazines & Periodicals	4200	-	-	-	-	-	-
Instructional Supplies & Materials	4300	-	-	-	-	-	-
Non-instructional Supplies & Materials	4400	-	-	-	-	-	-
Total Supplies and Materials		-	-	-	-	-	-
Other Operating Expenses and Services	5000	-	-	-	3,676,080	-	3,676,080
Capital Outlay	6000	-	-	-	-	-	-
Library Books	6300	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-
Equipment - Additional	6410	-	-	-	-	-	-
Equipment - Replacement	6420	-	-	-	-	-	-
Total Equipment	6420	-	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-	-
Other Outgo	7000	-	-	-	-	-	-
Total Exclusions		-	-	-	4,521,207	-	4,521,207
Total for ECS 84362, 50% Law		70,433,728	-	70,433,728	135,020,503	-	135,020,503
Percent of CEE (Instructional Salary Cost/Total CEE)		52.17%	0.00%	52.17%	100.00%	0.00%	100.00%
50% of Current Expense of Education					67,510,252		

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 DETAILS OF EDUCATION PROTECTION ACCOUNT
 FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

EPA Revenue	2,780,757
-------------	-----------

Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	2,780,757	-	-	2,780,757
Total		2,780,757	-	-	2,780,757

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF GENERAL FUND FINANCIAL TRENDS AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

	(Budget) 2014		2013		2012		2011		2010	
	Amount	Percentage	Amount	Percentage	Amount	Percentage	Amount	Percentage	Amount	Percentage
General Fund:										
Revenue										
Federal	\$ 1,437,406	0.70	\$ 2,073,069	1.00	\$ 2,589,704	1.34	\$ 2,427,180	1.26	\$ 3,238,965	1.65
State	15,361,554	7.49	16,471,837	7.96	15,128,747	7.81	15,971,652	8.28	16,045,499	8.16
Local	188,425,630	91.81	188,357,858	91.04	175,952,750	90.85	174,611,403	90.47	177,278,292	90.19
Total revenue	<u>205,224,590</u>	<u>100.00</u>	<u>206,902,764</u>	<u>100.00</u>	<u>193,671,201</u>	<u>100.00</u>	<u>193,010,235</u>	<u>100.00</u>	<u>196,562,756</u>	<u>100.00</u>
Expenditures										
Academic salaries	67,332,618	38.19	63,172,261	31.42	59,702,177	30.83	62,893,232	40.44	63,071,395	39.88
Classified salaries	41,249,943	23.39	39,106,926	19.45	38,843,931	20.06	38,704,777	24.72	37,711,975	25.06
Employee benefits	35,816,180	20.31	39,400,202	19.60	33,355,543	17.22	32,139,615	21.60	29,189,188	20.48
Supplies and materials	5,090,739	2.89	2,643,214	1.31	2,718,398	1.40	2,721,640	1.68	2,806,359	1.64
Other operating expenses and services	20,660,367	11.72	14,462,045	7.19	13,832,822	7.14	14,319,535	9.58	12,910,563	10.29
Capital outlay	5,781,881	3.28	3,363,957	1.67	4,023,472	2.08	5,918,236	1.31	4,996,375	1.78
Other uses (net)	39,965,813	0.23	38,893,768	19.35	41,198,807	21.27	41,453,288	0.67	45,297,752	0.87
Total expenditures	<u>215,897,541</u>	<u>100.00</u>	<u>201,042,373</u>	<u>100.00</u>	<u>193,675,150</u>	<u>100.00</u>	<u>198,150,323</u>	<u>100.00</u>	<u>195,983,607</u>	<u>100.00</u>
Change in fund balance	<u>\$ (10,672,951)</u>	<u>-</u>	<u>\$ 5,860,391</u>	<u>-</u>	<u>\$ (3,949)</u>	<u>-</u>	<u>\$ (5,140,088)</u>	<u>-</u>	<u>\$ 579,149</u>	<u>-</u>
Ending fund balance	<u>\$ 23,946,672</u>	<u>13.58</u>	<u>\$ 34,319,623</u>	<u>17.07</u>	<u>\$ 30,813,242</u>	<u>15.91</u>	<u>\$ 30,817,191</u>	<u>15.55</u>	<u>\$ 37,492,383</u>	<u>19.13</u>
Full-time equivalent students	<u>27,225</u>		<u>27,804</u>		<u>27,497</u>		<u>27,879</u>		<u>26,162</u>	
Total long-term debt	<u>\$ 6,017,550</u>		<u>\$ 8,180,238</u>		<u>\$ 12,324,235</u>		<u>\$ 12,211,648</u>		<u>\$ 6,805,063</u>	

Important Notes:

All revenue percentages are of total revenues, all other percentages are of total expenditures.

Budget figures include adopted budget as of 8/26/2013.

See accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

NOTE 1- PURPOSE OF SCHEDULES

A. Schedules of Expenditures of Federal Awards and State Financial Assistance

The audit of the South Orange County Community College District for the year ended June 30, 2013 was conducted in accordance with OMB Circular A-133, which requires a disclosure of the financial activities of all federally funded programs. The Schedule of Federal Awards and the Schedule of State Financial Assistance is prepared on the modified accrual basis of accounting.

B. Schedule of Workload Measures for State General Apportionment

The Schedule of Workload Measures for State General Apportionment represents the basis of apportionment of the South Orange County Community College District's annual calculation of funding.

C. Reconciliation of Annual Financial and Budget Report with Audited Fund Balances

This schedule reports any audit adjustments made to the fund balances of all funds as reported on the Form CCFS-311.

D. Reconciliation of the ECS 84362 (50 percent law) Calculation

This schedule reports any audit adjustments made to the reported data to ensure that a minimum of 50 percent of the District's current expense of education is expended for salaries of classroom instructors.

E. Schedule of General Fund Financial Trends and Analysis

This report is prepared to show financial trends of the General Fund over the past three fiscal years as well as the current year budget. This report is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

**OTHER INDEPENDENT
AUDITORS' REPORTS**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Independent Auditors' Report

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

Governing Board
South Orange County Community College District
Mission Viejo, California

SAN DIEGO
LOS ANGELES
SAN FRANCISCO/BAY AREA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of South Orange County Community College District, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the South Orange County Community College District's basic financial statements, and have issued our report thereon dated October 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered South Orange County Community College District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of South Orange County Community College District's internal control. Accordingly, we do not express an opinion on the effectiveness of South Orange County Community College District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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State Board of Accountancy

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether South Orange County Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards*, and is described in the accompanying schedule of findings and questioned costs as item #2013-1.

South Orange County Community College District's Response to Findings

South Orange County Community College District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. South Orange County Community College District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
October 8, 2013

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB
CIRCULAR A-133**

Independent Auditors' Report

Governing Board
South Orange County Community College District
Mission Viejo, California

Report on Compliance for Each Major Federal Program

We have audited South Orange County Community College District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of South Orange County Community College District's major federal programs for the year ended June 30, 2013. South Orange County Community College District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of South Orange County Community College District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about South Orange County Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

Christy White, CPA

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Heather Daud

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We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of South Orange County Community College District's compliance.

Opinion on Each Major Federal Program

In our opinion, South Orange County Community College District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of South Orange County Community College District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered South Orange County Community College District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of South Orange County Community College District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



San Diego, California
October 8, 2013

REPORT ON STATE COMPLIANCE

Independent Auditors' Report

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

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Governing Board
South Orange County Community College District
Mission Viejo, California

Report on State Compliance

We have audited South Orange County Community College District's compliance with the types of compliance requirements described in the *California Community Colleges Contracted District Audit Manual (CDAM) 2012-13*, issued by the California Community Colleges Chancellor's Office for the year ended June 30, 2013.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on South Orange County Community College District's compliance with the requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *California Community Colleges Contracted District Audit Manual (CDAM) 2012-13*, issued by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the state programs noted below. An audit includes examining, on a test basis, evidence about South Orange County Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with the requirements referred to above. However, our audit does not provide a legal determination of South Orange County Community College District's compliance with those requirements.

Opinion on State Compliance

In our opinion, South Orange County Community College District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the state programs noted in the table below for the year ended June 30, 2013.

Other Matters

The results of our auditing procedures disclosed one instance of noncompliance, which is described in the accompanying schedule of findings and questioned costs as item #2013-1. Our opinion on state compliance is not modified with respect to these matters.

South Orange County Community College District's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs and corrective action plan. South Orange County Community College District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Procedures Performed

In connection with the audit referred to above, we selected and tested transactions and records to determine South Orange County Community College District's compliance with the state laws and regulations applicable to the following items:

Section 421 – Salaries of Classroom Instructors (50 Percent Law)
 Section 423 - Apportionment for Instructional Service Agreements/Contracts
 Section 424 - State General Apportionment Funding System
 Section 425 - Residency Determination for Credit Courses
 Section 426 - Students Actively Enrolled
 Section 427 - Concurrent Enrollment of K-12 Students in Community College Credit Courses
 Section 431 - Gann Limit Calculation
 Section 433 - CalWORKS
 Section 435 - Open Enrollment
 Section 437 - Student Fees – Instructional and Other Materials
 Section 438 - Student Fees – Health Fees and Use of Health Fee Funds
 Section 474 - Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
 Section 475 - Disabled Student Programs and Services (DSPS)
 Section 479 - To Be Arranged Hours (TBA)
 Section 490 - Proposition 1D State Bond Funded Projects
 Section 491- Proposition 30 Education Protection Account Funds

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing over state laws and regulations based on the requirements described in the *California Community Colleges Contracted District Audit Manual (CDAM) 2012-13*. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California

October 8, 2013

**SCHEDULE OF FINDINGS
AND QUESTIONED COSTS**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unqualified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>No</u>
Non-compliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>No</u>
Type of auditors' report issued on compliance for major programs:	<u>Unqualified</u>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)	<u>No</u>
Identification of major programs:	

<u>CFDA Numbers</u>	<u>Name of Federal Program of Cluster</u>
84.007, 84.033, 84.063, 84.268	Student Financial Aid Cluster
47.076	National Science Foundation Rapid Technology

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 764,899</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

STATE AWARDS

Internal control over State programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>No</u>
Type of auditors' report issued on compliance for State programs:	<u>Unqualified</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO THE FINANCIAL
STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no findings or questioned costs related to the financial statements for the year ended June 30, 2013.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no findings or questioned costs related to the federal awards for the year ended June 30, 2013.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2013**

Finding #2013-1

State Compliance Test: Apportionment for Instructional Service Agreements/Contracts

State Compliance Section: 423

Criteria: California Code of Regulations, Title 5 Education, Division 6. California Community Colleges, Chapter 9 Fiscal Support, Subchapter 1 Attendance, Article 5 Attendance Accounting Standards, Section 58058 Employee of the District states that:

(b) For the purposes of complying with the requirements of this section, a district may also contract for instruction to be provided by a public or private agency. Such contracts shall specify that the district has the primary right to control and direct the activities of the person or persons furnished by the public or private agency during the term of the contract. In addition, the district shall enter into a written contract with each person furnished by the public or private agency; and said contracts shall meet the requirements of subsection (a) (1) and (2) of this section. In this manner an individual employed will continue to be an employee of a public or private agency, while at the same time qualifying as an employee of the district.

Condition: In our testing over the verification of employee contracts/agreements, we noted that the District was unable to provide copies of written contracts/instructional agreements with individual employees under the Hair California Beauty Academy and Advanced Beauty College subcontracts with private agencies.

Cause: Clerical oversight of established procedures to ensure compliance with the requirement noted above.

Effect: Noncompliance with the requirements noted above.

Questioned Costs: There are no direct, determinable costs.

Recommendation: We recommend the District strengthen its controls to ensure that it properly maintains required documentation to support compliance with applicable rules and regulation.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO STATE AWARDS,
continued
FOR THE YEAR ENDED JUNE 30, 2013**

Finding #2013-1, continued

District's Response: Following District procedures, Saddleback College (SC) currently has a procedure in place to secure an "Agreement for Teaching Services" from each instructor employed by the private cosmetology schools indicating the instructor understands that they are under the direction of the college but are not paid by SOCCCD directly. The procedure is that the Dean of Advanced Tech and Applied Science, supported by the program's administrative assistant, validates that agreements are submitted to District Business Services for approval and processing each time we enter into a new contract for instructional services. Additionally, the private schools are required to notify SC each time an instructor leaves or a new instructor is hired during the contract period. It is the dean's responsibility to ensure agreements are completed for each instructor. When it was discovered that the "Agreement for Teaching Services" were not available for each instructor for FY 2012-2013, the SC Office of Instruction submitted the signed agreements to the District Business Services for processing. When complete, copies were placed in the division files. The college has signed agreements for other years.

Beginning in FY 2013-2014, SC has put new procedures in place to ensure that they are in compliance. The agreements will be the responsibility of a new SC adjunct faculty position created to coordinate instructional issues with the beauty colleges. To ensure that the required documents are on file at the District Office for all individual employees at the contracted beauty schools, all agreements will be sent to the District Business Services to review and approve through the contract approval process prior to the start of each academic year. When new instructors begin during the year, it will be mandatory to sign an agreement before instruction begins. The Dean of Advanced Tech and Applied Science will continue to be responsible for adherence to this procedure.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2012-1: STUDENT FINANCIAL ASSISTANCE CLUSTER

FEDERAL CATALOG NUMBER: 84.007/84.003/84.063/84.375/84.268

FEDERAL AGENCY: DEPARTMENT OF EDUCATION

CATEGORY OF FINDING: SPECIAL TESTS AND PROVISIONS

Criteria or Specific Requirement: The Code of Federal Regulations, Title 34, Section 668.22 – Treatment of Title IV funds when student withdraws, states that when a recipient of title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of title IV grant or loan assistance that the student earned as of the students' withdrawal date in accordance with regulations.

Condition: Irvine Valley College – During our audit of the Special Tests and Provisions under Student Financial Assistance Programs, Return to Title IV (R2T4) at Irvine Valley (College), we noted that out of the six (6) student files reviewed, one (1) student's withdrawal date per R2T4 Form did not agree with the College's enrollment history. The student's withdrawal date determines how much of the student financial assistance is earned and how much must be remitted back to the Department of Education.

Cause: Oversight by the College while preparing the R2T4 form.

Effect: The difference in withdrawal dates from that of the College's system to the Return to Title IV form resulted in an additional \$58 to be returned to the Department of Education.

Questioned Costs: \$58 should be returned to the Department of Education.

Context: Of six (6) student files reviewed, one (1) student's withdrawal date per the R2T4 Form did not agree with the College's enrollment history.

Recommendation: We recommend the College implement a more stringent review of withdrawal dates recorded in enrollments programs and R2T4 forms in order to prevent errors when determining amounts to be returned to federal programs.

District Responses: For the 2011/2012 award cycle R2T4 corrections have been submitted to the Department of Education and an additional \$58.00 has been returned to the federal programs. For the 2012/2013 award cycle Irvine Valley College Financial Aid will implement a more thorough review to confirm that the college enrollment records withdrawal date matches the R2T4 Form withdrawal date. Ensuring that these dates are correct will prevent reporting errors and miscalculations from being submitted to the Department of Education.

Current Status: Corrected.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2012-2: RESIDENCY DETERMINATION FOR CREDIT COURSES

STATE COMPLIANCE NUMBER: 425

FISCAL YEAR: JUNE 30, 2012

Criteria: In accordance with California Code of Regulations (CCR), title 5, Sections 54000-54072, each community college district is required to use a residence questionnaire in determining the correct residency classification. This ensures that the District properly claimed the state apportionment for applicable credit courses.

Condition: Saddleback College – The admission application form for one (1) student out of the fifteen (15) students reviewed was not provided. The admission application form contains a residence questionnaire used by the College in determining the residency classification, our review of the paper application is instrumental in ensuring that only attendance of California residents is claimed for State support for credit classes.

Cause: The admission application form selected was misplaced and the College was unable to locate it.

Effect: Lack of documentation demonstrating proof of residency of the students is a violation of CCR, title 5, Section 54000-54072.

Questioned Costs: There are no determinable questioned costs.

Recommendation: We recommend the College maintain safe custody of all residency determination forms.

District Responses: All archived applications are kept in a secure area. The application in question was received in 1997. Since 1999 we have been scanning the applications and the residency questionnaires. This has provided us with a backup copy for each document.

Current Status: Corrected.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2012-3: STUDENT FEES – INSTRUCTIONAL MATERIALS AND HEALTH FEES

STATE COMPLIANCE NUMBER: 437

FISCAL YEAR: JUNE 30, 2012

Criteria: In accordance with Education Code Section 76365, Districts may only require students to provide instructional materials which are a continuing value to the students outside of the classroom setting, is tangible personal property that is owned or primarily controlled by the students, and the material must not be solely or exclusively available from the district. Further, the policies and procedures established by the South Orange County Community College District (District) states that any classes that require material fees as a condition for registration should also obtain two outside quotes for the cost of the materials. The material fees charged to the students cannot exceed the outside quotes.

Cause: This is an oversight by the Saddleback College to maintain the proper IMF on file.

Effect: Failure to maintain the proper IMF on file could result in noncompliance with Education Code Section 76365 and the District's own policies and procedures.

Questioned Costs: There are no determinable questioned costs.

Recommendation: We recommend that the District enforce the current policies and procedures on material fees to ensure compliance with the Education Code Section 76365.

District Responses: Saddleback College has reviewed its procedures and practices to ensure that they are in compliance with Education Code Section 76365. A meeting was held with each academic division dean present at whom the following protocol was established. Prior to the start of each academic year, all division deans will identify the courses with instructional material and verify that there is an IMF on file for each course. The IMF documentation will be maintained in the division files for a 2 year period of time. The VP of Instruction will be responsible for annually auditing the IMF files.

Current Status: Corrected.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2012-4: EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) AND COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

STATE COMPLIANCE NUMBER: 433

FISCAL YEAR: JUNE 30, 2012

Criteria: In accordance with California Administration Code Title 5 Section 56208, each EOPS program shall have an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The Advisory Committee shall meet at least once during each academic year. In Accordance with the California Community College's Chancellor's Office Cooperative Agencies Resources for Education program guidelines states each CARE program shall have an advisory committee and/or interagency group meeting twice during each academic year. To meet the requirements aforementioned, the College programs may establish a joint EOPS/CARE advisory committee.

Condition:

Saddleback College and Irvine Valley College

During our test of State Compliance, Section 434 – Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education, we noted the following:

- Irvine Valley College's EOPS/CARE advisory committee did not meet during the year ended June 30, 2012, not fulfilling both the EOPS and CARE guidelines.
- Saddleback College's EOPS/CARE advisory committee met once during the year ended June 30, 2012, not fulfilling the CARE guidelines.

Cause: Last year was a transition year for Irvine Valley College's Extended Opportunity Programs and Services, including a change in the program's Director. Saddleback College's EOPS/CARE advisory committee met once in compliance with California Administration Code Title 5 Section 56208, and with the College's Governance Policy.

Effect: Failure to have the EOPS/CARE advisory committee meet as prescribed could result in noncompliance with the California Administration Code Title 5 Section 56208, with the California Community College's Chancellor's Office and the District's own policies and procedures.

Questioned Costs: There are no determinable questioned costs.

Recommendation: We recommend that the District follow the board policy for the EOPS/CARE advisory committee noting that the committee is required to meet twice during the fiscal year.

District Responses: In the 2012-2013 fiscal year Saddleback College will update the Saddleback College Governance Manual to ensure compliance with the advisory committee meeting requirements as specified in Title 5 EOPS regulations and CARE Program Guidelines. Both colleges will ensure that Title 5 regulations are followed and procedures are implemented accordingly to ensure that the EOPS advisory meetings will take place once yearly and the CARE advisory committee meetings will be held twice each academic year.

Current Status: Corrected.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Acceptance of the Saddleback College Foundation, Irvine Valley College Foundation, ATEP Foundation, and SOCCCD Foundation Annual Audit Reports: 2012-2013

ACTION: Review and Accept

BACKGROUND

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

STATUS

The Board of Trustees employed the firm of Christy White Associates, Certified Public Accountants, to conduct an audit of the Saddleback College Foundation (EXHIBIT A), the Irvine Valley College Foundation (EXHIBIT B), the ATEP Foundation (EXHIBIT C), and the SOCCCD Foundation (EXHIBIT D) funds for FY 2012-2013. The general purpose financial statements with accompanying audit report have been completed and are being submitted to the college Foundation Boards, as well as to the members of the Board of Trustees.

The auditors issued an unqualified opinion for all Foundations' FY 2012-2013 financial statements. The audit reports for Saddleback and Irvine Valley foundations include three financial statement findings related to allocation of functional expenses, classification of funds, and recording of board designated funds. Saddleback's report includes an additional finding related to accounts receivable accruals. Details of the findings can be found in the audit reports under the Schedule of Findings and Questioned Costs. There were no financial findings for ATEP and SOCCCD Foundations.

These Foundations are considered component units of the District and are included through discrete presentation in the District's audit report. The Foundation audit reports were presented to the Foundation Directors at Saddleback College and Irvine Valley College before the final version was printed. Each had an opportunity to meet with the auditors and was able to ask questions of the auditors about their audit reports.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the Saddleback Foundation, the Irvine Valley College Foundation, the ATEP Foundation, and the SOCCCD Foundation FY 2012-2013 audit reports.

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



SADDLEBACK COLLEGE FOUNDATION

AUDIT REPORT

FOR THE YEAR ENDED
JUNE 30, 2013



San Diego

Los Angeles

San Francisco
Bay Area

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION
associates

SADDLEBACK COLLEGE FOUNDATION
TABLE OF CONTENTS
JUNE 30, 2013

FINANCIAL SECTION

Independent Auditors' Report	1
Financial Statements	
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Functional Expenses.....	5
Statement of Cash Flows	6
Notes to Financial Statements.....	7

OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16
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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditors' Results	18
Financial Statement Findings.....	19
Summary Schedule of Prior Audit Findings	23

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

Board of Governors
Saddleback College Foundation
Mission Viejo, California

We have audited the accompanying financial statements of Saddleback College Foundation (the "Foundation"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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State Board of Accountancy*

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Saddleback College Foundation as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Christy White Associates

San Diego, California

October 8, 2013

SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 440,639	\$ 420,646
Investments	5,502,958	5,013,962
Investments with the Foundation for California Community Colleges	868,297	825,766
Accounts receivable	273,600	90,517
Prepaid expense	1,695	2,002
Total current assets	<u>7,087,189</u>	<u>6,352,893</u>
Total Assets	<u>\$ 7,087,189</u>	<u>\$ 6,352,893</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 369,536	\$ 375,400
Accrued liabilities	1,238	-
Trust Account Liability	56,042	65,751
Total current liabilities	<u>426,816</u>	<u>441,151</u>
Total liabilities	<u>426,816</u>	<u>441,151</u>
Net assets		
Unrestricted	176,908	216,102
Temporarily restricted	4,704,365	4,083,987
Permanently restricted	1,779,100	1,611,653
Total net assets	<u>6,660,373</u>	<u>5,911,742</u>
Total Liabilities and Net Assets	<u>\$ 7,087,189</u>	<u>\$ 6,352,893</u>

The notes to financial statements are an integral part of this statement.

**SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2013	Total 2012
SUPPORT AND REVENUES					
SUPPORT					
Contributions	\$ 23,384	\$ 840,059	\$ 140,123	\$ 1,003,566	\$ 3,151,067
Special events - fundraising	13,682	293,257	27,865	334,804	303,166
In-Kind Donations	15,549	-	-	15,549	75,802
Donated Services	328,742	-	-	328,742	187,826
Donated Professional Fees	-	-	-	-	26,027
REVENUES					
Interest and dividends and realized gains	61,514	172,626	-	234,140	129,235
Unrealized Gain (Loss) on investments	89,160	296,496	-	385,656	(33,283)
Sales & Commission	1,097	109,791	-	110,888	130,529
Other Contract Services	1,805	58,296	-	60,101	-
Other Revenue	-	3,405	-	3,405	400
Total Support and Revenues	534,933	1,773,930	167,988	2,476,851	3,970,769
Net assets released from restrictions	1,154,093	(1,153,552)	(541)	-	-
Total Support and revenue after net assets released from restriction	1,689,026	620,378	167,447	2,476,851	3,970,769
EXPENSES					
Program services	1,306,954	-	-	1,306,954	1,051,628
Supporting services					
Management and general activities	144,340	-	-	144,340	106,229
Fundraising	276,926	-	-	276,926	206,052
Total Expenses	1,728,220	-	-	1,728,220	1,363,909
CHANGE IN NET ASSETS	(39,194)	620,378	167,447	748,631	2,606,860
Net Assets - Beginning	216,102	4,083,987	1,611,653	5,911,742	3,304,882
Net Assets - Ending	\$ 176,908	\$ 4,704,365	\$ 1,779,100	\$ 6,660,373	\$ 5,911,742

The notes to financial statements are an integral part of this statement.

**SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013**

	Program	Management	Fundraising	Total	
	Services	and General		2013	2012
EXPENSES					
Salaries and benefits	\$ 228,097	\$ 144,340	\$ 100,825	\$ 473,262	\$ 295,880
Scholarship payments/Financial Aid	367,302	-	-	367,302	289,985
Program activities	53,227	-	-	53,227	78,134
Special events	-	-	176,101	176,101	156,754
Professional Fees	-	-	-	-	37,692
Contract services	273,763	-	-	273,763	157,032
Supplies and printing	166,193	-	-	166,193	128,030
Seminars and conferences	29,267	-	-	29,267	27,629
Dues and memberships	11,991	-	-	11,991	8,925
In-kind donations	15,549	-	-	15,549	50,812
Program equipment and software	82,667	-	-	82,667	72,282
General operating expenses	78,898	-	-	78,898	60,754
Total Expenses	\$ 1,306,954	\$ 144,340	\$ 276,926	\$ 1,728,220	\$ 1,363,909

The notes to financial statements are an integral part of this statement.

SADDLEBACK COLLEGE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 748,631	\$ 2,606,860
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Realized loss/(gain) on investments	(234,140)	(7,980)
Unrealized loss/(gain) on investments	(385,656)	33,283
Changes in operating assets and liabilities		
Accounts receivable	(183,083)	(31,142)
Prepaid expense	307	2,798
Accounts payable	(5,864)	95,632
Accrued liabilities	1,238	-
Increase/(decrease) in trust accounts	(9,709)	15,571
Net cash provided by (used in) operating activities	<u>(68,276)</u>	<u>2,715,022</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(7,502,742)	(3,536,439)
Proceeds on the sale of investments	7,591,011	1,043,459
Net cash provided by (used in) investing activities	<u>88,269</u>	<u>(2,492,980)</u>
NET INCREASE (DECREASE) IN CASH	19,993	222,042
Cash and cash equivalents - Beginning	<u>420,646</u>	<u>198,604</u>
Cash and cash equivalents - Ending	<u>\$ 440,639</u>	<u>\$ 420,646</u>

The notes to financial statements are an integral part of this statement.

**SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Saddleback College Foundation (the “Foundation”), was formed as a California nonprofit public benefit corporation on December 5, 2003. The public and charitable purposes for which this Foundation is organized are to further the educational purposes of the South Orange County Community College District (the “District”). The Foundation is a discretely presented component unit of the District and has been included in the District’s basic financial statements.

B. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

C. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenditures have been allocated between program and supporting services based on management’s estimates.

D. Basis of Accounting

The Foundation’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Financial Statement Presentation

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

F. Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending on the existence or nature of any donor restrictions. A contribution is recognized as income at the date the contribution is received or pledged.

Non-cash contributions of goods and materials are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone who possesses those skills, and would have to be purchased by the organization if not donated.

G. Income Taxes

The Foundation is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private organization. The Foundation is also exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code and is registered with the California Attorney General as a charity.

Income that is not related to exempt purposes, less applicable deductions, is subject to federal and state income taxes. The Foundation did not have any net unrelated business income for the year ended June 30, 2013. It is management's belief that the Auxiliary does not hold any uncertain tax positions that would materially impact the financial statements. The organization's foundation and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

H. Property and Equipment

The SOCCCD has adopted a policy to capitalize purchases of \$5,000 or more of property and equipment used for administrative purposes. Title to property and equipment acquired with grant and contract funds generally revert to the funding agency when it is no longer needed for the applicable program; therefore, it is not capitalized.

Purchased property and equipment are recorded at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has placed a time or purpose restriction on the asset. Property and equipment are depreciated using the straight-line method. There are currently no fixed assets on the Foundation's records.

I. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the Foundation prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met or when the Foundation has a legal claim to the resources, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

J. Cash and Cash Equivalents

The Foundation considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

K. Investments

The Foundation's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Unrealized gains and losses are included in the accompanying statement of activities.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

L. Fair Value Hierarchy

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2013, consist of amounts held in non-interest bearing checking, interest bearing checking, money market, and brokerage accounts totaling \$440,639.

Cash in Bank

Custodial credit risk is the risk that in the event of a bank failure, the Foundation's deposits may not be returned to it. The Foundation does not have a policy for custodial credit risk of deposits. Through December 31, 2012, the FDIC insured 100% of non-interest bearing accounts and up to \$250,000 per depositor of interest bearing accounts per insured bank. With the expiration of the Dodd-Frank Act, the Foundation had \$190,639 exposed to custodial credit risk as this amount was in excess of the \$250,000 FDIC insured amount.

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 3 – INVESTMENTS

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (the “Endowment”) through the Foundation for California Community Colleges (FCCC). The Endowment has been set up to provide matching scholarship funds for California community colleges. The Endowment was formed through a generous \$50 million matching commitment from the Bernard Osher Foundation and an initial contribution of \$25 million. The California Community Colleges and the FCCC had until June 2011 to raise an additional \$50 million. Beginning with the 2009-10 year, the Endowment distributed scholarship funding from the initial \$25 million gift to each participating community college. The allocation will be based on each college’s Full Time Equivalent Students (FTES) and each scholarship is valued at a maximum of \$1,000 per school year per student.

These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2013, the fair value of this investment was \$868,297, and included an unrealized gain of \$55,715. An additional \$794,781 is held in the Foundation's name by the FCCC. This amount is comprised of the initial gift of \$397,500 and matching funds by the Bernard Osher Foundation of \$397,281. The additional \$794,781 has not been included in these financial statements as it does not qualify as an asset of the foundation. The FCCC has assembled an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the Endowment’s assets.

Investments are presented in the financial statements at their aggregate fair value. The fair value of investments at June 30, 2013, is as follows:

	Fair Value	Quoted Prices in Active		
		Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Common stocks and options	\$ 2,266,324	\$ 2,266,324	\$ -	\$ -
Mutual funds	3,100,105	3,100,105	-	-
Government and Government Sponsored Entity (GSE) bonds	136,529	-	136,529	-
Investment with FCCC	868,297	-	868,297	-
Total	\$ 6,371,255	\$ 5,366,429	\$ 1,004,826	\$ -

The following Schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2013:

Net appreciation in fair value of investments	\$ 385,656
Realized gains and interest and dividend income	234,140
Investment income, net	<u>\$ 619,796</u>

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 4 – TRUST ACCOUNTS

The Foundation acts as a fiscal agent for organizations and groups of Saddleback College. Accordingly, \$56,042 of cash at June 30, 2013, belongs to other parties. The Foundation does not have discretion over the funds held on behalf of others.

NOTE 5 – ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2013 total \$273,600.

The Foundation has not historically had difficulty collecting amounts due from grantor agencies; therefore, no allowance for uncollectible accounts has been recorded.

NOTE 6 – NET ASSETS

Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2013, are restricted for the following purposes:

Program Services	\$	4,532,565
Scholarships		171,800
	\$	<u>4,704,365</u>

Permanently Restricted Net Assets

Permanently restricted net assets totaling \$1,779,100 are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

Net Assets Released from Restrictions

Net assets of \$1,154,093 were released from temporarily restricted net assets during the fiscal year. The Foundation met donor imposed restrictions by incurring qualified expenses.

Program Services	\$	824,437
Scholarships		329,656
	\$	<u>1,154,093</u>

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 7 – RELATED PARTIES

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits to the executive director and the senior accounting specialist and contributed to the Foundation's audit fee. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. During the year ended June 30, 2013, the District contributed \$328,742 to these salaries and benefits. These donated services have been reflected in the accompanying statement of activities as revenues under donated services and donated professional fees and as expenses under salaries and benefits and contract services. The value of donated facilities has not been determined and is therefore not included in the accompanying financial statements; however, management does not believe the amount to be material.

NOTE 8 – ENDOWMENT

The Foundation's endowment consists of approximately 68 individual funds established primarily for scholarships. Net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from an income and appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 8 – ENDOWMENT (continued)

Return Objectives and Risk Parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Governors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of the S&P 500 index while assuming a moderate level of investment risk. The Foundation expects its endowment funds, over time, to provide an average rate of return ranging from 5 to 8 percent annually. Actual returns in any given year may vary from this amount. Returns for the fiscal year were:

	Fiscal Year
	<u>Investment Earnings</u>
MorganStanley Endowment	\$ 98,713
Osher Endowment	81,000
Total endowment earnings	<u>\$ 179,713</u>

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has a policy of appropriating for distribution each year 4 percent of its endowment fund's average fair value over the prior 12 quarters through the calendar year-end preceding the fiscal year in which the distribution was planned. While it is the Foundation's goal to distribute 4 percent, it is not guaranteed and is contingent upon current market conditions. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2 percent annually. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

Endowment net assets composition by fund as of June 30, 2013, is as follows:

	Temporarily Restricted	Permanently Restricted	Total
Donor restricted endowments	\$ 161,134	\$ 1,779,100	<u>\$ 1,940,234</u>

SADDLEBACK COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 8 – ENDOWMENT (continued)

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor of UPMIFA requires the Foundation to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies as of June 30, 2013.

NOTE 9 – CHARITABLE REMAINDER UNITRUST INTEREST

The Foundation is a 50% beneficiary of the Lycette Charitable Remainder Unitrust (the Unitrust). The Foundation's beneficiary interest was valued at approximately \$210,000 at the time it was written in 2006. The Unitrust is managed by the Foundation and is not recorded in the financial statements as the donor has reserved the right to designate other beneficiaries at any time. The donor has restricted any distribution received by the Foundation to be applied equally to benefit the Landscape and Horticulture Department and the Theatre Arts Department.

NOTE 10 – GIFT ANNUITIES

The Foundation is a named beneficiary of charitable gift annuities administered by the Community College League of California. The Foundation is entitled to the remaining funds in the annuities designated by the donors at the end of the donors' lifetime. The balance of annuity investments at June 30, 2013, is approximately \$50,223. The present value of the future gifts has not been calculated or recorded in the financial statements due to uncertainty of the amount of future gifts to be received.

NOTE 11 – SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events for the period from June 30, 2013 through the date the financial statements were available to be issued. Management did not identify any transactions that require disclosure or that would have an impact on the financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

Independent Auditors' Report

Governing Board
Saddleback College Foundation
Mission Viejo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of financial position of Saddleback College Foundation, as of and for the year ended June 30, 2013, the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the Saddleback College Foundation's basic financial statements, and have issued our report thereon dated October 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Saddleback College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Saddleback College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Saddleback College Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Questioned Costs that we consider to be significant deficiencies. See findings #2013-1,# 2013-2,# 2013-3, and #2013-4.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Saddleback College Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Saddleback College Foundation's Response to Findings

Saddleback College Foundation's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Saddleback College Foundation's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
October 8, 2013

**SCHEDULE OF FINDINGS AND
QUESTIONED COSTS**

**SADDLEBACK COLLEGE FOUNDATION
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Non-compliance material to financial statements noted?	<u>No</u>

**SADDLEBACK COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-1 - BASIS FOR THE ALLOCATION OF FUNCTIONAL EXPENSES

Criteria:

Internal controls should be implemented to ensure that functional expenses are recorded accurately.

Condition:

Per Financial Accounting Standard Board (FASB) Accounting Standard Codification (ASC) 958-720-45-6, not-for-profit entities shall report their expenses by functional classification. A basis for allocation is required to be used for the functional expense classifications. This will ensure appropriate allocation of the expenses to each of the functions.

A reasonable basis or justification needs to support the allocation of costs to be properly reflected in the audit report and tax return. Currently, a documented basis does not exist and allocation percentages are provided by the Executive Director who is familiar with how time spent in order to allocate payroll, including in-kind payroll costs to program, general and administration and fundraising functions.

Cause:

Lack of internal control procedures regarding the tracking of functional expenses.

Recommendation:

We noted that this was a prior year comment that was not corrected. We recommend that the Foundation develop a written procedure for the functional expense allocation. The procedure should document the frequency with which the functional expense allocation will be prepared and reviewed. We recommend at least a quarterly review of this allocation. The Foundation should update the allocation percentage based on a reasonable criterion, such as labor effort from time records or activity reports of key personnel to ensure the allocation is equitable. The backup documentation to support this allocation should be maintained and provided upon request to support the annual allocation. The allocation written procedure should be provided to management of the foundation and the district by 12/31/13. Allocations should be monitored for accuracy, reasonableness, and timeliness of completion.

Management Response:

The Foundation will request a meeting annually with District services and also a separate meeting internally with Foundation staff at the beginning of each fiscal year to review the current allocation and determine if changes are necessary. A written summary will follow these meetings documenting the allocation to be used for District and Foundation staff salaries for the new fiscal year and the criteria used to determine the allocations. These allocations of salary and other expenses will be posted to the quarterly financial statements of the Foundation.

**SADDLEBACK COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-2 - RECORDING OF BOARD DESIGNATED FUNDS

Criteria:

Controls should be in place to prevent unrestricted funding from being placed at the discretion of any group or individual.

Condition:

We noted that the Board of Governors (Board) designated unrestricted funds to be used at the discretion of the President of the College. These funds were accounted for as temporarily restricted funds. Board designated funds should not be accounted for as temporarily restricted accounts since these accounts are to be used for external restrictions by donors. The utilization of the funds must comply with the Board designations and the account should be part of unrestricted funds as the Board has the authority to “undesignate” them at any time.

Cause:

Lack of internal control procedures surrounding the recording of unrestricted funds.

Recommendation:

We noted that this was a prior year finding that was not corrected. We recommend that the Foundation develop procedures to ensure that Board designated accounts are reported and tracked in the unrestricted fund to ensure that they are not commingled with temporarily restricted accounts.

Management Response:

The Foundation is in the process of preparing the necessary paperwork to the District office to correct the classification of these funds from temporarily restricted to unrestricted. Future funds will be recorded as suggested per Generally Accepted Accounting Principles and not per Board designations.

**SADDLEBACK COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-3 - CLASSIFICATION OF FUNDS

Criteria:

Controls should be in place to allow for the proper classification of funding as either unrestricted, temporarily restricted or permanently restricted.

Condition:

We noted the following during our audit:

The Dorothy Marie Lowry Trust contribution in the amount of \$2,278,227 was classified as permanently restricted and should have been recorded as temporarily restricted. Numerous transfers are recorded between unrestricted and temporarily restricted accounts and on a few occasions between permanently restricted funds

Documentation should be reviewed when contributions are received in order to properly classify the funds within the 3 categories. In the absence of proper classification, donor restrictions may not be met or in the case of item a. above, the principal would have not been utilized in accordance with the donor's wishes.

Transfers were used to correct previous transactions that were not recorded correctly or to allocate contributions or investment earnings to the correct accounts. It is important to understand and record the initial transactions correctly on the front-end.

Cause:

Lack of internal control procedures surrounding the proper classification of funding as unrestricted, temporarily restricted or permanently restricted.

Recommendation:

We noted that this finding was noted in the prior year and not corrected. We recommend when recording contributions that the supporting documentation be reviewed to ensure it is correctly classified. This will eliminate transfers occurring and will also ensure that the Foundation is meeting their fiduciary obligation of complying with donor's wishes. In addition, investment earnings can be reported in an investment holding account and when the allocation is determined for each project, the earnings should be reclassified to unrestricted or temporarily restricted earnings instead of recording as transfers.

Management Response:

The Foundation has provided the necessary paperwork to the District office to correct the classification of these funds from permanently restricted to temporarily restricted. Future funds will be recorded as suggested per Generally Accepted Accounting Principles and not per Board designations.

**SADDLEBACK COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-4 - ACCOUNT RECEIVABLE ACCRUALS

Criteria:

In accordance with Generally Accepted Accounting Principles (GAAP), the accounts receivable balance at year end must reflect all assets that are due to or pledged to the Foundation that have not been received as of the balance sheet date.

Condition:

During our accounts receivable testing and inquiry with management, we found that two receivables had not been recorded. These receivables included an Endowment (Greenspan) of \$100,000 as well as a donation of three Kia vehicles with a total value of \$65,000. This combined to an understatement of accounts receivable of \$165,000.

Cause:

Lack of internal control procedures surrounding the year-end closing.

Recommendation:

We recommend that the Foundation implement sufficient and appropriate internal control procedures to ensure that all transactions are recorded in the proper accounting period.

Management Response:

The receivables which were pledged shortly before the close of the fiscal year contained unique characteristics regarding the amounts at which they should be recorded. Additional time and information was needed to determine the correct amount to record. During the course of the audit work these amounts were addressed and resolved.

**SADDLEBACK COLLEGE FOUNDATION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal findings reported for the fiscal year ended 2011-12.

IRVINE VALLEY COLLEGE FOUNDATION

AUDIT REPORT

FOR THE YEAR ENDED
JUNE 30, 2013



San Diego

Los Angeles

San Francisco
Bay Area

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION
associates

IRVINE VALLEY COLLEGE FOUNDATION
TABLE OF CONTENTS
JUNE 30, 2013

FINANCIAL SECTION

Independent Auditors' Report	1
Financial Statements	
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Functional Expenses.....	5
Statement of Cash Flows	6
Notes to Financial Statements.....	7

OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16
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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditors' Results	18
Financial Statement Findings.....	19
Summary Schedule of Prior Audit Findings	22

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

Board of Governors
Irvine Valley College Foundation
Irvine, California

We have audited the accompanying financial statements of Irvine Valley College Foundation (the "Foundation"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Irvine Valley College Foundation as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "Cheryl White Associates".

San Diego, California
October 8, 2013

IRVINE VALLEY COLLEGE FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 402,983	\$ 177,465
Investments	1,140,772	1,018,290
Investments with the Foundation for California Community Colleges	398,237	377,726
Accounts receivable	755	2,716
Prepaid expense	12,751	2,633
Total current assets	<u>1,955,498</u>	<u>1,578,830</u>
Total Assets	<u>\$ 1,955,498</u>	<u>\$ 1,578,830</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 174,502	\$ 6,405
Accrued liabilities	424	-
Total current liabilities	<u>174,926</u>	<u>6,405</u>
Total liabilities	<u>174,926</u>	<u>6,405</u>
Net assets		
Unrestricted	287,702	188,173
Temporarily restricted	553,165	504,507
Permanently restricted	939,705	879,745
Total net assets	<u>1,780,572</u>	<u>1,572,425</u>
Total Liabilities and Net Assets	<u>\$ 1,955,498</u>	<u>\$ 1,578,830</u>

The notes to financial statements are an integral part of this statement.

IRVINE VALLEY COLLEGE FOUNDATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2013	Total 2012
SUPPORT					
Contributions	\$ 3,629	\$ 546,448	\$ 59,960	\$ 610,037	\$ 494,396
Special events - fundraising	54,924	-	-	54,924	50,955
In-kind donations	17,268	-	-	17,268	11,282
Donated services	452,741	-	-	452,741	394,787
Donated professional fees	12,811	-	-	12,811	13,216
REVENUES					
Interest and dividends	24,469	-	-	24,469	21,306
Realized gain (loss) on investment	34,871	34,921	-	69,792	8,652
Unrealized gain (loss) on investments	18,661	33,684	-	52,345	(31,388)
Sales & commission	3,052	61,390	-	64,442	98,553
Other revenue	27,043	-	-	27,043	10,115
Total Support and Revenues	649,469	676,443	59,960	1,385,872	1,071,874
Net assets released from restrictions	627,785	(627,785)	-	-	-
Total Support and revenue after net assets released from restriction	1,277,254	48,658	59,960	1,385,872	1,071,874
EXPENSES					
Program services	865,261	-	-	865,261	782,587
Supporting services					
Management and general activities	197,093	-	-	197,093	143,033
Fundraising	115,371	-	-	115,371	138,518
Total Expenses	1,177,725	-	-	1,177,725	1,064,138
CHANGE IN NET ASSETS	99,529	48,658	59,960	208,147	7,736
Net Assets - Beginning	188,173	504,507	879,745	1,572,425	1,564,689
Net Assets - Ending	\$ 287,702	\$ 553,165	\$ 939,705	\$ 1,780,572	\$ 1,572,425

The notes to financial statements are an integral part of this statement.

**IRVINE VALLEY COLLEGE FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013**

	Program	Management	Fundraising	Total	
	Services	and General		2013	2012
EXPENSES					
Salaries and employee benefits	\$ 221,997	\$ 142,940	\$ 87,804	\$ 452,741	\$ 394,787
Scholarship payments	324,058	-	-	324,058	303,155
Program activities	48,917	-	-	48,917	92,269
Special events	-	-	27,567	27,567	26,026
Professional fees	12,811	-	-	12,811	13,216
Contract services	70,844	-	-	70,844	73,208
Supplies and printing	50,232	-	-	50,232	28,493
Seminars and conferences	93,770	-	-	93,770	37,494
Dues and memberships	2,645	-	-	2,645	2,015
In-kind donations	17,268	-	-	17,268	11,282
Program equipment and software	22,719	-	-	22,719	28,032
General operating	-	54,153	-	54,153	54,161
Total Expenses	865,261	197,093	115,371	1,177,725	1,064,138

The notes to financial statements are an integral part of this statement.

IRVINE VALLEY COLLEGE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 208,147	\$ 7,736
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Realized loss/(gain) on investments	(94,261)	(8,652)
Unrealized loss/(gain) on investments	(52,345)	31,388
Changes in operating assets and liabilities		
Accounts receivable	1,961	2,898
Prepaid expense	(10,118)	1,988
Accounts payable	168,097	(105,458)
Accrued liabilities	424	-
Net cash provided by (used in) operating activities	<u>221,905</u>	<u>(70,100)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets	(1,473,287)	(1,492,316)
Proceeds from sale of investments	1,476,900	1,504,744
Net cash provided by (used in) investing activities	<u>3,613</u>	<u>12,428</u>
NET INCREASE (DECREASE) IN CASH	225,518	(57,672)
Cash and cash equivalents - Beginning	<u>177,465</u>	<u>235,137</u>
Cash and cash equivalents - Ending	<u>\$ 402,983</u>	<u>\$ 177,465</u>

The notes to financial statements are an integral part of this statement.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Irvine Valley College Foundation (the “Foundation”), was formed as a California nonprofit public benefit corporation on December 5, 2003. The public and charitable purposes for which this Foundation is organized are to further the educational purposes of the South Orange County Community College District (the “District”). The Foundation is a discretely presented component unit of the District and has been included in the District’s basic financial statements.

B. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

C. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenditures have been allocated between program and supporting services based on management’s estimates.

D. Basis of Accounting

The Foundation’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

E. Financial Statement Presentation

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

F. Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending on the existence or nature of any donor restrictions. A contribution is recognized as income at the date the contribution is received or pledged.

Non-cash contributions of goods and materials are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone who possesses those skills, and would have to be purchased by the organization if not donated.

G. Income Taxes

The Foundation is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private organization. The Foundation is also exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code and is registered with the California Attorney General as a charity.

Income that is not related to exempt purposes, less applicable deductions, is subject to federal and state income taxes. The Foundation did not have any net unrelated business income for the year ended June 30, 2013. It is management's belief that the Foundation does not hold any uncertain tax positions that would materially impact the financial statements. The organization's foundation and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

H. Property and Equipment

The SOCCCD has adopted a policy to capitalize purchases of \$5,000 or more of property and equipment used for administrative purposes. Title to property and equipment acquired with grant and contract funds generally revert to the funding agency when it is no longer needed for the applicable program; therefore, it is not capitalized.

Purchased property and equipment are recorded at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has placed a time or purpose restriction on the asset. Property and equipment are depreciated using the straight-line method. There are currently no fixed assets on the Foundation's records.

I. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the Foundation prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met or when the Foundation has a legal claim to the resources, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

J. Cash and Cash Equivalents

The Foundation considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

K. Investments

The Foundation's method of accounting for investments is the fair value method. Fair value is determined by published quotes when they are readily available. Unrealized gains and losses are included in the accompanying statement of activities.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

L. Fair Value Hierarchy

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2013, consist of amounts held in non-interest bearing checking, interest bearing checking, money market, and brokerage accounts totaling \$402,983.

Cash in Bank

Custodial credit risk is the risk that in the event of a bank failure, the Foundation's deposits may not be returned to it. The Foundation does not have a policy for custodial credit risk of deposits. Through December 31, 2012, the FDIC insured 100% of non-interest bearing accounts and up to \$250,000 per depositor of interest bearing accounts per insured bank. With the expiration of the Dodd-Frank Act, the Foundation had \$152,983 exposed to custodial credit risk as this amount was in excess of the \$250,000 FDIC insured amount.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 3 – INVESTMENTS

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (the “Endowment”) through the Foundation for California Community Colleges (FCCC). The Endowment has been set up to provide matching scholarship funds for California community colleges. The Endowment was formed through a generous \$50 million matching commitment from the Bernard Osher Foundation and an initial contribution of \$25 million. The California Community Colleges and the FCCC had until June 2011 to raise an additional \$50 million. Beginning with the 2009-10 year, the Endowment distributed scholarship funding from the initial \$25 million gift to each participating community college. The allocation will be based on each college’s Full Time Equivalent Students (FTES) and each scholarship is valued at a maximum of \$1,000 per school year per student.

These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2013, the fair value of this investment was \$398,238, and included an unrealized gain of \$25,535. The FCCC has assembled an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the Endowment’s assets.

Investments are presented in the financial statements at their aggregate fair value. The fair value of investments at June 30, 2013, is as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds	\$ 1,140,771	\$ 1,140,771	\$ -	\$ -
Investment with FCCC	398,238	-	398,238	-
Total	\$ 1,539,009	\$ 1,140,771	\$ 398,238	\$ -

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2013:

Net appreciation in fair value of investments	\$	122,137
Interest and dividend income		24,469
Investment income, net	\$	<u>146,606</u>

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2013 total \$755.

The Foundation has not historically had difficulty collecting amounts due from grantor agencies; therefore, no allowance for uncollectible accounts has been recorded.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 5 – NET ASSETS

Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2013, are restricted for the following purposes:

Program Services	\$	349,927
Scholarships		203,238
	\$	<u>553,165</u>

Permanently Restricted Net Assets

Permanently restricted net assets totaling \$939,705 are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

Net Assets Released from Restrictions

Net assets of \$627,758 were released from temporarily restricted net assets during the fiscal year. The Foundation met donor imposed restrictions by incurring qualified expenses.

Program Services	\$	318,747
Scholarships		309,038
	\$	<u>627,785</u>

NOTE 6 – RELATED PARTIES

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits to the executive director and the senior accounting specialist and contributed to the Foundation's audit fee. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. During the year ended June 30, 2013, the District contributed \$452,741 to these salaries and benefits. These donated services have been reflected in the accompanying statement of activities as revenues under donated services and donated professional fees and as expenses under salaries and benefits and contract services. The value of donated facilities has not been determined and is therefore not included in the accompanying financial statements; however, management does not believe the amount to be material.

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 7 – ENDOWMENT

The Foundation's endowment consists of 36 individual funds established for a variety of purposes. Its endowment includes both endowment funds held by the District and the Foundation for California Community Colleges. As required by GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. The Foundation does not maintain any Board designated endowment funds, all endowments were external contributions.

Interpretation of Relevant Law

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from an income and appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 7 – ENDOWMENT (continued)

Return Objectives and Risk Parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Governors, the endowment assets are invested in a manner that is intended to protect the principal, over the long term, and yet maximize the investment earnings so as to maximize the benefit provided by the endowment. Accordingly, funds are invested in a combination of fixed income funds and equity funds expected to provide an average rate of return of approximately 5 percent annually. Actual returns in any given year may vary from this amount. Returns for the fiscal year were:

	Fiscal Year	
	<u>Investment Earnings</u>	
Wells Fargo endowment	\$	68,548
Osher endowment		12,904
Total endowment earnings	<u>\$</u>	<u>81,452</u>

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation to achieve its long-term return objectives within reasonable and prudent levels of risk.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has a policy of appropriating for distribution each year 3 percent of its endowment fund's average fair value over the prior 12 quarters through the calendar year-end proceeding the fiscal year in which the distribution was planned. While it is the Foundation's goal to distribute 3 percent, it is not guaranteed and is contingent upon current market conditions. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2 percent annually. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

Endowment net assets composition by fund as of June 30, 2013, is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor restricted endowments	\$ 23,242	\$ 12,783	\$ 939,705	\$ 952,488

**IRVINE VALLEY COLLEGE FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 7 – ENDOWMENT (continued)

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor of UPMIFA requires the Foundation to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies as of June 30, 2013.

NOTE 8 – SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events for the period from June 30, 2013 through, the date the financial statements were available to be issued. Management did not identify any transactions that require disclosure or that would have an impact on the financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Independent Auditors' Report

Governing Board
Irvine Valley College Foundation
Irvine, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of financial position of Irvine Valley College Foundation, as of and for the year ended June 30, 2013, the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the Irvine Valley College Foundation's basic financial statements, and have issued our report thereon dated October 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Irvine Valley College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Irvine Valley College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Irvine Valley College Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

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State Board of Accountancy*

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Questioned Costs that we consider to be significant deficiencies. See findings #2013-1, # 2013-2, and # 2013-3.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Irvine Valley College Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Irvine Valley College Foundation's Response to Findings

Irvine Valley College Foundation's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Irvine Valley College Foundation's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Cheryl White".

San Diego, California
October 8, 2013

**SCHEDULE OF FINDINGS AND
QUESTIONED COSTS**

**IRVINE VALLEY COLLEGE FOUNDATION
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Non-compliance material to financial statements noted?	<u>No</u>

**IRVINE VALLEY COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING # 2013-1 CASH DISBURSEMENTS

Criteria:

Purchase requisitions and purchase orders should support all expenditure payments in order to demonstrate proper authorization prior to the purchase, and to properly procure the funds associated with a given purchase.

Condition:

In our testing of cash disbursements, we found that not all disbursements were approved before the time of purchase. We noted ten of twenty-five disbursements tested had purchase orders and approval come after the purchase was made.

Cause:

An internal control weakness exists with regard to the implementation of purchasing internal controls.

Recommendation:

We recommend that the Foundation follow District policies and procedures and enforce them in order to ensure that purchases are only being made when a purchase order exists. This will ensure that purchases are being preapproved and funds are properly encumbered.

Management Response:

The Foundation will work with the District to develop a process for approval of purchases before they are made and create a listing of exceptions to the normal process. The foundation director will ensure the approval process is followed by the departments responsible for the purchase of goods and services through the foundation.

**IRVINE VALLEY COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-2 BASIS FOR THE ALLOCATION OF FUNCTIONAL EXPENSES

Criteria:

Internal controls should be implemented to ensure that functional expenses are recorded accurately.

Condition:

Per Financial Accounting Standard Board (FASB) Accounting Standard Codification (ASC) 958-720 45-6, not-for-profit entities shall report their expenses by functional classification. A basis for allocation is required to be used for the functional expense classifications. This will ensure appropriate allocation of the expenses to each of the functions.

A reasonable basis or justification needs to support the allocation of costs to be properly reflected in the audit report and tax return. Currently, a documented basis does not exist and allocation percentages are provided by the Executive Director who is familiar with how time spent in order to allocate payroll, including in-kind payroll costs to program, general and administration and fundraising functions.

Cause:

Lack of internal control procedures regarding the tracking of functional expenses.

Recommendation:

We recommend that the Foundation develop a basis for their functional expense allocations. On a periodic basis, the Foundation should update the allocation percentage based on a reasonable criterion, such as labor effort from time records or activity reports of key personnel to ensure the allocation is equitable. Time records or activity reports can be maintained on a periodic basis however, the time period should be representative of how personnel normally spend their time. The allocation method should be reviewed by management and revised when necessary to reflect significant changes in the nature or level of the Foundation's current activities.

Management Response:

On July 1, 2013, the Foundation implemented an internal control for keeping track of functional expense time on a daily basis/weekly/monthly basis. This problem has been resolved moving forward.

**IRVINE VALLEY COLLEGE FOUNDATION
FINANCIAL STATEMENT FINDINGS, *continued*
FOR THE YEAR ENDED JUNE 30, 2013**

FINDING #2013-3 RECORDING OF BOARD DESIGNATED FUNDS

Criteria:

Controls should be in place to prevent unrestricted funding from being placed at the discretion of any group or individual.

Condition:

We noted that the Board of the Governors (Board) designated unrestricted funds to be used at the discretion of the President of the College. These funds were accounted for as temporarily restricted funds. Board designated funds should not be accounted for as temporarily restricted accounts since these accounts are to be used for external restrictions by donors. The utilization of the funds must comply with the Board designations and the account should be part of unrestricted funds as the Board has the authority to “undesignate” them at any time.

Cause:

Lack of internal control procedures surrounding the recording of unrestricted funds.

Recommendation:

We recommend that the Foundation ensures that Board designated accounts are reported and tracked in the unrestricted fund to ensure that they are not commingled with temporarily restricted accounts.

Management Response:

The Foundation will provide the necessary paperwork to the District office to correct the classification of these funds from temporarily restricted to unrestricted. Future funds will be recorded as suggested per Generally Accepted Accounting Principles and not per Board designations.

**IRVINE VALLEY COLLEGE FOUNDATION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal audit findings for the fiscal year ended 2011-12.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION

AUDIT REPORT

FOR THE YEAR ENDED
JUNE 30, 2013

ATEP

ADVANCED TECHNOLOGY
& EDUCATION PARK | TUSTIN, CA



San Diego

Los Angeles

San Francisco
Bay Area

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION
associates

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
TABLE OF CONTENTS
JUNE 30, 2013

FINANCIAL SECTION

Independent Auditors' Report	1
Financial Statements	
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Functional Expenses.....	5
Statement of Cash Flows	6
Notes to Financial Statements.....	7

OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	12
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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditors' Results	14
Financial Statement Findings.....	15
Summary Schedule of Prior Audit Findings	16

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

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Board of Directors

Advanced Technology and Education Park (ATEP) Foundation
Mission Viejo, California

We have audited the accompanying financial statements of Advanced Technology and Education Park (ATEP) Foundation (the "Foundation"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Advanced Technology and Education Park (ATEP) Foundation as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "Cheryl White Associates".

San Diego, California
October 8, 2013

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

	<u>2013</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 12,509
Total current assets	<u>12,509</u>
Total Assets	\$ 12,509
LIABILITIES AND NET ASSETS	
Net assets	
Temporarily restricted	12,509
Total net assets	<u>12,509</u>
Total Liabilities and Net Assets	\$ 12,509

The notes to financial statements are an integral part of this statement.

**ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013**

	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUES			
Total Support and Revenues	-	-	-
Net assets released from restrictions	10	(10)	
Total support and revenue after net assets released from restriction	10	(10)	-
EXPENSES			
Supporting services			
Management and general activities	10	-	10
Total Expenses	10	-	10
CHANGE IN NET ASSETS	-	(10)	(10)
Net Assets - Beginning	-	12,519	12,519
Net Assets - Ending	\$ -	\$ 12,509	\$ 12,509

The notes to financial statements are an integral part of this statement.

**ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013**

	Management and General	Total
EXPENSES		
Non-personnel expenses		
Mandatory assesments	10	10
Total non-personnel expenses	10	10
Total Expenses	\$ 10	\$ 10

The notes to financial statements are an integral part of this statement.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (10)
Net cash provided by (used in) operating activities	<u>(10)</u>
NET INCREASE (DECREASE) IN CASH	(10)
Cash and cash equivalents - Beginning	<u>12,519</u>
Cash and cash equivalents - Ending	<u>\$ 12,509</u>

The notes to financial statements are an integral part of this statement.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Advanced Technology and Education Park (ATEP) Foundation (the “Foundation”), was formed as a California nonprofit public benefit corporation on October 5, 2005. The public and charitable purposes for which this Foundation is organized are to further the educational purposes of the South Orange County Community College District (the “District”). The Foundation is a discretely presented component unit of the District and has been included in the District’s basic financial statements.

B. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

C. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenditures have been allocated between program and supporting services based on management’s estimates.

D. Basis of Accounting

The Organization’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Financial Statement Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Organization in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

F. Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending on the existence or nature of any donor restrictions. A contribution is recognized as income at the date the contribution is received or pledged.

Non-cash contributions of goods and materials are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone who possesses those skills, and would have to be purchased by the organization if not donated.

G. Income Taxes

The Organization is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private organization. The Organization is also exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code and is registered with the California Attorney General as a charity.

Income that is not related to exempt purposes, less applicable deductions, is subject to federal and state income taxes. The Organization did not have any net unrelated business income for the year ended June 30, 2013. It is management's belief that the Organization does not hold any uncertain tax positions that would materially impact the financial statements. The organization's foundation and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

H. Property and Equipment

The Organization has adopted a policy to capitalize purchases of \$5,000 or more of property and equipment used for administrative purposes. Title to property and equipment acquired with grant and contract funds generally revert to the funding agency when it is no longer needed for the applicable program; therefore, it is not capitalized.

Purchased property and equipment are recorded at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has placed a time or purpose restriction on the asset. Property and equipment are depreciated using the straight-line method.

I. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the Organization prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met or when the Organization has a legal claim to the resources, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

J. Cash and Cash Equivalents

The Organization considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

K. Investments

The Organization's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Unrealized gains and losses are included in the accompanying statement of activities.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

L. Fair Value Hierarchy

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2013, consist of amounts held in non-interest bearing checking, interest bearing checking, money market, and brokerage accounts totaling \$12,509.

Cash in Bank

Custodial credit risk is the risk that in the event of a bank failure, the Organization's deposits may not be returned to it. The Foundation does not have a policy for custodial credit risk for deposits. Through December 31, 2013, the FDIC insures 100% of non-interest bearing accounts and up to \$250,000 per depositor of interest bearing accounts per insured bank. As of June 30, 2013, the Organization was not exposed to custodial credit risk as there were no deposits over \$250,000 at any one insured bank.

ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013

NOTE 3 – RELATED PARTIES

The Foundation's stated mission is to support South Orange County Community College District; therefore, transactions between the Foundation and the District and the involvement of District personnel and parents of students attending schools in the District, are expected.

The District's employees provide for the accounting and management of funds for the Foundation. The Foundation has not recorded the value of this contribution in these financial statements.

NOTE 4 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events for the period from June 30, 2013 through, the date the financial statements were available to be issued. Management did not identify any transactions that require disclosure or that would have an impact on the financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

Independent Auditors' Report

Governing Board
Advanced Technology and Education Park Foundation
Mission Viejo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of financial position of Advanced Technology and Education Park Foundation, as of and for the year ended June 30, 2013, the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the Advanced Technology and Education Park Foundation's basic financial statements, and have issued our report thereon dated October 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Advanced Technology and Education Park Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Advanced Technology and Education Park Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Advanced Technology and Education Park Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

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State Board of Accountancy

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Advanced Technology and Education Park Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
October 8, 2013

**SCHEDULE OF FINDINGS AND
QUESTIONED COSTS**

**ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>No</u>
Non-compliance material to financial statements noted?	<u>No</u>

**ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal findings reported for the fiscal year ended 2012-13.

**ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP) FOUNDATION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal findings reported for the fiscal year ended 2011-12.

**FOUNDATION FOR THE SOUTH
ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT (SOCCCD)**

AUDIT REPORT

**FOR THE YEAR END
JUNE 30, 2013**

San Diego

Los Angeles

**San Francisco
Bay Area**

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

**FOUNDATION FOR THE SOCCCD
TABLE OF CONTENTS
JUNE 30, 2013**

FINANCIAL SECTION

Independent Auditors' Report	1
Financial Statements	
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Functional Expenses.....	5
Statement of Cash Flows	6
Notes to Financial Statements.....	7

OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	12
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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditors' Results	14
Financial Statement Findings.....	15
Summary Schedule of Prior Audit Findings	16

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

SAN DIEGO

LOS ANGELES

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State Board of Accountancy*

Board of Directors
Foundation for the SOCCCD
28000 Marguerite Pkwy
Mission Viejo, California 92692

We have audited the accompanying financial statements of Foundation for the SOCCCD (the "Foundation"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Foundation for the SOCCCD as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Christy White Associates

San Diego, California
October 8, 2013

FOUNDATION FOR THE SOCCCD
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013

	<u>2013</u>
ASSETS	
Current assets	
Cash and cash equivalents	9,200
Total current assets	<u>9,200</u>
Total Assets	<u>\$ 9,200</u>
LIABILITIES AND NET ASSETS	
Non-current liabilities	
Due to trust accounts	1,637
Total non-current liabilities	<u>1,637</u>
Total liabilities	<u>1,637</u>
Net assets	
Unrestricted	7,563
Total net assets	<u>7,563</u>

The notes to financial statements are an integral part of this statement.

**FOUNDATION FOR THE SOCCCD
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
EXPENSES				
Program services	\$ 427	\$ -	\$ -	\$ 427
Total Expenses	427	-	-	427
CHANGE IN NET ASSETS	(427)	-	-	(427)
Net Assets - Beginning	7,990	-	-	7,990
Net Assets - Ending	\$ 7,563	\$ -	\$ -	\$ 7,563

The notes to financial statements are an integral part of this statement.

**FOUNDATION FOR THE SOCCCD
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013**

	Program Services	Management and General	Fundraising	Total
EXPENSES				
Non-personnel expenses				
Office expenses	\$ 127	\$ -	\$ -	\$ 127
Miscellaneous	300	-	-	300
Total non-personnel expenses	427	-	-	427
Total Expenses	\$ 427	\$ -	\$ -	\$ 427

The notes to financial statements are an integral part of this statement.

**FOUNDATION FOR THE SOCCCD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013**

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (427)
Due to trust accounts (decrease)	14
Net cash provided by (used in) operating activities	<u>(413)</u>
NET INCREASE (DECREASE) IN CASH	(413)
Cash and cash equivalents - Beginning	<u>9,613</u>
Cash and cash equivalents - Ending	<u>\$ 9,200</u>

The notes to financial statements are an integral part of this statement.

FOUNDATION FOR THE SOCCCD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Foundation for the SOCCCD (the “Foundation”), was formed as a California nonprofit public benefit corporation in July 2005. The Foundation’s purpose shall be operated exclusively to benefit the South Orange County Community College District (the “District”) its students and the community.

The Organization’s primary source of income is donations from the public.

B. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

C. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenditures have been allocated between program and supporting services based on management’s estimates.

D. Basis of Accounting

The Organization’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

FOUNDATION FOR THE SOCCCD
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

E. **Financial Statement Presentation**

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Organization in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

F. **Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending on the existence or nature of any donor restrictions. A contribution is recognized as income at the date the contribution is received or pledged.

Non-cash contributions of goods and materials are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone who possesses those skills, and would have to be purchased by the organization if not donated.

G. **Income Taxes**

The Organization is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private organization. The Organization is also exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code and is registered with the California Attorney General as a charity.

Income that is not related to exempt purposes, less applicable deductions, is subject to federal and state income taxes. The Organization did not have any net unrelated business income for the year ended June 30, 2013. It is management's belief that the Organization does not hold any uncertain tax positions that would materially impact the financial statements. The organization's foundation and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

FOUNDATION FOR THE SOCCCD
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

H. Property and Equipment

The Organization has not adopted a policy to capitalize purchases of property and equipment used for administrative purposes. Title to property and equipment acquired with grant and contract funds generally revert to the funding agency when it is no longer needed for the applicable program; therefore, it is not capitalized.

Purchased property and equipment are recorded at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has placed a time or purpose restriction on the asset. Property and equipment are depreciated using the straight-line method.

I. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the Organization prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met or when the Organization has a legal claim to the resources, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

J. Cash and Cash Equivalents

The Organization considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

K. Investments

The Organization's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Unrealized gains and losses are included in the accompanying statement of activities.

FOUNDATION FOR THE SOCCCD
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (*continued*)

L. Fair Value Hierarchy

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2013, consist of amounts held in non-interest bearing checking totaling \$9,200.

Cash in Bank

Custodial credit risk is the risk that in the event of a bank failure, the Organization's deposits may not be returned to it. The Foundation does not have a policy for custodial credit risk for deposits. Through December 31, 2012, the FDIC insures 100% of non-interest bearing accounts and up to \$250,000 per depositor of interest bearing accounts per insured bank. As of June 30, 2013, the Organization was not exposed to custodial credit risk as there were no deposits over \$250,000 at any one insured bank.

**FOUNDATION FOR THE SOCCCD
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 3 – LIABILITIES

Due to trust accounts

Due to trust balance of \$1,637 at June 30, 2013 Temporarily Restricted net assets consist of a trust account which is held by the foundation for use on student scholarships. Trust Accounts are donor restricted until disbursed to student as a scholarship at which at that time will be released to unrestricted.

NOTE 4 – NET ASSETS

Unrestricted Net Assets

Unrestricted net Assets consist of cash and investments available for use to the Foundation in support of its mission to support the College, including amounts transferred by the District and the College that are designated as available only at the discretion of the College President.

NOTE 5 – SUBSEQUENT EVENTS

The Foundation's management has evaluated subsequent events for the period from June 30, 2013 through August 30, 2013, the date the financial statements were available to be issued.

OTHER INDEPENDENT AUDITORS' REPORTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

Independent Auditors' Report

Governing Board
Foundation for the SOCCCD
Mission Viejo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of financial position of Foundation for the SOCCCD, as of and for the year ended June 30, 2013, the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the Foundation for the SOCCCD's basic financial statements, and have issued our report thereon dated October 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Foundation for the SOCCCD's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Foundation for the SOCCCD's internal control. Accordingly, we do not express an opinion on the effectiveness of Foundation for the SOCCCD's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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State Board of Accountancy

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Foundation for the SOCCCD's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
October 8, 2013

**SCHEDULE OF FINDINGS AND
QUESTIONED COSTS**

**FOUNDATION FOR THE SOCCCD
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>No</u>
Non-compliance material to financial statements noted?	<u>No</u>

**FOUNDATION FOR THE SOCCCD
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal findings reported for the fiscal year ended 2012-13.

**FOUNDATION FOR THE SOCCCD
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2013**

There were no formal findings reported for the fiscal year ended 2011-12.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Acceptance of Retiree OPEB Trust Annual Audit Report:
2012-2013

ACTION: Review and Accept

BACKGROUND

As part of obtaining reasonable assurance about the SOCCCD Retiree OPEB Trust financial statements, a comprehensive financial and compliance audit of the GASB 43 & 45 Trust Program was conducted for the first time for the FY 2012-2013.

STATUS

The Board of Trustees employed the firm of Christy White Associates, Certified Public Accountants, to conduct the audit of the Retiree OPEB Trust Fund for FY 2012-2013. The general purpose financial statements with accompanying audit report have been completed and are being submitted to all agencies the law requires, as well as to the members of the Board of Trustees.

The auditors issued an unqualified opinion for the FY 2012-2013 financial statements with no financial findings.

A Board sub-committee on the audit, consisting of Trustees Lang, Padberg, and Jemal, had an opportunity to meet with the auditors before the final version of the report was printed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the FY 2012-2013 audit report in Exhibit A.

**SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT**

**RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT
TRUST FINANCIAL STATEMENTS**

JUNE 30, 2013

San Diego

Los Angeles

**San Francisco
Bay Area**

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
TABLE OF CONTENTS
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL SECTION

Independent Auditors' Report	1
Management's Discussion and Analysis.....	4
Basic Financial Statements	
Statement of Trust Net Position	7
Statement of Changes in Trust Net Position	8
Notes to Financial Statements	9

REQUIRED SUPPLEMENTARY INFORMATION

Required Supplementary Information	14
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OTHER INDEPENDENT AUDITORS' REPORTS

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15
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FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

SAN DIEGO

LOS ANGELES

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Licensed by the California
State Board of Accountancy

Governing Board
South Orange County Community College District
Mission Viejo, California

Report on the Financial Statements

We have audited the accompanying statement of trust net position of the South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

As discussed in Note 1, the financial statements present only the Trust, and do not purport to, and do not, present fairly the financial position and results of operation of the South Orange County Community College District in conformity with accounting principles generally accepted in the United States of America.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust, as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis on pages 4 through 6 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 8, 2013 on our consideration of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
October 8, 2013

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section provides an overview and analysis of the financial activities of South Orange County Community College District - Retirement Futuris Public Entity Investment Trust (the "Trust") for the fiscal year ended June 30, 2013. The Trust establishment was authorized in April 2008 by the District's Board of Trustees. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our financial statements.

FINANCIAL HIGHLIGHTS

The net position of South Orange County Community College District - Retirement Futuris Public Entity Investment Trust at the close of fiscal year 2012 is \$84.4 million (net position held in trust for retiree medical benefits). All of the net position is available to meet the Trust's ongoing obligations to participants and beneficiaries.

The Trust's funding objective is to meet long-term benefit obligations through contributions and investments income. The Trust was initially funded by the District by a one-time transfer in 2008 of \$50,791,103. As of June 30, 2013 the District contributions totaled \$60,409,811.

OVERVIEW OF THE FINANCIAL STATEMENTS

The following discussion and analysis are intended to serve as an introduction to the Trust's financial statements, which comprises these components:

1. Statement of Trust Net Position
2. Statement of Changes in Trust Net Position
3. Notes to the Basic Financial Statements

The Statement of Trust Net Position is a snapshot of account balances at year-end. It indicates the assets available for future payments for retiree health benefits and any current liabilities that are owed at this time.

The Statement of Changes in Trust Net Position, on the other hand, provides a view of current year additions to and deductions from the Trust. Both statements are in compliance with Governmental Accounting Standards. These Standards require certain disclosures and require the state and local governments to report using the full accrual method of accounting. The Trust complies with all material requirements of these pronouncements.

The Statement of Trust Net Position and the Statement of Changes in Trust Net Position report information about the Trust's activities. These statements include all assets and liabilities, using the full accrual basis of accounting, which is similar to the accounting used by the most private sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid. All investments gains and losses are shown at trade date. In addition, both realized and unrealized gains and losses are shown on investments.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

These two statements report the Trust's net position held in an irrevocable trust account for retirees' medical benefits. Net position, the difference between assets and liabilities, is one way to measure the plan's financial position. Over time, increase and decrease in net position is one indicator of whether its financial health is improving or deteriorating. Other factors, such as market conditions, should also be considered in measuring the Trust's overall health.

Notes to the Basic Financial Statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

OTHER INFORMATION

In addition to the financial statements and accompanying notes, this report presents certain required supplementary information concerning the Trust's progress in funding its obligations to provide retiree medical benefits to members.

FINANCIAL ANALYSIS

As previously noted, net position may serve over time as a useful indication of the Trust's financial position. The assets of the Trust exceed its liabilities at the end of fiscal year ended June 30, 2013.

	<u>2013</u>
Assets	
Investments	76,038,439
Receivables	<u>9,657,778</u>
Liabilities	
Accounts payable	<u>1,267,865</u>
Net Position	<u>\$ 84,428,352</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued
FOR THE YEAR ENDED JUNE 30, 2013**

FINANCIAL ANALYSIS (continued)

The \$20.9 Million increase in investments mainly reflects investments income \$6.5 million, contributions of \$18.5 million and payments for retiree benefits (\$3.8 million).

	<u>2013</u>
Additions	
Total contributions	\$ 18,472,728
Total investment income	<u>6,475,903</u>
Total additions	<u>24,948,631</u>
Deductions	
Benefits paid	3,780,524
Administrative and other expenses	<u>296,771</u>
Total deductions	<u>4,077,295</u>
Increase in net plan assets	<u>\$ 20,871,336</u>

CONTACTING THE TRUST'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the Trust's finances and to show the Trust's accountability for the money it receives. If you have any questions about this report or need any additional financial information, contact the District at South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692-3635.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
STATEMENT OF TRUST NET POSITION
JUNE 30, 2013**

ASSETS

Accounts receivable	\$ 9,657,778
Investments, at fair value:	<u>76,038,439</u>
Total assets	<u>85,696,217</u>

LIABILITIES

Accounts payable	<u>1,267,865</u>
Total liabilities	<u>1,267,865</u>

NET POSITION

Net position held in trust for postemployment benefits	<u>\$ 84,428,352</u>
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The accompanying notes are an integral part of these financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
STATEMENT OF CHANGES IN TRUST NET POSITION
FOR THE YEAR ENDED JUNE 30, 2013**

Additions to plan net assets:	
Contributions	
Employer	\$ 18,472,728
Total contributions	<u>18,472,728</u>
Investment income (loss):	
Net unrealized appreciation (depreciation) in fair value of investments	4,326,980
Interest income	2,148,923
Total investment income (loss)	<u>6,475,903</u>
Total additions	<u>24,948,631</u>
Deductions from plan net assets:	
Benefits paid to participants and beneficiaries	3,780,524
Administrative expenses	296,771
Total deductions	<u>4,077,295</u>
Net increase (decrease)	20,871,336
Net plan assets:	
Beginning of year	<u>63,557,016</u>
End of year	<u>\$ 84,428,352</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 – DESCRIPTION OF PLAN

The following information of the South Orange County Community College District Retirement Futuris Public Entity Investment Trust (the “Trust”), a fiduciary fund of the South Orange County Community College District (the “District”), provides only general information of the Trust’s provisions. Readers should refer to the Trust agreement for a more complete description. These financial statements include only the reserves of the Trust and are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

General: The District administers the Trust, a contributory single-employer defined benefit healthcare plan through a third-party. The Trust provides postemployment medical, prescription drug and employees assistance program benefits to eligible retirees and their families by paying member premiums. Membership consists of 307 retirees and 819 active beneficiaries.

Contributions: Contributions to the Trust are funded entirely by the employer. In 2008, the District made an initial contribution of \$50,791,103 for the purpose of financing the District’s obligation to pay certain healthcare retiree costs related to the defined benefit plan (the “Plan”). The District contributions totaled \$60,409,811 as of June 30, 2013. Retiree benefits and administrative expenses are funded from contributions and investment earnings.

Funded Status and Funding Progress: Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the Trust and the annual required contributions of the District are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the basic financial statements, presents multi-year trend information about whether the actuarial value of trust assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the April 1, 2013 actuarial valuation, the entry age normal method was used. The actuarial assumptions include a 7.0 percent investment rate of return (net of administrative expenses), based on the Plan being funded in an irrevocable employee benefit trust invested in a combined equity and fixed income portfolio. Healthcare cost trend rates ranged from 7.0 to 4.0 percent. The unfunded actuarial accrued liability (or funding excess) (UAAL) is being amortized at a level-percentage of pay method on a closed basis. The remaining amortization period at June 30, 2013 was 30 years.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
NOTES TO FINANCIAL STATEMENTS, *continued*
JUNE 30, 2013

NOTE 1 – DESCRIPTION OF PLAN (continued)

Investment Options: As appointed by the Retirement Board of Authority, Benefit Trust Company, the Asset Custodian, maintains the Trust's investments in various mutual funds, and is the record keeper and Morgan Stanley is the investment advisor. Funds allocated to the Asset Custodian are invested as directed by the Retirement Board of Authority in a combination of equity and fixed income investments.

Plan Termination: In the event of Plan terminations, the net position of the Trust would be allocated as prescribed in the Trust documents, generally to pay in the order indicated below:

- District's remaining retiree medical benefit liabilities.
- Reasonable expenses of administering the Trust.

Any assets remaining in the Trust after paying off the above liabilities shall revert back to the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting: The accompanying basic financial statements are presented on the accrual basis of accounting. Contributions are recognized in the period in which the contributions are due, pursuant to formal commitments as well as statutory or contractual commitments. Retiree benefits are recognized when due and payable.

The financial statements of the Trust have been prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America. In the U.S., the Governmental Accounting Standards Board (GASB) is the established and recognized standard-setting body for governmental accounting and financial reporting. The financial statements have been prepared consistent with GASB Statement No. 34, Statement No. 43, and other related standards. Private sector accounting standards are established by the Financial Accounting Standards Board (FASB). FASB standards are generally followed for statements issued on or before November 30, 1989 to the extent those standards do not conflict with or contradict GASB pronouncements. The District has the option to apply all FASB pronouncements issued after November 30, 1989, unless FASB conflicts with GASB. The Trust has elected *not* to apply FASB standards issued after November 30, 1989.

Investment Valuation: Investments are reported at fair value based upon quoted market prices, when available, or estimates of fair value, and unrealized and realized gains and losses are included in the Statement of Changes in Trust Net Position.

Administrative Expenses: Certain internal costs of administering the Trust are paid by the Trust. Administrative expenses for the year ended June 30, 2013 were \$296,771.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Trust to make estimates and assumptions that affect certain amounts and disclosures. Accordingly, actual results may differ from those estimates.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 3 – INVESTMENTS

The Trust has adopted an internally developed investments policy that authorized the use of a broad range of investments choices that have distinctly different risks and return characteristics. In general, investments held in the Trust Fund are for the primary purpose of meeting present and future OPEB liability obligations and may be invested in accordance with California Code Sections 53600 through 53622 that, subject to applicable legal requirements, may provide greater latitude to increase purchasing power and capital growth potential if deemed prudent to do so.

The Trust Fund's policy is to maintain two separate investments categories within the portfolio. The first is the equity holdings and the second is the fixed income. Both categories are invested with the objective of achieving a 7.48% return for the purpose of covering the plans actuarial assumptions and costs of trust administration. At June 30, 2013, 50.02% of the Trust's investment value is held in equities, with the remaining 49.98% holding fixed income securities.

As stated in the Investment Policy, the Trust will invest predominantly in open and closed-end mutual funds. The fair value of the Trust's individual equity investments at June 30, 2013 are as follows:

<u>Equities</u>	<u>2013</u>	<u>Percent of total Investments</u>
Blackrock Equity Dividend	\$ 3,170,570	8.3%
Brandes International Equity	3,131,620	8.2%
Cohen & Steers Realty	2,272,906	6.0%
Jhancock Classic Value	4,471,240	11.8%
Hartford Capital Appreciation	4,551,265	12.0%
Hartford Midcap	2,578,508	6.8%
Nuveen Tradewinds Value	2,491,645	6.6%
Nuveen Tradewinds Global	2,197,980	5.8%
Prudential Global	776,262	2.0%
Royce Global Value	3,686,836	9.7%
Royce Special Equity	2,495,282	6.6%
Thornburg Investment Income	3,143,966	8.3%
Thornburg International Value	3,051,194	8.0%
Accrued income at 6/30/13	15,651	0.0%
Total	<u>\$ 38,034,925</u>	<u>50.02%</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 3 – INVESTMENTS (continued)

The fair value of the Trust's individual fixed income investments at June 30, 2013 are as follows:

<u>Fixed Income</u>	<u>2013</u>	<u>Percent of total Investments</u>
Delaware Diversified Inc.	\$ 6,299,083	16.6%
Legg Mason BW Global	2,884,040	7.6%
Metropolitan West Total Return Bond	6,529,722	17.2%
Oppenheimer International Bond	2,781,543	7.3%
Prudential Total Return Bond	6,388,558	16.8%
Templeton Global Bond	6,654,085	17.5%
Western Asset Core Plus Bond	6,366,671	16.7%
Accrued income at 6/30/13	99,812	0.3%
Total	<u>\$ 38,003,514</u>	<u>49.98%</u>

Custodial Credit Risk

The California Government Code requires California banks and savings and loan associations to secure the Trust's deposits by pledging government securities as collateral. The market value of pledged securities must equal 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits and collateral is considered to be held in the name of the Trust. All cash held by financial institutions is entirely insured or collateralized.

Credit Risk

Trust's investment policy requires all fixed income investments to be of investments grade quality or higher at purchase; that is, at the time of purchases, rated no lower than "BBB" by Standard and Poor's. The Trust Board, at their discretion, may impose a higher standard on an individual investment manager basis as circumstances or investment objectives dictate. At June 30, 2013, approximately 100% of the Trust's investment holdings have a credit rating of BBB or higher.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2013**

NOTE 3 – INVESTMENTS (continued)

Concentration of Credit Risk

The Trust's investment policy places a 5% limit on the amount it may invest in any one issuer. The foregoing limitation is not intended to apply to the percentage of Trust assets invested in a single diversified mutual fund. At June 30, 2013, no investments with a single equity or mutual fund exceeded 5%.

Interest Rate Risk

The Trust does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2013, the Trust had no significant interest rate risk related to investments held.

NOTE 4 – ACCOUNTS PAYABLE

The accounts payable at June 30, 2012 consisted of \$1,267,865 in retiree benefit costs for the last quarter of the year.

NOTE 5 – RELATED PARTY TRANSACTIONS

Retiree benefit costs of the Trust are paid by South Orange County Community College District. The District recorded \$3,780,524 as a transfer from the Trust fund to pay retiree benefits.

**REQUIRED SUPPLEMENTARY
INFORMATION**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2013**

NOTE 1 – SCHEDULE OF FUNDING PROGRESS

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (Entry Age Normal Cost Method) (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funding Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
2/1/2010	56,250,666	61,189,900	4,939,234	91.9%	70,430,404	7.0%
2/1/2012	69,037,662	84,858,604	15,820,942	81.4%	72,475,138	21.8%
2/1/2013	73,602,685	89,492,430	15,889,745	82.2%	68,971,000	23.0%

NOTE 2 – SCHEDULE OF EMPLOYER CONTRIBUTIONS

Year Ended June 30,	Annual Required Contribution	Percentage Contributed
2011	7,522,217	100.5%
2012	4,072,506	63.4%
2013	4,426,678	96.1%

NOTE 3 – NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

A. Schedule of Postemployment Healthcare Benefits Funding Progress

This schedule is prepared to show information for the most recent actuarial valuation and in future years, the information from the three most recent actuarial valuations in accordance with Statement No. 45 of the Governmental Accounting Standards Board, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The schedule is intended to show trends about the funding progress of the District's actuarially determined liability for post-employment benefits other than pensions.

B. Schedule of Employer Contributions

This schedule is prepared in accordance with Statement No. 43 of the Government Accounting Standards Board, *Financial Reporting for Postemployment Benefit Plans Other Than Pensions Plans*. The schedule is intended to show trends about the percentage of the annual required contribution made to the plan.

**OTHER INDEPENDENT
AUDITORS' REPORTS**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Independent Auditors'

The Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited the financial statements of South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust as of and for the year ended June 30, 2013 and have issued our report thereon dated October 8, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of South Orange County Community College District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered South Orange County Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of South Orange County Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of South Orange County Community College District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

SAN DIEGO

LOS ANGELES

SAN FRANCISCO/BAY AREA

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*Licensed by the California
State Board of Accountancy*

Compliance and Other Matters

As part of obtaining reasonable assurance about whether South Orange County Community College District – Retirement Futuris Public Entity OPEB Trust's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Board of Trustees, District Management, the California Community Colleges Chancellor's Office, others within the entity, the District's federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California

October 8, 2013

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Neudesic LLC for Software Development

ACTION: Approval

BACKGROUND

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

In order to support SIS related software projects for this fiscal year, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach.

STATUS

The following SIS related projects have been prioritized for development during FY 2013-2014 based on input from the District-wide Technology Committee (DTC):

- Waitlist Modification
- EOPS Management System Phase I
- Predictive Analytics Pilot

District IT is proposing that Neudesic LLC assist by providing software development and project management services for these projects.

These proposed projects are funded as follows:

Project	Amount	Source of Funds
Waitlist Modification	\$250,000	FY 2013-2014 Basic Aid Funds
EOPS Management System Phase I	\$190,000	FY 2011-2012 General Funds
Predictive Analytics Pilot	\$175,000	FY 2012-2013 Basic Aid Funds

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for the term of December 1, 2013 to December 31, 2014, and the rate schedule (Exhibit A), with Neudesic, LLC in an amount not to exceed \$615,000.00.

Item Submitted by: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services and Dr. Debra Fitzsimons, Vice Chancellor, Business Services*

CONSULTANT AGREEMENT

SPECIAL SOFTWARE ENGINEERING SERVICES

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

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

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

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

NOW, THEREFORE, the parties agree as follows:

I. **Scope Of Work.**

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

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

1. Waitlist Modification
2. EOPS Management System Phase I
3. Predictive Analytics Pilot

C. CONSULTANT’s Staff. CONSULTANT shall submit for DISTRICT approval a resume of each of individual CONSULTANT assigned to work on this Agreement for prior written approval by the DISTRICT’s Directors of Administrative/Academic Systems. CONSULTANT agrees to provide the DISTRICT with the resumes (qualifications, experience and education) at least two weeks prior to assigning the individual to work on this Agreement. The DISTRICT may choose to interview individual CONSULTANTS prior to approving them to work on this Agreement. CONSULTANTS’ Senior Project Manager(s), Project Manager(s), Business Systems Analyst Lead(s), Senior Microsoft .NET Architect(s) and other lead positions

need written approval from the Directors of Administrative/Academic Systems prior to beginning work on this Agreement. The DISTRICT shall not be responsible for payment to CONSULTANT for the services of any individual who works on this Agreement without the DISTRICT's prior written consent.

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

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

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

F. Quality Assurance And Testing.

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

1. Quality assurance and testing overview.

2. Module and functionality testing.
3. Modifications based upon quality control and quality assurance testing results. The CONSULTANT, DISTRICT IT and designated DISTRICT and college end users will conduct quality assurance testing.
4. Release Management:

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

G. Deliverables And Modules.

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

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

<u>ITEM NO.</u>	<u>GENERAL DESCRIPTION</u>
<u>I. Waitlist Modification</u>	The CONSULTANT will assist in the development of a new waitlist system to replace the current PAL (Priority Add List). The new system will provide the ability to automatically notify the top student on the waitlist when a seat opens in a closed class prior to the class start date.
<u>II. EOPS Management System Phase I</u>	The CONSULTANT will assist in the development of a SIS-Integrated EOPS (Extended Opportunity Programs and Services) system to replace the existing third party system.
<u>III. Predictive Analytics Pilot</u>	The CONSULTANT will assist with the integration of predictive analytics technology into SIS. This project will use the mathematical models created by the team of predictive analytics experts in the first phase of the project and create a mechanism that can provide course recommendation information to students and counselors. Potential use of this data includes My Academic Plan (MAP), registration and the class schedule. This phase of the project will deliver a pilot system to be tested by authorized college staff.

H. Progress Reports.

1. Project Management Review. Formal review and approval of overall project management resources and project management structure by DISTRICT is required. CONSULTANT shall provide written progress reports to the Directors of Administrative/Academic Systems on a minimum of a quarterly basis, or more frequently if changes occur. One of the Directors of Administrative/Academic Systems has authority to approve such progress reports for the DISTRICT.
2. Quality Assurance & Testing Plan Review. Formal review and approval of overall quality assurance and testing plans, approach and schedule by DISTRICT is required. CONSULTANT shall provide written reports for each module. The reports will be reviewed by the Directors of Administrative/Academic Systems. One of the Directors of Administrative/Academic Systems has authority to approve such reports for the DISTRICT.
3. Monthly Progress Reports. CONSULTANT shall submit to the Directors of Administrative/Academic Systems a detailed written monthly progress report describing the work performed during the reporting period.

I. Formal Progress Meetings.

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

- Complete and detailed account of the work completed (e.g., modules worked on, functionality developed, documentation written and reviewed, testing and quality assurance completed, involvement of DISTRICT IT staff, etc.) from the last quarterly meeting, as appropriate.
- Cumulative CONSULTANT personnel hours expended by position and dollar amount from the last quarterly meeting, as appropriate.
- Review of any issues and concerns that have arisen and approach to dealing with them or assistance needed from the DISTRICT from the last quarterly meeting, as appropriate.
- Written documentation for each module consistent with agile development methodology management reporting (e.g., Product Backlog, Sprint Backlog and Burndown Chart).
- Planning for the next quarter (e.g., project plan for next quarter software development, any changes in CONSULTANT personnel).

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

IV.
Term.

CONSULTANT shall commence providing services under this AGREEMENT on December 1, 2013, and will diligently perform as required and complete performance including all acceptance testing by December 31, 2014.

V.
Compensation.

DISTRICT agrees to pay the CONSULTANT on an hourly basis according to the Rate Schedule for services as defined above in I. Scope Of Work, section B, item 1 satisfactorily rendered pursuant to this AGREEMENT, a fee not to exceed a total of Six Hundred Fifteen Thousand Dollars and no/100 (\$615,000.00). CONSULTANT shall perform services based on the hourly rates listed in the Rate Schedule. CONSULTANT shall invoice the DISTRICT bi-

weekly, for efforts expended in the prior two-week period and include with each invoice a detailed description of services performed by each of CONSULTANT's personnel and subcontractors, if any. The DISTRICT shall have a fifteen (15) day period from the DISTRICT's receipt of each invoice in which to review, accept or dispute each invoice ("Invoice Review Period"). The DISTRICT shall notify the CONSULTANT within the Invoice Review Period of any concerns regarding the invoice in which case the Parties shall attempt to resolve the dispute in accordance with Article XXVI Disputes. In case of a dispute, if the dispute relates to only specific item(s) within an invoice, that portion of the invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes; the rest of the invoice will be processed for payment at the end of the respective Invoice Review Period. If the dispute is about the invoice in its entirety, then payment on the entire invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes.

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

The contract Rate Schedule is shown below.

Neudesic Audit Rate Schedule:

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

SCBSA - Business Systems Analyst

\$143

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

ACDEV - Senior Microsoft .NET Architect /Technical Lead

\$169

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

PRDEV - Senior Microsoft .NET Principal Lead

\$163

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

PCDEV - Senior Microsoft .NET Technical Lead

\$159

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

SCDEV - Senior Microsoft .NET Developer

\$143

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

CCDEV - Microsoft .NET Developer

\$104

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

CDWEB - Creative Director of Web Solutions

\$159

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

SDWEB - Senior Web Designer

\$114

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

PCDBA - Senior Database Architect

\$159

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

SCDBA - Database Architect & Developer

\$143

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

PCQA - QA Director

\$159

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

PCQA – Senior QA Engineer Technical Lead

\$134

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

SCQA - Senior QA Engineer

\$126

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

CCQA - QA Engineer

\$104

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

VI.
Unapproved Expenses.

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

VII.
Independent Contractor/Subcontractor Status.

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

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

VIII.
Expenses.

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

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

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

IX.
Originality Of Services.

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

X.
Copyright/Trademark/Patent.

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

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

XI.

Warranty Of Conformity To Specifications.

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

XII.

Mutual Termination.

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

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

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

XIII.

Hold Harmless.

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

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

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

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

XIV.

Insurance.

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

XV.

Assignment.

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

XVI.
Compliance With Applicable Laws.

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

XVII.
Permits/Licenses.

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

XVIII.
Employment With Public Agency.

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

XIX.
Entire Agreement/Amendment.

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

XX.
Equal Opportunity Employment.

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

XXI.
Non Waiver.

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

XXII.
Notice.

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

DISTRICT:

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

CONSULTANT:

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

XXIII.
Severability.

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

XXIV.
Governing Law.

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

XXV.
Force Majeure.

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

XXVI.
Taxes.

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

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

XXVII.

Personnel Qualifications And Performance.

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

XXVIII.

Disputes.

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

XXIX.

Attorneys' Fees And Interest

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

XXX.

Records And Audit.

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

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

XXXI.
Conflicts Of Interest.

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

Security Of Existing District Information.

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

XXXI.
Compliance With Statutes And Regulations.

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

XXXII.
Limitation of Liability.

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

THIS AGREEMENT IS ENTERED INTO THIS ____ DAY OF _____, 2013.

South Orange County Community College District Neudesic, LLC

By: _____
Signature

Debra Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Parsa Rohani, CEO

42-1528382
Social Security or Taxpayer
Identification Number

EXHIBIT A

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

The major intents of EXHIBIT A are:

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

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

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

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

Definitions and Examples

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

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

Examples of mission critical defects might include:

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

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

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

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

Defect Escalation Process

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

Timely Resolution

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

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

Billing Effects

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

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary
Classification Changes and Initial Classification Placement, BP-4306-
Calendar

ACTION: Review and Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on November 14, 2013 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

4101.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

FACULTY SALARY CLASSIFICATION CHANGES AND INITIAL CLASSIFICATION PLACEMENT

Units of credit accumulated by academic personnel as a result of approved graduate study may be used for 1) initial salary class placement; and 2) transferring from one salary class to another. Such credit must be upper division or graduate courses taken at an accredited college or university. (See No. 2.a. and b. below.)

Methods and regulations determining initial classification placement and for changing an employee's salary classification shall be as follows:

1. Official verification of coursework taken shall be completed and/or degree conferred by August 1st for the fall semester and 1st business day of the spring calendar year in January for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources. ~~All approved course work taken shall be completed and/or degree shall be conferred by September 1 of the year in which the salary classification is to become effective.~~
2. Courses taken shall be those approved by the conferring institution for graduate credit. Further all courses shall be within the faculty member's primary assignment. Exceptions to this are as noted below.
 - a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the Vice President of Instruction/ Vice President of Student Services prior to enrollment in order to be accepted for salary credit. It is the employee's responsibility to secure such approvals prior to enrolling in the course. No more than nine (9) of the units used for a change of salary class may be lower division units under any circumstances.
 - b. Course work taken outside the faculty member's primary assignment must be approved by the Vice President of Instruction/Vice President of Student Services prior to enrolling in the course.
3. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than October 15 of the year in which the salary classification is to become effective.
4. A grade of "C" or higher must be earned in all course work accepted for salary classification credit. A pass/fail course must be noted as "pass," and a credit/non-credit course must be noted as "credit" on the transcript.

Adopted: 2-25-74 Revised: 4-10-89
Revised: 2-24-75 Technical Update: 4-26-99
Revised: 7-11-77
Revised: 6-10-85

BOARD POLICY

4306

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CALENDAR

The Board of Trustees will annually adopt a calendar for the academic year.

The following days are recognized as holidays by the Board of Trustees:

- Independence Day
- Labor Day
- * Admission Day
- Veterans' Day
- Thanksgiving Days
- Winter Recess
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Day
- Presidents' Day
- Friday of Spring Break
- Memorial Day

* Authorized state holiday, which may be designated on a non-instructional day in lieu of September 9.

Reference:

California Education Code, Section 88205.5, [88203](#), [88205](#)

Adopted: 12-09-85
Revised: 4-10-89
Technical Update: 4-26-99
Revised: 4-25-11
Review Only

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-136: Minutes of the Board of Trustee Meetings, BP-158: Political Activity, BP-4085: Holidays, BP-5230: Athletics

ACTION: Discussion/Approval

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on October 17, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the October 28, 2013 board meeting.

RECOMMENDATION

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

BOARD POLICY

136

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MINUTES OF THE BOARD OF TRUSTEE MEETINGS

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those members present, all motions, name of those making and seconding motions, and votes.

Reference:

Education Code Section 72121(a);

Government Code Section 54957.5

BOARD POLICY

158

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond measures.

Reference:

*Education Code Sections 7054.1; 7056;
Government Code 8314*

BOARD POLICY

4085

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

HOLIDAYS

~~Holidays for all employees not covered by a collective bargaining agreement shall be those holidays designated in the California Education Code and those additional days authorized by the Board of Trustees.~~

Reference:

~~—California Education Code, Sections, 88203, 88205, and 88205.5~~

DELETE – REMOVE FROM BOARD POLICY MANUAL
(SEE BOARD POLICY 4306)

Adopted: 6-14-71
Revised: 6-05-72
Revised: 12-10-79
Revised: 4-10-89
Revised: 4-26-99
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 5-31-11 No Recommended Change to Policy

BOARD POLICY

5230

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association ~~Constitution~~ (CCCAAC), and Sports Guides bylaws, and appropriate Conference Constitution regarding student athlete participation.

Reference:

Title IX, Education Amendments of 1972;

Education Code Sections 66271.6, 66271.8, 67360 et. seq.

Adopted: 12-07-09
Revised: 5-20-13

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

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>
Barnese, Kevin	PhD/Chemistry	Chemistry/IVC	V/1	01/21/14
Burkhalter, Elizabeth	PhD/Sociology	Sociology/IVC	V/1	01/21/14
Frydenberg, Gro	PhD/Education	ESL/SC	V/1	01/21/14
Gallindo, James	MFA/ Art	Art/SC	III/1	01/21/14
Hosac, Carolin	MFA/Fine Art	Art/SC	III/1	01/21/14

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Daniels, Breanna	MA/Clinical Psych.	LD Spec./SC	III/1	10/28/13
Folland, Thomas	PhD/Art History	Art History/SC	V/1	10/21/13
Hinds, Tyler	PhD/ Clinical Psych.	Health Svcs./SC	V/1	10/01/13
Hrossowyc, Donald	BS/Electronic Engin.	Health/Emeritus/SC	II/1	11/01/13

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>
Celeste, Mary	Teaching Credential	Cosmetology/SC	I/1	08/19/13

Equivalency is based on 51 units of coursework applicable to the Associate in Science Degree in Cosmetology at Fullerton College and possession of a Full-time Designated Subjects Career Technical Education Teaching Credential. Ms. Celeste's work experience includes 33 years as a cosmetologist, salon owner, and trainer. Academic experience includes four years as Cosmetology Coordinator with North Orange County Regional Occupational Program (NCROP).

Item 6.7, Exhibit A, C.1

has been revised.

See replacement page

at the end of Exhibit A.

Exhibit A
Page 2 of 7

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE ACADEMIC ADMINISTRATIVE POSITION

1. ASSISTANT DEAN OF FINANCIAL AID AND STUDENT SUPPORT SERVICES, Integrated Academic/Classified Administrators/Managers Salary Range 20, Office of Student Services, Irvine Valley College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Exhibit B, Attachment 1)

C. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	Chair, Journalism/SC	2,876.00	01/21/14-05/22/14
Barrows, Morgan	Chair, Envir. Stud./Ecol./ MST/SC	4,172.50	01/21/14-05/22/14
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/21/14-05/22/14
¹ Bowman, Donald	Chair, Accounting/SC	4,453.00	01/21/14-05/22/14
Branch-Stewart, Kim	Chair, Human Services/SC	4,053.00	01/21/14-05/22/14
Brass, Monique	Facilitator, Fitness Ctr./IVC	2,857.50	01/21/14-05/22/14
Camelot, Allison	Chair, Sociology/SC	3,475.00	01/21/14-05/22/14
Castroconde, Miriam	Chair, Mathematics/IVC	5,577.84	01/21/14-05/22/14
Cavazzi, Deidre	Choreographer/PA Production/SC	500.00	08/19/13-10/30/13
Cesareo-Silva, Claire	Chair, Anthro./Ethnic Studies/SC	3,345.00	01/21/14-05/22/14
Chambers, Elizabeth	Chair, Sociology/IVC	811.53	01/21/14-05/22/14
Chen, Joanne	Facilitator, Lang. Acqstn Ctr./IVC	2,286.00	01/21/14-05-22/14
Clafin, Christopher	Chair, Graphic Comm./Design/SC	4,045.00	01/21/14-05/22/14
Clifford, Robert	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Cox, Barbara	Chair, Business/SC	4,984.00	01/21/14-05/22/14
Crabb, Kerry	Chair, Intercollegiate Athletics/SC	2,729.00	01/21/14-05/22/14
Crammer, Cale	Co-Facilitator, Model UN/IVC	1,143.00	01/21/14-05/22/14
Cubbage-Vega, April	Chair, Women/Gender Studies/SC	2,161.00	01/21/14-05/22/14
Davis-Allen, Lisa	Chair, Art/IVC	2,514.60	01/21/14-05/22/14
Davison, John	Co-Chair, Physical Sciences/IVC	2,205.99	01/21/14-05/22/14
Deerheart, Andrea	Chair, Emeritus (Fine/Lib. Arts)/SC	3,237.50	01/21/14-05/22/14
Delson, Cheryl	Coordinator, SLO/IVC	2,000.00	01/21/14-05/22/14
Delson, Cheryl	Chair, Library Services/IVC	2,057.40	01/21/14-05/22/14
DeRoulet, Daniel	Co-Chair, English/IVC	3,497.58	01/21/14-05/22/14
Duffy, Michelle	Co-Chair, Reading/SC	1,984.50	01/21/14-05/22/14
Duquette, Janice	Chair, Kinesiology/Recreation/SC	6,991.00	01/21/14-05/22/14
Evancoe, Eugene	Chair, Elec./Comp.Maint.Tech /SC	2,373.00	01/21/14-05/22/14
Evans, Julie	Facilitator, Writing Center/IVC	4,572.00	01/21/14-05/22/14
Even, Ryan	Chair, Photography/SC	2,590.00	01/21/14-05/22/14
Farnsworth, Robert	Chair, Horticulture/Land.Design/SC	3,855.00	01/21/14-05/22/14
Felder, Stephen	Chair, Humanities/IVC	3,634.74	01/21/14-05/22/14
Fier, Scott	Chair, Chemistry/SC	2,722.00	01/21/14-05/22/14
Forouzesh, Jennifer	Chair, Nursing/SC	3,113.50	01/21/14-05/22/14

¹ Replaces Anthony Teng who is currently serving as Acting Dean.

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Fox, Lindsay	Chair, Fashion/SC	4,466.00	01/21/14-05/22/14
Frame, Stewart	Co-Facilitator, Model UN/IVC	1,143.00	01/21/14-05/22/14
Gabriella, Wendy	Chair, Anthropology/IVC	742.95	01/21/14-05/22/14
Galbraith, Mark	Team Physician/SC	1,000.00	01/21/14-01/31/14
Garant, Dorothy	Chair, Dance/SC	2,641.00	01/21/14-05/22/14
Gee, Caroline	Chair, Psychology/SC	3,746.00	01/21/14-05/22/14
Gliadkovsky, Krill	Recital Keyboard Series/IVC	1,000.00	10/06/13-10/06/13
Gialamas, Gus	Team Physician/SC	1,000.00	01/21/14-01/31/14
Goodman, Richard	Liaison, HumSvcs&Drug Court/SC	1,376.80	01/21/14-05/22/14
Grihalva, Lawrence	Co-Chair EMS/Director EMT/SC	974.92	01/21/14-05/22/14
Haeri, Melanie	Chair, Reading/IVC	1,737.36	01/21/14-05/22/14
Haeri, Mitchell	Co-Chair, Astron., Physics, Eng./SC	1,436.50	01/21/14-05/22/14
Hardick, Randolph	Co-Chair EMS/Dir. Paramedic/SC	2,856.86	01/21/14-05/22/14
Henmi, Judy	Faculty Coordinator, DSP&S /IVC	3,442.00	01/21/14-05/22/14
Hernandez, Jerry	Co-Chair, Kin./Health/Athlet./IVC	2,297.43	01/21/14-05/22/14
Hernandez-Bravo, C.	Chair, Int'l Languages/SC	5,557.00	01/21/14-05/22/14
Hernandez-Bravo, C.	Coordinator, Language Lab/SC	1,721.00	01/21/14-05/22/14
Hinkle, Christina	Co-Chair, Political Science/SC	1,468.00	01/21/14-05/22/14
Hochwald, Seth	Co-Chair, Computer Science/IVC	377.19	01/21/14-05/22/14
Hoggatt, Michael	Chair, DSPS/SC	2,919.00	01/21/14-05/22/14
² Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	08/19/13-12/21/13
Hoolihan, Lori	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	01/21/14-05/22/14
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	01/21/14-05/22/14
Huntley, Anthony	Co-Chair, Biology/SC	2,018.50	01/21/14-05/22/14
³ Inlow, Lisa	Co-Chair, FCS/ Foods/Nutrition/SC	1,613.50	08/19/13-12/21/13
Inlow, Lisa	Co-Chair, FCS/Foods/Nutrition/SC	1,613.50	01/21/14-05/22/14
Kaufmann, Jefferey	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Khosrowpour, Iman	Concert Ono-Duo/IVC	750.00	09/20/13-09/20/13
Kil, Joon	Chair, Political Science/IVC	1,062.99	01/21/14-05/22/14
Konishi, Hiro	Co-Chair, CTVR/SC	2,038.50	01/21/14-05/22/14
Langrell, Jenny	Chair, Library/SC	3,442.00	01/21/14-05/22/14
Langrell, Jenny	Coord., Distance Education /SC	3,413.00	01/21/14-05/22/14
Loke, Chan	Co-Chair, Computer Science/IVC	377.19	01/21/14-05/22/14
Lovett, Margot	Chair, History/SC	4,172.00	01/21/14-05/22/14
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	08/22/11-12/18/11
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	01/09/12-05/17/12
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	824.58	05/21/12-08/10/12
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	08/20/12-12/19/12
Mamoon, Safiah	Chair, Health Info. Technology/SC	2,344.00	01/21/14-05/22/14
Manuel-Ellison, R	Chair, Theatre/IVC	3,977.64	01/21/14-05/22/14
McCaughy, Colin	Chair, Admin. of Justice/IVC	3,143.25	01/21/14-05/22/14

² Replaces Chair stipend for S. Hewitt (Denton), approved by the Board of Trustees on June 17, 2013. Stipend now split between two Co-Chairs.

³ Replaces Chair stipend for S. Hewitt (Denton), approved by the Board of Trustees on June 17, 2013. Stipend now split between two Co-Chairs.

⁴ Retro pay for work performed.

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
McDonough, Mary	Chair, Human Development/IVC	3,691.89	01/21/14-05/22/14
McFann, Kent	Chair, Theatre/SC	3,887.00	01/21/14-05/22/14
McNeil, Mark	Chair, Economics/IVC	1,485.90	01/21/14-05/22/14
Melendez, Robert	ECP Counseling/IVC	4,800.00	09/01/13-12/21/13
Melendez, Robert	Chair, Guidance/Counseling/IVC	5,017.77	01/21/14-05/22/14
Melendez, Robert	ECP Counseling/IVC	4,800.00	01/21/14-05/22/14
Messenger, Lisa	Chair, Emeritus (Health)/SC	3,237.50	01/21/14-05/22/14
Meyer, Clifford	Chair, Automotive/SC	3,986.00	01/21/14-05/22/14
Meyer-Canales, K.	Co-Chair, Astron./ Phys./ Eng./SC	1,436.50	01/21/14-05/22/14
Myers, Charles	Co-Chair, CTRV/SC	2,038.50	01/21/14-05/22/14
Niccola, Loretta	Assistant Director, Nursing/SC	3,113.50	01/21/14-05/22/14
Obermeyer, Veronica	Chair, Art/SC	2,149.00	01/21/14-05/22/14
Ochoa, Heidi	Co-Dir./Coach Forensics Team/SC	5,163.00	01/21/14-05/22/14
O'Leary, Thomas	Chair, Art History/SC	2,149.00	01/21/14-05/22/14
Penland, Barbara	Co-Chair EMS/Dir. Paramedic/SC	1,411.22	01/21/14-05/22/14
Pestolesi, Thomas	Co-Chair, Kin/Health/Athletics/IVC	2,297.43	01/21/14-05/22/14
Radden, Larry	Co-Dir./Coach Forensics Team/SC	5,163.00	01/21/14-05/22/14
Renault, Irene	Co-Chair, Reading/SC	1,984.50	01/21/14-05/22/14
Renault, Irene	Coordinator, Reading Lab/SC	1,721.00	01/21/14-05/22/14
Repka, James	Chair, Geology/Oceanography/SC	2,814.00	01/21/14-05/22/14
Rodriguez, Roland	Co-Chair, Life Sciences/IVC	2,034.54	01/21/14-05/22/14
Rousseau, Michele	CS Lab Coordinator/SC	2,500.00	01/21/14-05/22/14
Rousseau, Michele	Chair, Computer Science/SC	2,447.00	01/21/14-05/22/14
Rybold, Gary	Chair, Communication Arts/IVC	6,869.43	01/21/14-05/22/14
Schermerhorn, B.	Class Sch./Curric. Modif./CTE/SC	1,925.50	01/21/14-05/22/14
Scott, Daniel	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Seraphin, Eva	ECP Facilitation/IVC	200.00	09/01/13-12/20/13
Sheldon, Joel	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Shiring, Richard	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Sim, Alec	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Smith, Basil	Chair, Humanities/Philosophy/SC	2,815.00	01/21/14-05/22/14
Smith, Christina	Chair, Education/SC	2,316.00	01/21/14-05/22/14
Smith, Jeanne	Chair, Mathematics/SC	7,057.00	01/21/14-05/22/14
Smith, Maureen	Chair, Geography/SC	2,796.00	01/21/14-05/22/14
Stankovich, Kimberly	Chair, Speech/SC	3,144.00	01/21/14-05/22/14
Steinriede, Lindsay	Chair, Health/SC	2,229.00	01/21/14-05/22/14
Stephens, Blake	Chair, Architecture/Drafting/SC	4,542.00	01/21/14-05/22/14
Stevens, Kay	Chair, Med. Asst/Ins. Coding/SC	2,344.00	01/21/14-05/22/14
Stevenson, William	Coordinator, English Comp. /SC	3,442.00	01/21/14-05/22/14
Tabibzadeh, Kiana	Co-Chair, Physical Sciences/IVC	2,205.99	01/21/14-05/22/14
Tamer, Rita	Chair, Sign Language/SC	3,161.00	01/21/14-05/22/14
Tamialis, Barbara	Chair, Child Development/SC	5,501.00	01/21/14-05/22/14
Tan, Jennifer	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Teh, Steve	Co-Chair, Biology/SC	2,018.50	01/21/14-05/22/14
Thomas, Arlene	Chair, Int. Design/Travel Mgmt./SC	3,413.00	01/21/13-05/22/14

C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Titus, Jodi	Chair, Geography/IVC	571.50	01/21/14-05/22/14
Tresler, Matthew	Chair, Music/IVC	2,205.99	01/21/14-05/22/14
Tucker, Kari	Chair, Psychology/IVC	2,000.25	01/21/14-05/22/14
Twicken, Lawrence	Co-Chair, Political Science/SC	1,468.00	01/21/14-05/22/14
Urell, Robert	Chair, Business Sciences/IVC	5,200.65	01/21/14-05/22/14
Watkins, James	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Weatherford, T.	Chair, Dance/IVC	3,086.10	01/21/14-05/22/14
Welc, Martin	Co-Chair, Real Estate/SC	1,925.50	01/21/14-05/22/14
Weston, Norman	Chair, Music/SC	4,437.00	01/21/14-05/22/14
Wolken, Matthew	Chair, Drafting/Engineering/IVC	3,166.11	01/21/14-05/22/14
Wolff, Michele	Maintain AHA Policies/Proced./SC	1,135.86	01/21/14-05/22/14
Woodward, Kenneth	Chair, Economics/SC	2,468.00	01/21/14-05/22/14

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 2013/2014 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Anderson, Michael	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Beasley, James	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Beck, Rebecca	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Betts, Robert	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Brown, Kevin	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Do, Anhvy	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Fesler, Susan	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Henderson, Pamela	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Hildebrand, Colleen	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Livote, Michelle	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Luther, Barbara	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Man, Gina	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
McGirr, Julie	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Ramirez, Christian	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Sims, Larry	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Stern, Heather	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Stern, Susan	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Striedter, Anna	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14
Wilson, Jeffrey	Read/Grade Writing Samples, ESL/IVC	01/21/14-05/22/14

D. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Aguilar, Amara	Web Development, Mgmt/SC	2,500.00	10/20/13-12/13/13
Bennett, Michael	Boot Camp Project/CTE/SC	247.37	07/01/13-08/08/13
Bradshaw, Donald	Curric./Deliverables/Wkshop/IVC	700.00	11/26/13-12/21/13
Branch-Stewart, K.	Program Adapt. & Enhancement/SC	5,442.23	07/01/13-08/09/13
Branch-Stewart, K.	Program Adapt. & Enhancement/SC	3,442.00	08/19/13-12/21/13
Cox, Barbara	Collaborative Grant/CTE/SC	1,000.00	08/19/13-12/21/13
Daniels, Stevie	BSI Matric. & Orient. Project/SC	86.05	08/19/13-12/21/13
Doren, Ricia	BSI Matric. & Orient. Project/SC	86.05	08/19/13-12/21/13
Fitz-Maurice, T.	BSI Matric. & Orient. Project/SC	86.05	08/19/13-12/21/13
Gilbert, Annie	BSI Matric. & Orient. Project/SC	86.05	08/19/13-12/21/13
Glumace, Sean	Mobile Apps Project/Wkshop/IVC	1,400.00	11/26/13-12/21/13
Gonzalez, Frank	Curric. Develop./Math/OCB2E/SC	8,507.00	01/21/14-05/22/14
Grace, Adrienne	Mobile Apps Project/Wkshop/IVC	1,400.00	11/26/13-12/21/13
Guy, Georgina	CalWorks/TANF Pgrms/SC	4,935.00	01/21/14-05/22/14
Hill, Joan	BSI Writing Workshop/IVC	75.00	01/22/13-05/23/13
Kaminsky, Rebecca	BSI Writing Workshop/IVC	500.00	01/21/14-05/22/14
Knapp, Rebecca	Tech. Development/CTE/SC	300.00	10/01/13-11/30/13
Kussoy, Carolina	Mobile Apps Project/Wkshop/IVC	2,800.00	11/26/13-12/21/13
Langille, Rachel	BSI Profess. Develop. Practicum/SC	206.52	08/19/13-12/21/13
Lee, Florence	Mobile Apps Project/Wkshop/IVC	1,400.00	11/26/13-12/21/13
Massaro, Dixie	Mobile Apps Project/Wkshop/IVC	2,800.00	11/26/13-12/21/13
Mathur, Roopa	Director, Mobile Media Project/IVC	5,507.00	11/26/13-12/21/13
Mathur, Roopa	Mobile Apps Project Wkshop/IVC	1,400.00	11/26/13-12/21/13
McBean, Kelly	Mobile Apps Project/Wkshop/IVC	1,400.00	11/26/13-12/21/13
McLaughlin, June	Mobile Apps Project/Wkshop/IVC	700.00	11/26/13-12/21/13
Medling, Jane	Perkins Accounting Tutoring Lab/SC	1,170.00	08/19/13-12/22/13
Meyer, Clifford	Middle School Career Day/CTE/SC	100.00	10/04/13-10/04/13
Meyer, Kurt	BSI Writing Workshop/IVC	500.00	01/21/14-05/22/14
Ozima, Megan	BSI Writing Workshop/IVC	500.00	01/21/14-05/22/14
Ramser, Dean	BSI Profess. Develop. Practicum/SC	206.52	08/19/13-12/21/13
Schultz, Dolores	BSI Matric. & Orient. Project Mtg/SC	86.05	11/20/13-11/20/13
Schultz, Dolores	BSI Matric. & Orient. Project Mtg/SC	86.05	12/11/13-12/11/13
Scott, Daniel	Mobile Apps Project/Wkshop/IVC	700.00	11/26/13-12/21/13
Serpas, Summer	BSI Writing Workshop/IVC	1,375.64	01/21/14-05/22/14
Shults, Mary Anne	Web Development/SC	2,000.00	10/20/13-12/13/13
Soltani, Parisa	CalWorks/TANF Program/IVC	3,442.00	01/21/14-05/22/14
Stephens, Blake	Curriculum Development/CTE/SC	1,000.00	08/19/13-12/21/13
Tamer, Rita	Program Adapt. & Enhancement/SC	5,442.23	07/01/13-08/09/13
Tamer, Rita	Program Adapt. & Enhancement/SC	3,442.00	08/19/13-12/21/13
Urell, Robert	Mobile Apps Project/Wkshop/IVC	1,400.00	11/26/13-12/21/13
Weaver, Chris	BSI Professional Development/SC	413.04	08/19/13-12/19/13
White-Alcover, S.	Boot Camp/ Career Explo./CTE/SC	247.37	07/01/13-08/09/13
Zoval, James	Curric. Develop. Science/OCB2E/SC	8,507.00	01/21/14-05/22/14

E. ACADEMIC ADMINISTRATOR TITLE/POSITION CHANGE

1. BLANCHARD, BARBARA, ID #19572, transfer from Acting Dean of Instruction and Workforce Development, Pos. #4842, Office of the Vice President for Instruction, Irvine Valley College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, full-time, 40 hours per week, to Acting Dean of Instruction, Economic and Workforce Development, Office of the Vice President for Instruction, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, full-time, 40 hours per week, effective September 1, 2013. (Dean of Instruction, Economic and Workforce Development was approved by the Board of Trustees on October 28, 2013, to replace Dean of Instruction and Workforce Development, approved by Board of Trustees on August 26, 2013.)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DI LEO, DAVID, ID #3488, History Instructor, Division of Social and Behavioral Sciences, Saddleback College, Pos #1630, resignation effective January 1, 2014 and retirement effective, January 2, 2014. Payment is authorized for any compensated time off. (Start date: August 6, 1993)

C. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Brass, Monique	Facilitator, Fitness Ctr./IVC	2,857.50	01/21/14-05/22/14
Cavazzi, Deidre	Choreographer/PA Production/SC	500.00	08/19/13-10/30/13
Chen, Joanne	Facilitator, Lang. Acqstn Ctr./IVC	2,286.00	01/21/14-05-22/14
Clifford, Robert	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Crammer, Cale	Co-Facilitator, Model UN/IVC	1,143.00	01/21/14-05/22/14
Delson, Cheryl	Coordinator, SLO/IVC	2,000.00	01/21/14-05/22/14
Evans, Julie	Facilitator, Writing Center/IVC	4,572.00	01/21/14-05/22/14
Frame, Stewart	Co-Facilitator, Model UN/IVC	1,143.00	01/21/14-05/22/14
Galbraith, Mark	Team Physician/SC	1,000.00	01/21/14-01/31/14
Gliadkovsky, Krill	Recital Keyboard Series/IVC	1,000.00	10/06/13-10/06/13
Gialamas, Gus	Team Physician/SC	1,000.00	01/21/14-01/31/14
Goodman, Richard	Liaison, HumSvcs&Drug Court/SC	1,376.80	01/21/14-05/22/14
Henmi, Judy	Faculty Coordinator, DSP&S /IVC	3,442.00	01/21/14-05/22/14
Hernandez-Bravo, C.	Coordinator, Language Lab/SC	1,721.00	01/21/14-05/22/14
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	01/21/14-05/22/14
Khosrowpour, Iman	Concert Ono-Duo/IVC	750.00	09/20/13-09/20/13
Langrell, Jenny	Coord., Distance Education /SC	3,413.00	01/21/14-05/22/14
¹ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	08/22/11-12/18/11
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	01/09/12-05/17/12
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	824.58	05/21/12-08/10/12
⁴ Mamoon, Safiah	HIT Program Collab/Implement/SC	1,106.63	08/20/12-12/19/12
Melendez, Robert	ECP Counseling/IVC	4,800.00	09/01/13-12/21/13
Melendez, Robert	ECP Counseling/IVC	4,800.00	01/21/14-05/22/14
Nicola, Loretta	Assistant Director, Nursing/SC	3,113.50	01/21/14-05/22/14
Radden, Larry	Co-Dir./Coach Forensics Team/SC	5,163.00	01/21/14-05/22/14
Renault, Irene	Coordinator, Reading Lab/SC	1,721.00	01/21/14-05/22/14
Rousseau, Michele	CS Lab Coordinator/SC	2,500.00	01/21/14-05/22/14
Schermerhorn, B.	Class Sch./Curric. Modif./CTE/SC	1,925.50	01/21/14-05/22/14
Scott, Daniel	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Seraphin, Eva	ECP Facilitation/IVC	200.00	09/01/13-12/20/13
Sheldon, Joel	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Shiring, Richard	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Sim, Alec	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Stevenson, William	Coordinator, English Comp. /SC	3,442.00	01/21/14-05/22/14
Tan, Jennifer	ECP Facilitation/IVC	100.00	09/01/13-12/20/13
Watkins, James	SLO Liaison/IVC	500.00	01/21/14-05/22/14
Wolff, Michele	Maintain AHA Policies/Proced./SC	1,135.86	01/21/14-05/22/14

¹ Retro pay for work performed.

ATTACHMENT 1

South Orange County Community College District

ASSISTANT DEAN OF FINANCIAL AID AND STUDENT SUPPORT SERVICES – ID #,
Irvine Valley College, Integrated Academic and Classified Administrators/Classified Managers Salary
Schedule Range 20 (Academic Administration)

DEFINITION

To provide leadership to plan, develop, organize, schedule, implement, direct, improve and evaluate the financial aid, veterans, scholarship, ambassador, outreach, and other assigned student support services programs, operations and activities at a community college; prepare and administer annual program budgets; ensure compliance with District policies and applicable state and federal regulations related to financial aid and other student support services; train, supervise and evaluate assigned staff; serve as custodian of records and ensure the timely, accurate and legal maintenance, storage, retrieval and release of all records associated with assignment.

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

DISTINGUISHING CHARACTERISTICS:

There is one position assigned to direct financial aid operations, services and activities at each of SOCCCD's two colleges. The responsibilities differ at each college. The Assistant Dean of Financial Aid and Student Support Services at Irvine Valley College is an academic administrative position. The incumbent also supervises the Veterans Program, Scholarship Program, the Outreach Program the Ambassadors Program, the Student Services Specialist at the Advanced Technology Education Park (ATEP), and other student support services as assigned. The Director of Financial Aid at Saddleback College is only responsible for financial aid and scholarship programs and is a classified management position that reports to a Dean.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President for Student Services or presidential designee.

Exercises functional and technical supervision over professional, technical and clerical personnel.

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

Provide leadership in the administration of financial aid and other assigned student support services of the college, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements as well as the College's mission, goals and objectives.

Create a positive campus climate that fosters innovation in the development of programs and services in financial aid and other assigned areas of student support; assist the Vice President for Student Services in providing direction for the development of new programs and assist in coordinating program approvals as appropriate.

South Orange County Community College District
Page 2 - Assistant Dean of Financial Aid and Student Support Services

Plan, organize, coordinate and direct the operations and activities of the Financial Aid program, Veterans Program, Scholarship Program, the Ambassadors Program, the Outreach Program and other assigned student support services; develop organizational structures and work processes that facilitate attainment of established program(s) goals and objectives; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services to students.

Initiate, coordinate and supervise the process for the delivery of campus-based, state and federal financial aid programs, including the Perkins Loan Program and Veterans Program; confer with Information Technology

regarding the identification, development, implementation and enhancement of data processing systems and software applications for assigned programs.

Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop, implement, coordinate and evaluate policies and procedures for the administration of assigned programs; assure the programs comply with federal, State and local requirements.

Analyze, interpret and monitor the student success rates of assigned programs and student preparedness and recommend change as needed.

Direct, oversee, review, monitor and evaluate assigned grants, ensuring that implementation and management are according to grant guidelines and that grant budgets are developed and maintained according to legal requirements and district procedures; develop and coordinate related grant funding and partnership opportunities to enhance and expand Financial Aid, Scholarship, Veterans, Ambassadors and other assigned student support programs.

Prepare annual applications and reports for federal and State funding; plan, organize and manage the expenditures of College Work-Study, grant and loan funds to maximize student and institutional needs.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment; formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Ensure completion of annual and scheduled program review processes for each program and/or services; complete annual program and/or service resource request forms and present through appropriate processes that lead to resource allocation.

Communicate with College, District, State, and federal personnel to coordinate student support service needs, programs, services, operations and activities; resolve conflicts and issues and develop new and effective programs and services to meet student needs.

Develop, prepare, submit, administer, monitor and review annual budgets for assigned programs, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure that expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

South Orange County Community College District
Page 3 - Assistant Dean of Financial Aid and Student Support Services-IVC

Direct fundraising and financial development for financial aid and other assigned student support programs and services; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Plan and coordinate the scholarship award program with the College Foundation Office; serve as the financial aid liaison coordinator to the Scholarship Selection Committee and Scholarship Awards Ceremony Committee.

Work cooperatively with outreach staff to plan, develop, implement and evaluate a comprehensive community outreach program for local high schools regarding financial aid and other student support programs, services and activities directed at the recruitment of new students and the retention and completion for current students.

Train, supervise and evaluate the performance of assigned staff in keeping with Board of Trustees policies and administrative procedures; visit work sites, observe and evaluate work performance, methods and effectiveness; participate in selection of new and temporary staff, according to District policies and legal requirements.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for assigned staff; orient new assigned staff and provide training in the implementation of department procedures.

Provide leadership and advocacy to enhance innovation and participation in issues related to financial aid and other student support services to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to assigned personnel.

Organize, attend or chair a variety of administrative and staff meetings related to areas of assignment, strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, participatory governance and appropriate advisory committee meetings and provide in-service and workshops for employees,

Direct the acquisition, maintenance, and use of technology and other equipment related to assigned programs; and maintain an equipment and technology replacement plan.

Identify facility needs and help direct planning for the movement, creation or elimination of facilities for program(s); manage assigned facilities and approve all assigned facilities usage.

Promote assigned programs and ensure the timely and accurate development and distribution of brochures, flyers and other promotional materials and college publications to publicize financial aid and other student support service opportunities for students.

Assist the Vice President for Student Services in the resolution of student and faculty concerns related to assigned programs.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

South Orange County Community College District
Page 4 - Assistant Dean of Financial Aid and Student Support Services-IVC

Attend workshops, professional conferences, and trade shows for program planning and development; represent the Financial Aid Office, the Veterans Program, other assigned student support services programs and the District at a variety of administrative and professional meetings, as required, including participation in local, state and national professional associations.

Guide, organize, coordinate and, when assigned, make oral presentations to students, parents, counselors and professional colleagues at various gatherings and/or conduct workshops to provide specialized information regarding financial aid and related student services.

Interface with the community and external agencies in all matters of community relations associated with area of assignment; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Coordinate program activities with other student services functions and instructional programs; serve on campus and District committees, task forces and other work groups; provide technical expertise concerning assigned programs.

Communicate with other student services personnel, District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for financial aid and scholarship programs, including computer hardware and software enhancements.

Maintain current knowledge of financial aid, veterans, scholarship and other assigned student support programs and services; monitor legislation, new State Education Code regulations and other State and federal guidelines to determine impact on assigned programs and services.

Interpret, apply and explain State and federal regulations and legislation; ensure compliance with District policies as well as State and federal laws related to assigned program(s); review and certify the accuracy of data concerning program participation.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Develop and administer the departmental budget for the Financial Aid Office, including the State BFAP budget; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Participate in the selection of academic and classified staff at the college as assigned or as needed and make recommendations for employment of new assigned staff in accordance with District policies and procedures.

Train, supervise and evaluate the performance of the Student Services Specialist at the Advanced Technology Education Park (ATEP) and other assigned professional, technical and clerical support personnel; delegate and review assignments and projects; adjust workload and assignments; evaluate work products and results; establish and monitor timelines and prioritize work.

South Orange County Community College District
Page 5 - Assistant Dean of Financial Aid and Student Support Services-IVC

Evaluate and prepare statistical data reports relating to financial aid impact on students and the institution; act on student appeals and provide necessary recommendations as required.

Direct the preparation and maintenance of required, detailed and comprehensive reports, records, statistics and files regarding assigned programs, operations, activities, personnel and facilities; serve as custodian of records related to area of assignment.

Prepare a variety of state and federal accountability reports; prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and program reviews; participate in internal, State and federal audits as needed; respond to findings and initiate actions as required.

Establish and coordinate and maintain positive relationships with local high schools and four-year degree earning institutions.

Effectively communicate and coordinate with all departments in Student Services, Instruction, College administration and District Offices.

Develop methods to assure effective professional development programs for self and staff.

Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

A Master's degree from an accredited college or university with major course work in business or public administration, education, or closely related field, including or supplemented by completion of six units of college level course work predominantly relating to ethnic minorities or persons limited by educational, language, social disadvantages, or disabilities.

Experience:

Minimum of three years of experience as a manager or administrator responsible for the supervision and evaluation of faculty and classified staff or the equivalent of such in a non-academic setting.

At least five years of increasingly responsible financial aid experience, including at least three years as a financial aid program manager and at least two years of experience in a supervisory capacity.

Experience working with and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.

Experience in the use of computer technology for: student advising, information, tracking systems, communications networks, MIS state and federal reporting, and budget management.

South Orange County Community College District
Page 6 - Assistant Dean of Financial Aid and Student Support Services-IVC

Evidence of ability to work effectively as a leader and Student Services Team member.
Evidence of education and/or training in and application of conflict resolution and team building.

Licenses or Other Requirements:

A valid California driver's license.

Knowledge of:

A community college system.

All divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Ambassador programs.

Applicable District policies and local, State and federal laws, codes and regulations, Including Title V and California Education Code.

Basic data collection and analysis related to student learning outcomes, retention, and success.

Budget development, administration and control.

California Community Colleges basic skills initiative.

Collective bargaining, contract negotiation and administration.

Community college organization, operations and objectives.

Community relations and external resource development.

Computer systems and software applications related to area of assignment.

Correct English composition, grammar, spelling and vocabulary.

District and College policies, organization, operations and objectives.

District safety policies and procedures.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Federal, State and District programs, policies, procedures, rules and regulations of student financial assistance programs.

Financial aid programs and services.

Financial record-keeping skills.

Interpersonal skills including tact, patience, diplomacy and courtesy.

Management techniques that encourage creativity improve efficiency and increase productivity.

Medi-Cal Administrative Activities program.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of administrative leadership, management and supervision.

Needs, interests and concerns of various groups of community college students.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Organizational and management practices as applied to area of assignment.

Participatory governance process and venue fostering open communication among divisions, programs and services.

Planning and organizational skills.

Principles and practices of budget preparation and management.

Principles and practices of training and supervision.

Principles and procedures of automated financial record-keeping.

Principles of program evaluation, student assessment, and organizational development.

Principles, goals, objectives and trends of assigned programs and services.

South Orange County Community College District

November 25, 2013

Page 7 - Assistant Dean of Financial Aid and Student Support Services-IVC

Program analysis, cost estimating and evaluation.
Program development.
Public relations skills.
Purpose, mission and goals of a community college district.
Role and purpose of technological systems in providing student support services.
Scholarship programs and software to support Scholarship programs.
State-of-the-art information technology systems, hardware and software applications used in a community college district.
Team-oriented leadership style.
Technical aspects of field of specialty.
Veterans programs and services.
Web page design, Blackboard and/or other course management systems, and other instructional and student services software.

Ability to:

Allocate financial and human resources in accordance with sound management principles.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Apply for annual financial aid funding and prepare required reports.
Assess, manage, implement, use and apply technology in the management and delivery of the financial aid and other student support services programs.
Assist in forecasting current and future needs and costs affecting assigned programs.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Coordinate program activities and services with other District, College and community programs.
Demonstrate commitment to innovative and effective user-centered services;
Demonstrate flexibility and adaptability.
Demonstrate sensitivity to ethnically and culturally changing student populations.
Develop and administer policies and procedures for areas of assignment.
Develop budget and administer annual funding for financial aid programs.
Develop promotional strategies for programs and services that will promote enrollment growth, retention and student success.
Develop, administer and control annual budget for area of assignment.
Embrace and work effectively within a system of participatory governance.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.
Establish and maintain good community relationships.
Exercise initiative and work independently with minimum administrative direction.
Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.
Interact effectively with diverse students, staff, faculty and administrators.
Interpret, analyze, apply and explain complex and technical District, local, State and federal laws, codes and regulations related to financial aid and scholarship programs.
Interpret, apply and explain applicable District policies and procedures.
Lead, train, supervise, and evaluate assigned staff.
Learn District and College organization, operations and objectives.
Maintain current knowledge of financial aid programs and strategies.
South Orange County Community College District
November 25, 2013

Page 8 - Assistant Dean of Financial Aid and Student Support Services-IVC

Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
Maintain the security of confidential materials.
Manage complex budgets including grants.
Operate computer and applications software, including database management, spreadsheet, word processing and specialized software related to area of assignment.
Operate computer and applications software, including database management, spreadsheet, word processing and software related to student financial aid programs.
Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.
Perform work with tact, patience and sensitivity.
Plan and organize work.
Plan, develop, organize, coordinate, implement, direct and evaluate comprehensive financial aid programs and services and their effective delivery to students.
Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.
Prepare and administer operating budgets for assigned program areas.
Prepare and deliver high quality, technology-facilitated presentations.
Prepare clear and concise oral and written reports and recommendations.
Prepare complex and comprehensive narrative and statistical records, reports, projections, summaries, statements, analyses, proposals and recommendations.
Prepare, maintain and retain records, reports and files of area(s) of assignment according to federal, state and district requirements.
Provide leadership for the continual improvement of area of assignment based on established goals and objectives.
Provide leadership for the effective and efficient operation of area of assignment.
Provide overall management of scholarship programs.
Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Represent the college at the community, state and national levels.
Resolve conflicts and solve problems.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Serve as an effective management team member.
Train, supervise and evaluate the performance of assigned personnel.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
Work collaboratively with administration, classified management, faculty, staff and students.
Work cooperatively in an environment of shared governance.
Work cooperatively with other District and College administrators to develop sound information and reporting systems and procedures.
Work effectively in a fast paced environment with numerous interruptions.
Work effectively with others to achieve common goals including student recruitment and retention.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

South Orange County Community College District
Page 9 - Assistant Dean of Financial Aid and Student Support Services-IVC

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to constant contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, October 18, 2013

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

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. ANDERSON, EILEEN is to be employed as Child Development Specialist, Pos. #3392, Child Development Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 27.5 hours per week, 12 months per year, effective November 4, 2013. This is a replacement for Marcia Goodwin.
 - b. HARER, KENNETH is to be employed as Police Officer, Pos. #4401, Office of Campus Safety and Security, Saddleback College, Police Officer Association Salary Schedule Range 2, Step 1, 29 hours per week, 12 months per year, effective November 4, 2013. This is a replacement for Steven Weibel, who received a change in status.
 - c. KWAN, SUSAN is to be employed as Human Resources Assistant, Pos. #4463, Office of Human Resources, District, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective October 22, 2013. This is a replacement for Ruby Hazzard, who received a change in status.
 - d. MORALES GUTIERREZ, JUAN is to be employed as Custodian, Pos. #4805, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 28 hours per week, 12 months per year, effective October 14, 2013. This position was approved by the Board of Trustees on June 17, 2013.
 - e. WARD, LARRY is to be employed as Senior Laboratory Technician, Art, Pos. #1431, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, plus 5% shift differential, 40 hours per week, 12 months per year, effective November 14, 2013. This is a replacement for Duane Matthews, who retired.
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>
Brody, Ambrosia	New Media & Marketing Specialist/SC	138/1	09/24/13
Fuentes, Toni	Senior Administrative Assistant/IVC	127/1	10/01/13
¹ Parra, Jacqueline	Senior Counseling Off. Assistant/SC	119/1	10/08/13
Perez, Sonia	Office Assistant/SC	113/1	10/10/13
Reyes-Godina, Perla	Program Assistant/IVC	118/1	10/01/13
Snyder, Deborah	Administrative Assistant/SC	121/1	09/30/13
Tracey, Claire	Financial Aid Specialist/SC	125/1	10/10/13
² Watt, Deb	Senior Counseling Office Assistant/SC	119/1	10/01/13

¹ Daughter of Lori Parra, Extended Opportunity Program Specialist-Bilingual, Division of Counseling Services and Special Programs, Saddleback College.

² Mother of Sara Watt, Project Specialist, Division of Online Education and Learning Resources, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Abawi, Jasmin	Project Specialist/SC	11.50/hr	09/16/13 - 06/30/14
Aboga A, Kimverly	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
Adams Huff, Carol	Project Specialist/IVC	12.50/hr	01/01/14 - 06/30/14
Agortsas, Alexander	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Aldape, Timothy	Adapted Kinesiology Aide/SC	11.50/hr	01/01/14 - 06/30/14
Aldrich, David	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Alegre, Pedro	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Alizadeh, Tara	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Alwood, Aimee	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Ames, Sydne	Project Specialist/SC	9.50/hr	01/01/14 - 06/30/14
Apolinar, Regienne	Adapted Kinesiology Aide/IVC	12.50/hr	01/01/14 - 06/30/14
Araiza, Jorge	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Arevalo, Sylvia	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Armstrong, Tracey	Adapted Kinesiology Aide/SC	11.50/hr	01/01/14 - 06/30/14
Artemov, Tatyana	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Asadian, Nasrin	Project Specialist/IVC	8.50/hr	09/01/14 - 12/31/13
Asadian, Nasrin	Project Specialist/IVC	9.50/hr	01/01/14 - 06/30/14
³ Avalos, Magdalena	Spec. Project Coord./SC	30.00/hr	01/01/14 - 06/30/14
Badran, Matthew	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Baggs, Trudi	Spec. Project Coord./SC	35.00/hr	01/01/14 - 06/30/14
Barnes, Justin	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Barr, Jessica	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Basalla, Megan	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Bausch, Kathryn	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Beltran, Carla	Child Dev. Center Aide/IVC	12.00/hr	01/01/14 - 06/30/14
⁴ Benkert-Langrell, Adrian	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
⁴ Benkert-Langrell, Alex	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Bieznieks, Erik	Project Specialist/IVC	16.00/hr	01/01/14 - 06/30/14
Bolin, Christina	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Borgeson, Andrew	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Bozmarova, Gabrielle	Project Specialist (IT)/Dist.	12.00/hr	01/01/14 - 06/30/14
Brandom, Chad	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Braniecki, Alyssa	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
Brock, Eric	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Brown, Darryl	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Brown, Lucy	Clerk - Short Term/SC	15.00/hr	01/01/14 - 06/30/14
Brown, Megan	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Buchea, Jason	Project Specialist/IVC	18.00/hr	01/01/14 - 06/30/14
Bullard, Kellie	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Burkett, Austin	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14

³ Wife of Juan Avalos, Vice President of Student Services, Saddleback College.

⁴ Children of Jenny Langrell, Librarian, Division of Online Education and Learning Resources, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Butcher, Donald	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Campo, Enrique	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14
Cappuccilli, Anthony	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Caras, Amber	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Carey, Peter	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Castillo, Leonard	Project Specialist/IVC	8.50/hr	09/01/14 - 12/31/13
Castillo, Leonard	Project Specialist/IVC	9.50/hr	01/01/14 - 06/30/14
Chacon, Justine	Coaching Aide/SC	15.00/hr	08/05/13 - 06/30/14
Chang, Yu-Hsin	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14
Chen, Shujuan	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Choi, Katlin	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Ciago, Ronald	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14
Clemensen, David	TMD Aide/SC	20.00/hr	01/01/14 - 06/30/14
Cobos, Gabrielle	Project Specialist/IVC	16.00/hr	01/01/14 - 06/30/14
Coleman, David	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Collins, Linda	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Conkey, Charles	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Connors, Katelyn	Clerk - Short Term/SC	15.00/hr	01/01/14 - 06/30/14
Conway, Jason	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Cook, Kathleen	CDC Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Cooper, Alexandra	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Copelan, Joshua	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Corbett, Will	Project Specialist/IVC	16.00/hr	01/01/14 - 06/30/14
Cosmakos, Rachel	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Crocker, Jared	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Dahanayake, Piyasha	Project Specialist/IVC	9.50/hr	01/01/14 - 06/30/14
Darby, Lucy	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
DePaolo, Karolyn	Coaching Aide/SC	15.00/hr	10/04/13 - 06/30/14
DeRosas, David	Project Specialist/SC	15.00/hr	10/01/13 - 06/30/14
Dean, Heather	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
⁵ Dear, Derek	Project Specialist/SC	9.50/hr	01/01/14 - 06/30/14
Dehnke, Allen	Project Specialist (IT)/Dist.	12.00/hr	01/01/14 - 06/30/14
Dhillon, Rajanpal	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Directo, Brandon	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Dixon, Kathleen	TMD Aide/IVC	20.00/hr	01/01/14 - 06/30/14
Draganov, Torri	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Druzhinina, Vita	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Duncan, Stuart	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Earle, Robert	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	12.50/hr	01/01/14 - 06/30/14
Eien, Edward	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14

⁵ Son of Donald Dear, Police Officer, Office of Campus Safety and Security, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
El Ahmar, Nidal	Clerk - Short Term/IVC	10.50/hr	01/01/14 - 06/30/14
Ellis, Reggie	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Eser, Shelby	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Faltis, Kelly	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Farah, Jaclyn	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
Farrukh, Anna	Clerk, Short-Term/IVC	8.50/hr	10/01/13 - 06/30/14
Fellner, John	Project Specialist/SC	9.50/hr	01/01/14 - 06/30/14
Flippin, Mark	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Florkey, Alexandra	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Formanek, Donald	TMD Aide/IVC	20.00/hr	01/01/14 - 06/30/14
Fraser, Kyle	Project Specialist/SC	9.50/hr	01/01/14 - 06/30/14
Frazian, Rachell	Project Specialist/IVC	15.50/hr	01/01/14 - 06/30/14
Friend, Christine	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14
Galledari, Atefeh	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Galvan, Nicolas	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Ganley, Cynthia	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Garaud, Dimitri	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Garcia Carmona, Javier	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Garey, Jason	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Gaskey, Steven	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Geier, Brian	Adapted Kinesiology Aide/SC	20.00/hr	01/01/14 - 06/30/14
⁶ Ghaffari, Azadeh	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
⁶ Ghaffari, Yasmin	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Gibbs, Shannon	Project Specialist/IVC	15.00/hr	01/01/14 - 06/30/14
Gibson, Patrick	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Gomez, Fermin	Project Specialist/SC	9.50/hr	01/01/14 - 06/30/14
Gonzalez, David	Outreach Aide/SC	12.50/hr	01/01/14 - 06/30/14
Gonzalez, Deyanira	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Gramling, Maria Cristina	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
Graves, Darryl	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Gregory, Matthew	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Grihalva, Lawrence	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Guadarrama, Edgar	Project Specialist/IVC	20.00/hr	01/01/14 - 06/30/14
Guajardo, Zachary	Clerk - Short Term/SC	15.00/hr	01/01/14 - 06/30/14
Guillen, Yvette	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Guiral, Kylie	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Hamilton, Jeffrey	Project Specialist/IVC	15.00/hr	01/01/14 - 06/30/14
Hammer, Alexandra	Coaching Aide/IVC	15.00/hr	01/01/14 - 06/30/14
Hartman, John	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Hartmann, Schuyler	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Hartwell, Keith	Outreach Aide/SC	12.50/hr	01/01/14 - 06/30/14

⁶ Siblings, both employed with Division of Counseling Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Hatter, Kelly	Project Specialist/SC	15.00/hr	01/01/14 - 06/30/14
Hayashi-Smith, Melanie	Clerk, Short-Term/IVC	8.50/hr	10/01/13 - 06/30/14
Hazavei, Ali	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Hellriegel, John	Project Specialist/SC	18.00/hr	01/01/14 - 06/30/14
Hernandez, Joany	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Heuser, William	Spec. Project Coord./IVC	45.00/hr	01/01/14 - 06/30/14
Hillenbrand, Nicholas	TMD Aide/IVC	16.00/hr	01/01/14 - 06/30/14
Hodge, Kevin	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Hodosh, Seth	Adapted Kinesiology Aide/SC	12.50/hr	01/01/14 - 06/30/14
Hooshmand, Christopher	Project Specialist/IVC	16.00/hr	01/01/14 - 06/30/14
Hughes, Jacob	Adapted Kinesiology Aide/SC	10.50/hr	01/01/14 - 06/30/14
Hutton, Marie	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Ibarra, Marleth	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Ichikawa, Sherry	Clerk - Short Term/SC	15.00/hr	01/01/14 - 06/30/14
Irion, Jacob	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Jones, David	Project Specialist/IVC	18.00/hr	01/01/14 - 06/30/14
Jose, Ashley	Clerk, Short-Term/IVC	8.50/hr	10/01/13 - 06/30/14
Jost, Donna	Spec. Project Coord./SC	25.00/hr	01/01/14 - 06/30/14
Khabovets, Kristina	Project Specialist/SC	20.00/hr	01/01/14 - 06/30/14
Klein, Marisa	Project Specialist/SC	18.00/hr	01/01/14 - 06/30/14
Klink, John	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
Knopick, Eric	Adapted Kinesiology Aide/SC	9.50/hr	01/01/14 - 06/30/14
Kochanski, Jennifer	Project Specialist/IVC	18.00/hr	01/01/14 - 06/30/14
Kofford, Whitney	TMD Aide/SC	18.00/hr	01/01/14 - 06/30/14
Koh, Susan	Project Specialist/IVC	16.00/hr	01/01/14 - 06/30/14
Kohlhas, Paul	Project Specialist/IVC	18.00/hr	01/01/14 - 06/30/14
⁷ Kokesch, Aaron	TMD Aide/IVC	20.00/hr	01/01/14 - 06/30/14
⁷ Kokesch, Joshua	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Korol, Anastasiya	Project Specialist/SC	10.50/hr	01/01/14 - 06/30/14
Kristjanson, Johann	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
Kwok, Anne	Project Specialist/SC	16.00/hr	01/01/14 - 06/30/14
La Londe, Mia	Child Dev. Center Aide/SC	12.00/hr	01/01/14 - 06/30/14
Lapinski, Zachary	TMD Aide/SC	16.00/hr	01/01/14 - 06/30/14
Larson, Gary	Coaching Aide/SC	15.00/hr	01/01/14 - 06/30/14
⁸ Miller, Melody	Project Specialist/SC	20.00/hr	10/02/13 - 06/30/14
Norlin, Kacy	Clerk, Short-Term/IVC	8.50/hr	10/01/13 - 06/30/14
O'Connor, Sean	Coaching Aide/SC	15.00/hr	10/10/13 - 06/30/14
Ott, Joseph	TMD Aide/IVC	20.00/hr	10/21/13 - 06/30/14

⁷ Siblings, both work in the School of Fine Arts, Irvine Valley College. Aaron Kokesch is also as a Part-time Lecturer, in the School of Fine Arts, Saddleback College.

⁸ Daughter of Sophie Miller-Gilliland, Manager, Office of the President, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
⁹ Ramirez, Raquel	Project Specialist/SC	20.00/hr	10/29/13 - 06/30/14
Rosales, Jessica	Project Specialist/Dist.	20.00/hr	10/15/13 - 06/30/14
Saucedo-Daniel, Jorge	Special Project Coord./IVC	35.00/hr	10/01/13 - 06/30/14
Spadafora, Amber	Clerk, Short-Term/IVC	8.50/hr	10/01/13 - 06/30/14
Trytten, Lacey	Outreach Aide/SC	12.50/hr	09/16/13 - 06/30/14
Varney, Marjie	Project Specialist/SC	10.50/hr	10/25/13 - 06/30/14
Velazquez, Maria	Project Specialist/SC	15.00/hr	10/01/13 - 06/30/14
Weagley, Zachary	Project Specialist/SC	15.00/hr	10/01/13 - 06/30/14

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 **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Ali, Amir	01/01/14 - 06/30/14
Azartash, Koosha	01/01/14 - 06/30/14
Bain, Olivia	01/01/14 - 06/30/14
Baker, Kelly	01/01/14 - 06/30/14
Bendon, Lauren	01/01/14 - 06/30/14
Blanco, Kirsten	01/01/14 - 06/30/14
Boatman, Katlyn	01/01/14 - 06/30/14
Bolick, Melissa	01/01/14 - 06/30/14
Bourg, Robert	01/01/14 - 06/30/14
Burke, Gail	01/01/14 - 06/30/14
Burnam, Lydia	01/01/14 - 06/30/14
Carnevale, Vita	01/01/14 - 06/30/14
Deweese, Mallory	01/01/14 - 06/30/14
Diederichsen, Tyler	01/01/14 - 06/30/14
Entezari, Sarah	01/01/14 - 06/30/14
Eshragh Nia, Nasim	01/01/14 - 06/30/14
Espinosa Davila, Ximena	01/01/14 - 06/30/14
Facon, Andrew	10/15/13 - 06/30/14
Fadaeiforghan, Doreen	01/01/14 - 06/30/14
Fatheree, Dallas	01/01/14 - 06/30/14
Finkelstein, Kara	01/01/14 - 06/30/14
Freeman, Abigail	01/01/14 - 06/30/14
Gavin, Zachary	01/01/14 - 06/30/14
Georgiev, Petar	01/01/14 - 06/30/14
Gunderson, Dylan	01/01/14 - 06/30/14

⁹ Daughter of Evelia Ramirez, Admissions and Records Evaluator, Division of Admissions, Records and Enrollment Services, Saddleback College; and niece of Elva Araiza, Admissions and Records Evaluator, Division of Admissions, Records and Enrollment Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Gurrola, Jesus	01/01/14 - 06/30/14
Hashemi, Saman	01/01/14 - 06/30/14
Heidarpour Bardei, Negar	01/01/14 - 06/30/14
Hernandez, Madeline	01/01/14 - 06/30/14
Jelvani, Alborz	01/01/14 - 06/30/14
Jones, Benjamin	01/01/14 - 06/30/14
Jubb, Ashley	01/01/14 - 06/30/14
Kephart, Dennis	01/01/14 - 06/30/14
Khezri, Jasmine	01/01/14 - 06/30/14
Kim, Dean	01/01/14 - 06/30/14
Lappin, David	01/01/14 - 06/30/14
Larson, Tracy	01/01/14 - 06/30/14
Laugenour, Kelly	01/01/14 - 06/30/14
Maguire, Sean	01/01/14 - 06/30/14
Maria, Selavi	01/01/14 - 06/30/14
McGee, Cassia	01/01/14 - 06/30/14
McGee, LaToya	01/01/14 - 06/30/14
Moening, Mathew	01/01/14 - 06/30/14
Newell, Christopher	01/01/14 - 06/30/14
Nguyen, Dominique	01/01/14 - 06/30/14
Nguyen, Lam	01/01/14 - 06/30/14
Nguyen, Michael	01/01/14 - 06/30/14
Nikkhah, Shahrzad	01/01/14 - 06/30/14
Olaveson, Andrew	01/01/14 - 06/30/14
Orlinsky, Kayla	01/01/14 - 06/30/14
Pask, Drake	01/01/14 - 06/30/14
Pasoz, Shaun	01/01/14 - 06/30/14
Pfeiffer, Rebecca	01/01/14 - 06/30/14
Potter, Nicklas	01/01/14 - 06/30/14
Rasouli, Mohammed	01/01/14 - 06/30/14
Redman, Ryan	01/01/14 - 06/30/14
Robertson, Molly	01/01/14 - 06/30/14
Roberts-Tessler, Sebastian	01/01/14 - 06/30/14
Sadeghi, Arya	01/01/14 - 06/30/14
Sanchez, Bridget	01/01/14 - 06/30/14
Sarvi, Anahita	01/01/14 - 06/30/14
Schiller, Brett	01/01/14 - 06/30/14
Shiple, John	01/01/14 - 06/30/14
Simmons, Geoffrey	01/01/14 - 06/30/14
Soleymani, Rouzbeh	01/01/14 - 06/30/14
Stidham, Kevin	01/01/14 - 06/30/14
Sutton, Caitlin	10/15/13 - 06/30/14

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Tate, Dion	01/01/14 - 06/30/14
Tong, Tam	01/01/14 - 06/30/14
Trujillo, Alex	01/01/14 - 06/30/14
Vigil, Matthew	01/01/14 - 06/30/14
Willmore, Lovell	01/01/14 - 06/30/14
Wojno, Leon	01/01/14 - 06/30/14
Yang, Seunghoon	01/01/14 - 06/30/14
Yirak, Andrew	01/01/14 - 06/30/14
Zadmehr, Sara	01/01/14 - 06/30/14
Zevon, Sarah	01/01/14 - 06/30/14

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 **2013/2014** 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>
Acocella, Laura	Model/SC	22.00/hr	01/01/14 - 06/30/14
Acosta, Anthony	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Adney, Curtis	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Aisner, Tyler	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Aldecoa, Joseph	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Alderson, Keanon	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Alexander, Ted	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Allah, Nancy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Allen, Jonelle	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Alyassini, M Bilal	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Aman, Omeed	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Appleman, Jack	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Araiza, Nicholas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Arth, Allison	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Arzate, Thomas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Avalos Galvez, Diego	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Babaei, Shohreh	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Balbirmie, Lisa	Interpreter IV/SC	30.00/hr	01/01/14 - 06/30/14
Baldree, Kelsey	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Barnett, Jennifer	Interpreter/IVC	45.00/hr	10/25/13 - 06/30/14
Beck, Jonathan	Model/SC	22.00/hr	10/29/13 - 06/30/14
Beckley, Shelley	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Bedolfe, Tamara	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Bell, John	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Berardino, Christopher	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Berg, Anthony	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14

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 **2013/2014** 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>
Binder, Farla	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Binnell, Craig	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Blundell-Siska, Mary	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Bobell, Rebecca	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Boland, Mary	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Boyle, Miki	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Brazeau, Brianna	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Bregozzo, Dorothy	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
¹⁰ Brewington, Elizabeth	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
¹⁰ Brewington, H.	Interpreter IV/SC	30.00/hr	01/01/14 - 06/30/14
¹⁰ Brewington, John	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Briar, Jeffrey	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Brock, Ashlee	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Broida, David	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Brown, David	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Brozek, Alexandra	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Bruno, John	Model/SC	22.00/hr	01/01/14 - 06/30/14
Buckwalter, Kurt	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Budai, Rachel	Model/SC	22.00/hr	01/01/14 - 06/30/14
Buechler, Michael	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Buffington, Brett	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Bui, Calvin	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Burgess, Laurie	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Burke, Shaun	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Butler, Robert	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Calabretta-Dawson, Mara	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Calen, Catherine	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Call, Linda	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Caramagno, Sebastian	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Caruso, Karen	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Casado, Sandra	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Castellaw, Tyler	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Cathcart, Jermaine	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Caverly, Carolin	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Celestino, Brandi	Captionist/SC	42.00/hr	01/01/14 - 06/30/14
Chaabani, Faisal	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Chambers, Carol	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Chau, Joseph	Tutor/SC	12.00/hr	01/01/14 - 06/30/14

¹⁰ Elizabeth Brewington, Clinical Specialist, Health Sciences & Human Services, Saddleback College and John Brewington, Clinical Specialist, Health Sciences & Human Services, Saddleback College are spouses and brother/brother-in-law respectively of H. James Brewington, Interpreter, DSP&S, Saddleback College & Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Choi, Young	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Chopra, Sunjay	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Chornomud, Ivette	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
¹¹ Churchill, Caylie	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
¹¹ Churchill, Tori	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Clements, Matthew	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Coddington, Kathleen	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Cole, John	Model/SC	22.00/hr	01/01/14 - 06/30/14
Colonelli, Nicholas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Concialdi, Steve	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Conway, Carolina	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Cooper, Stacy	Interpreter IV/SC	30.00/hr	01/01/14 - 06/30/14
Coplan, Adam	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Corbett, Gabriel	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Coutras, Kelly	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Crispino, Aaron	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Culp, Robin	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
D'Aleo, Nancy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Danko, Carolyn	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Danz, Christina	Interpreter IV/SC	30.00/hr	01/01/14 - 06/30/14
Davidson, Kelsey	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Davis-Soriano, Michelle	Captionist/SC	42.00/hr	01/01/14 - 06/30/14
De Koning, Shannan	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
De Voy, Stephanie	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Deason, Ryan	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
DeJohn, Zackary	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Denaro, Aaron	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Dexter, Stephen	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Diamond, Jean	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Difilippo, Jennifer	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Dilley, Steven	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Dillon, Justin	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Dinh, Amber	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
¹² Do, Tin	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
¹² Do, Tu	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Dodd, Timothy	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14

¹¹ Siblings, both work for Community Education, Saddleback College.

¹² Siblings, Tin Do is employed in the Division of Online Education and Learning Resources, Saddleback College; Tu Do is employed in the Learning Assistance Program, School of Library Services, Irvine Valley College, and as a part-time Faculty for the Biology Department, School of Life Sciences and Technology, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Domingos, Sarah	Interpreter II/SC	16.00/hr	01/01/14 - 06/30/14
Doran, Sean	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Dormaier, Ruth	Model/SC	22.00/hr	01/01/14 - 06/30/14
Dumas, Summer	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Durand, Cassandra	Tutor/IVC	12.00/hr	10/21/13 - 06/30/14
Edsall, Craig	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Ehsani, Aida	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Elespuru, Kathryn	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Elliott, Christopher	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Ellis, Cindy	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Ervine, Michelle	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Espinoza, Ariana	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
¹³ Fain, Malik	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Fairchild, Cole	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Farrukh, Baber	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Felfeli, Mehran	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Fernald, Theresa	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Fiore-Burton, Rene	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Fiorenza, Matthew	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Fisher, Timothy	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Fong, Fleur	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Forehan, Marjorie	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Foster, David	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Fotoohi, Kamran	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Fournier, Peter	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Francisco, David	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Funke, Christina	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Fusco, Michael	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Gaerlan, Cherrilyn	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Gallardo, Joseph	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Gamo, Elysia	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Garber, Logan	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Garcia, Renee	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Garcia, Tony	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Geary, Erika	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Gerami, Guive	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Gibson, John	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Gil, Eloisa	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14

¹³ Son of Tricia Fain, Executive Assistant, Office of Instruction, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Gilbert, Tylor	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gilmore, Richard	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gleason, Linda	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gluckson, Ruthe	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Goffin, Charles	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Golemo, Jordan	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Goodley, Mark	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Goodman, Abigail	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Goodman, Alex	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Goossens, Nelson	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gorman, Ron	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Goss, Deborah	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Grace, Klair	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gray, Jason	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Greenspan, Frances	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Grijalva, Louie	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Gross, Cynthia	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Grossman, Marc	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Groudau, Marc	Model/SC	22.00/hr	01/01/14 - 06/30/14
Grudynski, Christy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Guest, Noah	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Gutierrez, Alexis	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Hale, Alexander	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Hall, Jasmine	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Hamilton, Lauren	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Hanacek, Amy	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Hanna Chase, Donna	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Hannon, Karen	Interpreter IV/SC	42.00/hr	01/01/14 - 06/30/14
Hanson, Gina	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Harper, Alyssa	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Harriger, James	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Harris, Randeleigh	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Hasebe, Brandon	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Heck, Steven	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Helmstetter, Patrick	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Henderson, Carrie	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Hernandez, Annette	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Hernandez, Mark	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Hildebrand, Paul	Model/SC	22.00/hr	01/01/14 - 06/30/14
Hoang, Lisa	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14

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 **2013/2014** 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>
Hobbs, Scott	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Hoffski, James	Model/SC	22.00/hr	01/01/14 - 06/30/14
Holzappel, Leah	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Hosseini Qanatqazi, Abbas	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Hosseiny, Habib	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Huggins, Barbara	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Hutchinson, Charlene	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Hyttsten, Jaynee	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Incavo, Kathleen	Captionist/SC	45.00/hr	01/01/14 - 06/30/14
Ivanoff, Nicholas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Jacinto, Carolyn	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Jackson, Victoria	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Jacobs, Louise	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Janiga, Beulahjoy	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Janke, Janelle	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Jeffers, Sarah	Interpreter IV/SC	35.00/hr	01/01/14 - 06/30/14
Jenkins, Angelina	Model/IVC	22.00/hr	01/01/14 - 06/30/14
Johannsen, Daryl	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Johnson, Belma	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Johnson, Katharine	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Johnson, Matthew	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Johnson, Robert	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Jones, Christopher	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Jordan, Katherine	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Juarez, Louis	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Kamholz, Erika	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Kandel, Marlene	Interpreter IV/SC	42.00/hr	01/01/14 - 06/30/14
Karimi Tararani, Maryam	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Karimi, Asieh	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Kelly, Meagan	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Kemp, Leif	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Kermati Shiekholes, Marjan	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Khashai, Fatemeh	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Khudadatova, Nadezhda	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Kilic, Nehir	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Kim, Cecelia	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Kim, Debbie	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Kinnaird, John	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
¹⁴ Klein, Mikayla	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14

¹⁴ Daughter of Laura Murphy-Klein, Community and Contract Education, Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Kostapapas, Eoanna	Captionist/IVC	42.00/hr	01/01/14 - 06/30/14
Klytta, Kevin	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Knight, Kenneth	Model/SC	22.00/hr	01/01/14 - 06/30/14
Kopenhefer, Melissa	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Kramer, Kathryn	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
¹⁵ Kruhmin, Kyle	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Kunz, Sofia	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Lackey, Patricia	Model/SC	22.00/hr	01/01/14 - 06/30/14
¹⁶ Landingham, Lindsey	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Lane, Eugenia	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Langille, Rachel	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Larragoiti, Nancy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Lawrence, David	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Lawson, Anne	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Lawson, Danielle	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Lawson, Hannah	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Lazar, Garrick	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Lee, Christopher	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Lefevre, Zachary	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Lewallen, Carole	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Li, Annie	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Lin, Eric	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Linnen, Jason	Cert. Test Proctor/IVC	12.50/hr	10/16/13 - 06/30/14
Lippert, Carol	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Little, Laura	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Lopez, Eduardo	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Lorge, Lori	Model/SC	22.00/hr	01/01/14 - 06/30/14
Lowe, Lesley	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Luis, Geoffrey	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
¹⁷ Mackey, Brittney	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
¹⁷ Mackey, Marica	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
¹⁷ Mackey, Sierralynn	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Maldonado, Dominick	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Mancera, Frank	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Mancino, Raymond	Model/IVC	22.00/hr	01/01/14 - 06/30/14

¹⁵ Son of Mark Kruhmin, Video Production Specialist, Division of Fine Arts and Media Technology, Saddleback College.

¹⁶ Daughter of Gabrielle Landingham, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

¹⁷ Siblings, all work for Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Marada, Jake	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Marandola, Alessandra	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Marino, Valerie	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
McCaughey, Colin	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
¹⁸ McClusky, Katherine	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
McGinley, Patricia	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
¹⁹ Mejia, Camille	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Mendoza, Felipe	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Merda, Megan	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Messenger, Lisa	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Meyer, Grant	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Meyer, Tara	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Michele, Mikki	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Miller, Nancy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Mirnia, Mojan	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Mischler, Kristina	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Monacelli, Brian	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Monjazebe, Nelly	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Montgomery, Edie	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Moody, Debbie	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Moon, James	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Moore, Cailon	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Moore, Christopher	Model/SC	22.00/hr	01/01/14 - 06/30/14
Moradi Nargesi, Mahnaz	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Moran, Elaine	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Morefield, Michael	Interpreter IV/IVC	30.00/hr	01/01/14 - 06/30/14
Morgan, Taylor	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
²⁰ Murphy-Klein, Laurie	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Napoli, William	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Nelson, Candy	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Nelson, Christy	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Nguyen, Katie	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Niaki, Shayan	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Nicholls, William	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Niggemann, Richard	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Ovadia, Nargues	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Owen, Rebekah	Tutor/SC	12.00/hr	01/01/14 - 06/30/14

¹⁸ Daughter of Georganne McClusky, Senior Administrative Assistant, Emeritus Institute, Saddleback College.

¹⁹ Sister of Corliss Mejia, Project Specialist, Office of Academic Program, Irvine Valley College.

²⁰ Mother of Mikayla Klein, Recreation Aide, Office of Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Noel, Kindel	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Noyes, Jo Ann	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
O'Connell, Jalon	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Orozco Pacheco, Reina	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Oye, Bradley	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Padden, Thomas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
²¹ Paretta, Alexandra	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
²¹ Paretta, Francesca	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Park, Wan	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Parker, Maxwell	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Parks, Timothy	Model/SC	22.00/hr	01/01/14 - 06/30/14
Pats, Viktoryia	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Patterson, Pamela	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Perez, Lawrence	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Peterson, Edward	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Phelan, Linda	Model/SC	22.00/hr	01/01/14 - 06/30/14
Phillip, Diana	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Pidgeon-Pagliei, Jennifer	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Pilcher, Martine	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Pinto, Andrew	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Pouresfandiari, Shahram	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Pourreza, Atousa	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Powers Hubbard, Connor	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Prather, Jeanette	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Quade, Joyce	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Quinn, Olivia	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Rafique, Wali	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Ray, Kerry	Model/SC	22.00/hr	01/01/14 - 06/30/14
Realmuto, Brandon	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Records, Louise	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Reed, Nicole	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Renteria, David	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Revelle, Rebecca	Model/SC	22.00/hr	01/01/14 - 06/30/14
Richter, Crystal	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Rigali, Rebecca	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Robbins, Sacha	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Rodgers-Griffin, Allison	Interpreter II/SC	16.00/hr	01/01/14 - 06/30/14
Rodriguez, Jubilee	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14

²¹ Siblings; both employed with Community Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Rosen, Anne	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Rosendale, Steven	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Rounds, Michael	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Rozas, Mackenzi	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Ruffino, Michael	Model/SC	22.00/hr	01/01/14 - 06/30/14
Ruppert, Beverly	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Ryan, Stacie	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Rydzeski, Alexis	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Saalberg, Christopher	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Safarian, Maryam	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Saintignon, Angelica	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Sandell, Elizabeth	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Sanii, Raika	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Schader, Pamela	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Schaefer, Nicholas	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Schantz, Doris	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Schiff, Maureen	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Schoon, JoAnna	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Schwied, Emma	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Scodeller, Emil	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Scott, Allison	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Scott, Ann	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
²² Searcy, Carly	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Sharar, Erica	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Shaw, Glenda	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Shenoy, Rachna	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Sherwood, Kelley	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Shields, Judith	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Shirazi, Dorsa	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Shirazi, Rokšana	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Shoemaker, Parry	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Siah, Aurash	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Sica, David	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Sipes, Jessica	Interpreter IV/SC	38.00/hr	01/01/14 - 06/30/14
Skalsky, Ashley	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Skaron, Deborah	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Skelding, Benjamin	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Skinner, Diane	Interpreter IV/SC	30.00/hr	01/01/14 - 06/30/14

²² Daughter of Arronlea Searcy, Student Help, Office of Community Education, Saddleback College; and sister of Nathan Searcy, Recreation Aide, Office of Community Education and Contracts, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Smith, Clayton	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Smith, Elizabeth	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Smith, Jordan	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Smith, Kascy	Clinical Skills Spec./SC	30.00/hr	10/16/13 - 06/30/14
Smith, Ronald	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Song, Kathy	Comm. Ed./IVC	2500.00/cs	01/01/14 - 06/30/14
Song, Kyong	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Sonoyama, Yoshie	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Sorenson, Jeffrey	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Soto, Brooke	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Sposato, Rebecca	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Spriggs-Cole, Sharon	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Stahler, John	Comm. Ed./IVC	2500.00/cs	10/18/13 - 06/30/14
Staley, Matthew	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Stanley, Barak	Recreation Leader/SC	15.00/hr	01/01/14 - 06/30/14
Stickel, Karl	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Stockler, Barbara	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Stratton, Carmen	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Stuart, Idamae	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Su, Tiffany	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Swansen, Jacob	Senior Lifeguard/SC	16.00/hr	01/01/14 - 06/30/14
Tantuvanich, Richard	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Taylor, Karen	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Taylor, Tracey	Model/IVC	22.00/hr	01/01/14 - 06/30/14
Thomas, Hunter	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Thompson, Christine	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Thompson, David	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Thompson, Jonathan	Model/SC	22.00/hr	01/01/14 - 06/30/14
Tindall, Alexis	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Torabi, Shadi	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Torche, Teri	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Trani, Nicholas	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Tung, Haiyun	Comm. Ed./IVC	2500.00/cs	01/14/14 - 06/30/14
Tupper, Linda	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Turney, Jason	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Uhlman, John	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Unger, Jason	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Unoura, Susan	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Unzueta, Gabrielle	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14

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 **2013/2014** 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>
Valdez-Johnson, Shanne	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Viloria, Asia	Interpreter I/SC	13.00/hr	01/01/14 - 06/30/14
Vitello, Anthony	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Vogel, Jeff	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Voung, Nhu	Tutor/IVC	10.00/hr	11/15/13 - 06/30/14
Waddell, Cynthia	Interpreter III/SC	25.00/hr	01/01/14 - 06/30/14
Walker, Lori	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Walker, Stacy	Model/IVC	22.00/hr	01/01/14 - 06/30/14
Wang, You-Sui	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Watt, James	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Wecklich, Steven	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Weller, Debra	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Whidden, Pamela	Model/SC	22.00/hr	01/01/14 - 06/30/14
Williams, Destin	Interpreter I/SC	13.00/hr	01/01/14 - 06/30/14
Willis, Ursula	Tutor/SC	12.00/hr	01/01/14 - 06/30/14
Wingert, Joseph	Clinical Specialist/SC	30.00/hr	01/01/14 - 06/30/14
Winters, Rachel	Captionist/IVC	35.00/hr	01/01/14 - 06/30/14
Wojaczynski, Scott	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Wolf, Amberley	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Wolken, Matthew	Comm. Edu./IVC	2500.00/cs	01/01/14 - 06/30/14
Wood Harris, Jan	Comm. Edu./SC	2500.00/cs	01/01/14 - 06/30/14
Woodward, Wenying	Model/SC	22.00/hr	01/01/14 - 06/30/14
Woolard, Abigail	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Woolard, Caleb	Interpreter V/SC	45.00/hr	01/01/14 - 06/30/14
Wu, Jerry	Recreation Leader/IVC	15.00/hr	01/01/14 - 06/30/14
Xie, Huayang	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Yaklyvich, Erin	Model/SC	22.00/hr	01/01/14 - 06/30/14
Yang, Chih	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Yang, Hongzhe	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Yeh, Tienyao	Certified Test Proctor/IVC	12.50/hr	01/01/14 - 06/30/14
Yi, Julia	Tutor/IVC	12.00/hr	01/01/14 - 06/30/14
Yunes, Omar	Comm. Ed./SC	2500.00/cs	01/01/14 - 06/30/14
Zadoorian, Teddy	Recreation Aide/SC	10.00/hr	01/01/14 - 06/30/14
Zondervan, Daniel	Workforce Trainer/IVC	72.00/hr	01/01/14 - 06/30/14
Zurilgen, Aubriana	Model/SC	22.00/hr	01/01/14 - 06/30/14

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DISPATCHER/RECORDS, Classified Bargaining Unit Salary Schedule Range 119, Office of Campus Safety and Security, Irvine Valley College, seeks authorization to establish and announce a part-time, 8 hours per week, 12 months per year position to its staff complement, effective November 26, 2013.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION -
Continued

2. EXECUTIVE ASSISTANT, OFFICE OF THE VICE CHANCELLOR, Administrator/Manager Integrated Salary Schedule Range 10, Office of Business Services, District seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013.
3. HUMAN RESOURCES SPECIALIST, Temporary, Classified Bargaining Unit Salary Range 127, Office of Human Resources, District seeks authorization to establish a full-time, 40 hours per week, temporary position to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021 effective December 1, 2013 through May 31, 2014.

C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to change the hours per week and/or months per year for the following Classified positions within their organization.
 - a. **ELIMINATE** ADMINISTRATIVE ASSISTANT, Pos. #4359, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 121, part-time, 20 hours per week, 12 months per year position from its staff complement, and **CREATE** ADMINISTRATIVE ASSISTANT, Office of Campus Safety and Security, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #4359 was approved by the Board of Trustees on January 20, 2011, and is currently appointed to Anne Fitzgerald, ID #15860)
 - b. **ELIMINATE** SENIOR ADMINISTRATIVE ASSISTANT, School of Library Services, Pos. #4816, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 10 months per year position from its staff complement, and **CREATE** SENIOR ADMINISTRATIVE ASSISTANT, School of Library Services, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #4816 was approved by the Board of Trustees on July 22, 2013)

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** DIRECTOR OF COLLEGE FOUNDATION, Pos. #4645, College Foundation, Office of the President, Administrator/Manager Integrated Salary Schedule Range Y16, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** EXECUTIVE DIRECTOR OF COLLEGE FOUNDATION, College Foundation, Office of the President, Administrator/Manager Integrated Salary Schedule Range 22, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #4645 was approved by the Board of Trustees on May 21, 2012.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -
Continued

- i. **RECLASSIFY** RICHARD MORLEY, ID #18352, from Director of College Foundation, Pos. #4645, College Foundation, Office of the President, Administrator/Manager Integrated Salary Schedule Range Y16, Step 8, 40 hours per week, 12 months per year; to Executive Director of College Foundation, College Foundation, Office of the President, Administrator/Manager Integrated Salary Schedule Range 22, Step 4, 40 hours per week, 12 months per year effective November 26, 2013.
2. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** DIRECTOR OF PERFORMING ARTS AND OPERATIONS, Pos. #4560, Division of Fine Arts and Media Technology, Administrator/Manager Integrated Salary Schedule Range 14, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** a DIRECTOR OF AUDIENCE DEVELOPMENT, Division of Fine Arts and Media Technology, Administrator/ Manager Integrated Salary Schedule Range 11, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #4560 was approved by the Board of Trustees on May 21, 2012. (Job Description, Exhibit B, Attachment 1)
 - b. **ELIMINATE** PROGRAM ASSISTANT, Pos. #4724, a grant funded position by Enrollment Growth ADN grant, Division of Health Sciences and Human Services, Classified Bargaining Unit Salary Schedule Range 118, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** a HEALTH SCIENCES AND HUMAN SERVICES PROGRAM SPECIALIST, a grant funded position, with employment contingent upon funding by the Enrollment Growth ADN grant, Classified Bargaining Unit Salary Schedule Range 123, full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Position #4724 was approved by the Board of Trustees on January 22, 2013)
 - c. **ELIMINATE** THEATRE PRODUCTION MANAGER, Division of Fine Arts and Media Technology, Pos. #3199, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** THEATER PRODUCTION AND OPERATIONS MANAGER, Classified Bargaining Unit Salary Schedule Range 136, Fine Arts and Media Technology, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013. (Job Description, Exhibit B, Attachment 2)
 - i. **RECLASSIFY** MICHELLE MACDOUGALL JACKSON, ID #17412, from Theatre Production Manager, Pos. #3199, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 132, Step 4, 40 hours per week, 12 months per year; to Theatre Production and Operations Manager, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 136, Step 3, 40 hours per week, 12 months per year effective November 26, 2013.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -
Continued

3. DISTRICT seeks authorization to eliminate and/or create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **CREATE RESEARCH AND PLANNING ANALYST**, Research, Planning and Data Management, Office of Technology and Learning Services, District, Classified Bargaining Unit Salary Schedule Range 138, full-time, 40 hours per week, 12 months per year position to its staff complement, effective November 26, 2013.
 - i. **LATERAL TRANSFER NICOLE ORTEGA**, ID #16314, from Research and Planning Analyst, Pos. #4050, Research, Planning and Accreditation, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Schedule Range 138, Step 6, 40 hours per week, 12 months per year; to Research and Planning Analyst, Research, Planning and Data Management, Office of Technology and Learning Services, District, Classified Bargaining Unit Salary Schedule Range 138, Step 6, 40 hours per week, 12 months per year effective December 2, 2013. (Title V, 53021)

E. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - a. PRINZING, KEITH, ID #19354, Police Officer, Pos. #4235, Police Officer Salary Schedule Range 2, Step 1, 24 hours per week, 12 months per year, 5% Shift differential, Office of Campus Safety and Security, Irvine Valley College, is to be employed as Police Officer, Pos. #3172, Police Officer Salary Schedule Range 2, Step 2, 40 hours per week, 12 months per year, 5 % Shift differential, Office of Campus Safety and Security, Irvine Valley College, effective November 4, 2013. This is a replacement for Vickie Stevens.

F. OUT OF CLASS ASSIGNMENTS

1. ALBA, DANIEL, ID #17501, Building Maintenance Worker, a temporary assignment, Pos. #4844, Classified Bargaining Unit Salary Schedule Range 124, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended effective October 6, 2013.
2. NGUYEN, VINCENT, ID #8500, Admissions and Records Specialist II, Pos. #4460, Classified Bargaining Unit Salary Schedule Range 120, Step 6, 40 hours per week 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Senior Admissions and Records Specialist, Pos. #3337, Classified Bargaining Unit Salary Schedule Range 126, Step 4, 40 hours per week, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective October 18, 2013. This is a temporary reassignment for Janice Brown, who is in a temporary assignment.

F. OUT OF CLASS ASSIGNMENTS - Continued

3. ²³NUNEZ, MARIA-ESTER, ID #12242, Senior Administrative Assistant, a temporary assignment, Pos. #4860, correct salary placement is Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, Office of Student Services, Irvine Valley College, effective October 1, 2013. This temporary assignment is in a vacant position approved by the Board of Trustees on September 23, 2013.
4. OROPALLO, JOHN, ID #18002, Building Maintenance Worker, Pos. #3343, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Locksmith, Pos. #3556, Classified Bargaining Unit Salary Range 128, Step 3, 40 hours per week, Office of Physical Plant, Saddleback College, effective October 28, 2013. This is a temporary replacement for Tyler Weinstein, who is on leave.
5. SALDANA, PABLO, ID #6233, Lead Building Maintenance Worker, a temporary assignment, Pos. #4841, Classified Bargaining Unit Salary Schedule Range 130, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended effective October 6, 2013.

G. AUTHORIZATION TO REVISE THE CLASSIFIED TEMPORARY NON-BARGAINING UNIT SALARY SCHEDULES

1. Approval is requested to increase the District's minimum wage from \$8.50 to \$9.50 per hour; add ranges 9 through 11 to DSPS Proctor and ranges 9 through 12 to Tutor; add new positions, Firearms Trainer and Medical Professional to the Non-Bargaining Unit Salary Schedules; and abolish Copywriter and TPP Aide positions from the Non-Bargaining Unit Salary Schedules, for 2013-2014, effective January 1, 2014. (Revised Salary Schedule, Exhibit C, Attachment 1)

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DIMAS, MARIO, ID #19162, Accounting Assistant, Pos. #4310, Classified Bargaining Unit Salary Schedule Range 118, Step 2, 25 hours per week, 12 months per year, Office of College Fiscal Service, Irvine Valley College, resignation effective November 5, 2013. Payment is authorized for any compensated time off. (Probationary start date: December 11, 2012)
2. CHENG, MAGALY, ID #4915, Senior Administrative Assistant, Pos. #3395, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Division of Kinesiology and Athletics, Saddleback College, resignation effective December 30, 2013, retirement effective December 31, 2013. Payment is authorized for any compensated time off. (Permanent start date: December 3, 1991)
3. HILDABIDLE, LOIS ANN, ID #18548, Senior Administrative Assistant, Pos. #4751, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 10 months per year, School of Business Sciences, Irvine Valley College, resignation effective December 2, 2013. Payment is authorized for any compensated time off. (Initial hire date: January 9, 2012; Permanent start date: June 1, 2012)

²³ Correcting step placement from Step 1, as presented to the Board of Trustees on October 28, 2013. Daughter of Kathryn Nunez, Senior Payroll Specialist, Office of Business Services, District.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

4. HORAK, CLAUDIA, ID #4346, Senior Administrative Assistant, Pos. #3415, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, School of Humanities, Irvine Valley College, resignation effective December 30, 2013, retirement effective December 31, 2013. Payment is authorized for any compensated time off. (Permanent start date: February 12, 1991)
5. LIU, JOE, ID #14512, Senior Matriculation Specialist, Pos. #3594, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, resignation effective December 2, 2013. Payment is authorized for any compensated time off. (Permanent start date: September 12, 2005)

I. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Advanced Technology and Applied Science, Saddleback College
Kent Beckley

Business Sciences, Irvine Valley College
Scott Robinson

Fine Arts and Media Technology, Saddleback College

Patricia Bastis	Bernie Jones	Emily Moran
Kimberly Moran	Courtney Zani	Medora Zani

Fine Arts, Irvine Valley College

Brian Bolanos	Brooke Fuller	Christian Heyn
Tom Proposki	Liza Rios	

School of Guidance and Counseling, Irvine Valley College

Rosemary DeCicco	To-Nhu Do
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Health Sciences and Human Services, Saddleback College

Kathryn Elespuru

Kinesiology and Athletics, Saddleback College

Nin Ho	Dakota Ives
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Kinesiology, Health and Athletics, Irvine Valley College

Naeeni, Ali

Life Sciences and Physical Sciences, Irvine Valley College

Robert Vaccher

School of Library Services, Irvine Valley College

Zhensheng "Paul" Ye

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Office of the President, Irvine Valley College

Jeff Hurlbut

Online Education and Learning Resources, Saddleback College

Daniel Gardner

Gail Gray

Kenn Huber

Social and Behavior Sciences, Saddleback College

John Chapman

John Conley

April Cabbage-Vega

Robert Farnsworth

Nikolas Mamich

E. Russell Smith

Transfer Career and Special Programs, Saddleback College

Brandon Cole

Kersti Hensley

Ryan King

Karen James

Stephanie Olmsted

Ed Parilla

Amanda Ross

ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF AUDIENCE DEVELOPMENT, JC ID#, Administrator and Manager Integrated Salary Range 11 – (Classified Management)

DEFINITION

To organize, coordinate, implement, and evaluate outreach and audience development for the division of Fine Arts and Media Technology (FAMT) of assigned college; work with department chairs to develop and access the marketing and promotional needs of their programs and public events; and supervise the Front-of-House Operations personnel and the Fine Arts & Media Technology Public Information Officer (PIO).

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

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the Dean of Fine Arts & Media Technology.

Exercises functional and technical supervision over Front-of-House staff and the FAMT PIO as designated by the Dean and approved by the President.

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

Increase the FMAT division's presence in the communities it services by increased visibility and awareness and by promoting FMAT's image in the community; develop, maintain and grow partnering relationships in local communities

Encourage and solicit contributions and sponsorships from outside sources to fund FAMT programs; research, write and procure arts' grants that benefit division programs; plan, organize, coordinate and oversee fundraising activities of the arts support organization, such as the Angels of Saddleback College; coordinate these activities with the Dean; regularly network with the college foundation and coordinate activities, when appropriate.

With the FAMT PIO, develop public relations, external communications and marketing activities to promote and publicize FAMT programs, performances and special events; develop positive on-campus and community relations; direct and implement audience and patron development efforts.

Develop relationships with local government officials, community leaders, businesses and non-profits for continued credibility and reinforce positive relationships; participate in networking organizations to leverage relationships to help meet FMAT's goals.

Negotiate sponsorships for in kind or cash services and secure relationships with local government officials, community leaders, businesses and non-profits.

Make presentations to civic and service organizations and professional colleagues at various gatherings; develop the FAMT websites and develop and direct the distribution of e-mail, brochures, flyers and other materials to publicize performing arts opportunities for students and the community with the FAMT PIO.

Work with division's faculty and staff to assess marketing and promotional needs of the division; assess and create a plan to increase the presence of fine arts in the communities it serves through increased visibility and community awareness.

South Orange County Community College District
Page 2 - Director of Audience Development

EXAMPLES OF DUTIES

Review current marketing and branding strategies with department faculty, strengthen and improve community awareness of programs with input from assigned PIO.

Review and improve current FAMT presentation materials; create additional presentation materials for outreach, recruitment, and audience development in conjunction with department chairs and the FAMT PIO.

In conjunction with faculty and department chairs, conduct public relations, external communication, and marketing activities to promote and publicize FAMT performances and special events.

Advise and create a database of potential external funding sources for division programs including grant opportunities and donors.

Identify ongoing needs for division outreach and marketing.

Work with the FAMT PIO and department chairs to help establish an advertising budget for their programs and work with the Dean to manage budgets related to marketing and front office activities.

Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

A Bachelor's degree from an accredited college or university with major course work in arts administration, marketing, public relations or closely-related field. Four years of additional years of increasingly responsible, closely-related and demonstrated paid work experience as listed below may substitute for the required degree.

Experience:

Five years of increasingly responsible paid work experience in community relations, arts development and awareness, marketing, arts promotion, public relations, audience development, project development and management, promotions, fundraising, or community or arts outreach.

Licenses or Other Requirements:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend community or district meetings or otherwise conduct work.

Knowledge of:

Budget management.

College and university theatre, music, film and arts programs.

Correct English composition, grammar, spelling and vocabulary.

District and College organization, operations, objectives, policies and procedures.

Excellent oral and written communication skills.

Grant and sponsorship opportunities for the performing arts.

Grant compliance issues at the college, state and federal levels.

Interpersonal skills including tact, compromise, patience, courtesy and diplomacy.

South Orange County Community College District
Page 3 - Director of Audience Development

QUALIFICATIONS

Knowledge of:

Local community affairs.

Online publication and printing processes.

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and specialized software.

Principles and practices of public relations.

Training, work direction and supervision of others,

Writing and procuring grants.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Collect, compile and analyze data.

Communicate clearly and concisely, both orally and in writing.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Maintain the security of confidential materials.

Negotiate sponsorships for in kind or cash services and secure relationships with local government officials, community leaders, businesses and non-profits.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Plan and organize work schedules to meet division priorities and deadlines.

Prepare oral and written reports and recommendations.

Prepare various written documents including news releases, public service announcements, feature stories, calendar listings and brochures.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Review and manage assigned budgets.

Successfully apply for and receive grants and sponsorships in support of the performing arts program of the college.

Train, supervise and evaluate the performance of assigned personnel as designated by the Dean.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work collaboratively with artists, faculty, staff, students, and administration in establishing and maintaining cooperative and effective working relationships.

Work effectively with others to achieve common goals including student recruitment and retention.

Work with a diverse student and staff population.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Office setting. Duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with students, community, guest artists, performers, vendors, and college and theater staff. Occasionally, duties will be performed off-campus at public meetings, business and professional settings, and at conferences. At least minimal environmental controls to assure health and comfort.

South Orange County Community College District
Page 4 - Director of Audience Development

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Prepared by Marlys Grodt, October 9, 2013

ATTACHMENT 2

South Orange County Community College District

THEATER PRODUCTION & OPERATIONS MANAGER – JC ID # ____, - Classified Bargaining Unit
Salary Range 136

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

SUMMARY DESCRIPTION

Under direction from the Dean of Fine Arts or his/her administrative designee, performs complex technical work in an instructional setting for a highly complex subject area; plans, organizes, and supervises a number of theater production and operations activities within the Division of Fine Arts & Media Technology; creates and maintains the master calendar of events for the theater complex; provides event planning, monitoring, and technical support for student lab sessions and all users of the performing arts theater; oversees and coordinates building and facility maintenance and repair; and performs a variety of technical tasks relative to the preparation and production of events and the operation of all theater facilities.

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. Coordinate, plan, and oversee a variety of theater production and operations activities for all users.
2. In collaboration with department chairs and Dean, oversee and participate in the development of Fine Arts & Media Technology area's operational plan as it supports and assists in the implementation of departmental and divisional goals and objectives.
3. Participate in budget preparation and administration; work with the Dean, Theater Arts Department Chair, Music Department Chair, faculty, and technical director to manage budgets relative to Theater Arts and Music productions and operations; forecast and assess labor, equipment, materials, and staffing needs and submit estimates for theatrical events; submit requisitions for equipment purchases and rentals; monitor and control expenditures.
4. Prepare and maintain the master calendar of events for all theater facilities; schedule requests for facilities; calculate estimates for facility rentals.
5. Oversee and participate with students and staff in the operation, maintenance, and repair of theater equipment including rigging, lighting and sound systems, and related machinery; supervise student crews.
6. Assist and coordinate with faculty and student lab sessions as related to all theater productions, activities, and events in a classroom setting; provide direct instructional assistance and support to the Theater Arts faculty and students in a classroom setting.
7. Research, secure, and coordinate the operation of specialized technical equipment or other services as needed for theatrical events; secure permits as necessary for the theater complex.
8. Coordinate, attend, and participate in production meetings; assist in developing ideas for various production events in collaboration with designers and directors; monitor the implementation of approved designs according to standard theater practices.
9. Ensure all technical equipment and systems operate effectively prior to and during productions and student labs.
10. Recommend and assist in the implementation of division goals and objectives; establish and implement policies and procedures for the use of theater facilities including safe use of the theater's specialized equipment for use during productions and student labs.
11. Participate in the selection of part time and student staff; plan all staffing needs related to the activities for each production; provide or coordinate student and staff training in the proper use and operation of all theater equipment and movement of scenery for assigned productions; work with employees and students to correct deficiencies; prepare and submit payroll for part time staff.

South Orange County Community College District
Page 2 - Theater Production & Operations Manager

REPRESENTATIVE DUTIES

12. Perform safety inspections of theater facilities; monitor and report complex repair needs; coordinate required repair and maintenance work with maintenance and operations staff or outside contractors as required; prepare prioritized acquisition list for upgrading of the facility.
13. Research and evaluate the marketability and feasibility of the artists and events; present findings to the Dean or department chairs.
14. Schedule performances and maintain current knowledge of professional protocols.
15. Arrange transportation for guest performing artists.
16. Coordinate program activities with division administration, faculty, and instructional programs; serve on division, campus, and District committees, task forces, and other work groups.
17. Act as production consultant for College, District, and community events including awards and commencement ceremonies as assigned through the Fine Arts Division.
18. Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data, special reports, proposals, recommendations, and other materials as requested; prepare and submit recommendations and plans related to assigned activities; coordinate and respond to periodic audits as directed by the Dean; review and clarify the accuracy of data concerning program participation.
19. Maintain current knowledge of the regulations, policies, and application requirements and eligibility criteria for performing arts programs; ensure compliance with District policies as well as state and federal laws related to assigned program.
20. 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:

- College and university theater, music, and arts programs.
- Operational characteristics, services, and activities of a theater arts program.
- Technical aspects of theater, musical, and dance productions including lighting, scenery design, costume design, and construction techniques
- Technical theater, dance, and music terminology.
- Principles and practices of production development and administration.
- Principles and practices of theatrical design and technical production.
- Methods and techniques used in the production of live events.
- Principles and practices of theater operations.
- Various theater equipment including rigging, lighting and sound systems, and related machinery.
- Principles of supervision and training.
- Work organization and planning principles and practices.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Office procedures, methods, and equipment including computers, specialized hardware, and applicable software applications.
- Principles and practices of budget preparation and administration including time, material, and labor cost estimating.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of theater safety.
- English usage, grammar, spelling, punctuation, and vocabulary.

South Orange County Community College District
Page 3 - Theater Production & Operations Manager

QUALIFICATIONS

Ability to:

- Coordinate a variety of theater production and operations activities.
- Perform responsible and difficult theater production and operations duties involving the use of independent judgment and personal initiative.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Organize and implement sound, lighting, and set designs in theatrical productions.
- Prepare and maintain the master calendar of events for all theater facilities.
- Plan and organize work schedules to meet division priorities and deadlines.
- Effectively coordinate and oversee a variety of stage production events.
- Construct scenery and operate theater equipment including rigging, lighting and sound systems, and related machinery.
- Oversee and participate in the operation, maintenance and repair of theater equipment.
- Participate in activities that accomplish the goals, objectives, and procedures of the division.
- Develop, implement, and evaluate the delivery of performing arts services to students.
- Supervise and train assigned staff and train student crews.
- Review technical contracts with visiting guest artists.
- Operate office equipment including computers and specialized theatrical hardware systems and software applications; use technical design software.
- Facilitate and prepare budgets for assigned areas; participate in monitoring and coordinating the budget for all theatrical events.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Maintain current knowledge of the performing arts and local, national, and international performance artists.
- Research, compile, analyze, and interpret data.
- Prepare a variety of clear and concise recommendations and reports.
- Work collaboratively with artists, faculty, staff, students, and administration in establishing and maintaining effective working relationships.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in theater arts or a related field.

Experience:

Four years of increasingly responsible experience in lighting and sound production and arts management including one year of supervisory or lead responsibility. Additional experience and/or education that demonstrates breadth of knowledge in performing arts production is highly desirable.

South Orange County Community College District
Page 4 - Theater Production & Operations Manager

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 theater setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels; work near moving mechanical parts. At least minimal environmental controls to assure health and comfort. Some work is performed in a standard office setting. Position may be required to work evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in both an office and theater setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy 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, November 2013

ATTACHMENT 1

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
2013-2014 (eff. 01/01/14)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY
SCHEDULE***

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departmental budget, not longevity.

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Adapted Kinesiology Aide (HRNBU08)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.50
	Range 005	Entry.....	11.50
	Range 006	Intermediate	12.50
	Range 007	Intermediate	13.00
	Range 008	Skilled	14.00
	Range 009	Skilled	15.00
	Range 010	Skilled	15.50
	Range 011	Advanced	16.00
	Range 012	HR app req.	18.00
	Range 013	HR app req.	20.00
Child Development Center Aide (HRNBU17)	Range 001	12 ECE Units	10.00
	Range 002	18 ECE Units	11.00
	Range 003	24 ECE Units	12.00
Child Development Center Project Specialist (HRNBU17)	Range 013	Child Dev. Teacher Permit.....	20.00
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal) (HRNBU09)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
	Range 005	Entry	10.50
	Range 006	Intermediate	11.00
	Range 007	Intermediate	11.50
	Range 008	Skilled	12.00
	Range 009	Skilled	12.50
	Range 010	Skilled	13.00
	Range 011	Advanced	14.00
	Range 012	Advanced	15.00
	Range 013	Advanced	16.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2013-2014

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Coaching Aide (HRNBU12)	Range 002	15.00
DSPS Proctor (HRNBU08)	Range 004	Entry.....	10.50
	Range 005	Entry.....	11.50
	Range 006	Intermediate	12.50
	Range 007	Intermediate	13.00
	Range 008	Skilled	14.00
	Range 009	Skilled	15.00
	Range 010	Skilled	15.50
	Range 011	Advanced	16.00
Firearms Trainer	Range 001	50.00
	Range 002	55.00
	Range 003	60.00
	Range 004	65.00
	Range 005	70.00
	Range 006	75.00
	Range 007	80.00
Lab. Aide (HRNBU11)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
	Range 005	Entry	10.50
	Range 006	Intermediate.....	11.00
	Range 007	Intermediate	11.50
	Range 008	Skilled	12.00
Matriculation Proctor (HRNBU13)	Range 004	Entry.....	10.50
	Range 005	Entry.....	11.50
	Range 006	Intermediate	12.50
	Range 007	Intermediate	13.00
	Range 008	Skilled	14.00
	Range 009	Skilled	15.00
	Range 010	Skilled	15.50
	Range 011	Advanced	16.00
Outreach Aide (HRNBU14)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
	Range 005	Entry.....	10.50
	Range 006	Intermediate	11.00
	Range 007	Intermediate	11.50
	Range 008	Skilled	12.00
	Range 009	Skilled	12.50
	Range 010	Skilled	13.00
	Range 011	Advanced	14.00
	Range 012	Advanced	15.00

South Orange County Community College District
Page 3 – NBU Salary Schedules, 2013-2014

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>	
Project Specialist (HRNBU02)	Range 003	Entry.....	9.50	
	Range 004	Entry.....	10.50	
	Range 005	Entry.....	11.50	
	Range 006	Intermediate	12.50	
	Range 007	Intermediate	13.00	
	Range 008	Skilled	14.00	
	Range 009	Skilled	15.00	
	Range 010	Skilled	15.50	
	Range 011	Advanced	16.00	
	Range 012	HR app req.	18.00	
	Range 013	HR app req.	20.00	
	Project Specialist (IT) (HRNBU15)	Range 001	Entry.....	10.00
		Range 002	Entry.....	12.00
Range 003		Entry.....	15.00	
Range 004		Entry.....	16.00	
Range 005		HR app req.	17.00	
Range 006		HR app req.	18.00	
Range 007		HR app req.	20.00	
Range 008		HR app req.	25.00	
Range 009		HR app req.	30.00	
Range 010		HR app req.	40.00	
Range 011		HR app req.	50.00	
Special Project Coordinator (HRNBU19) **HR permission required prior to use.		Range 001	25.00
	Range 002	30.00	
	Range 003	35.00	
	Range 004	40.00	
	Range 005	45.00	
	Range 006	50.00	
	Range 007	55.00	
	Range 008	60.00	
	Range 009	65.00	
	Range 010	70.00	
	Range 011	75.00	
	Range 012	100.00	

South Orange County Community College District
Page 4 – NBU Salary Schedules, 2013-2014

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Short-Term Campus Security Officer (HRNBU10)	Range 001	Entry.....	12.00
	Range 002	Intermediate	14.50
	Range 003	Skilled	15.25
	Range 004	Skilled	15.50
	Range 005	Advanced	16.00
	Range 006	Advanced	18.00
	Range 007	Advanced	20.00
Theatre/Music/Dance (TMD) Aide (HRNBU04)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.50
	Range 005	Entry.....	11.50
	Range 006	Intermediate	12.50
	Range 007	Intermediate	13.00
	Range 008	Skilled	14.00
	Range 009	Skilled	15.00
	Range 010	Skilled	15.50
	Range 011	Advanced	16.00
	Range 012	HR app. req.	18.00
	Range 013	HR app. req.	20.00

STUDENT HELP/WORK-STUDY:

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Student Help (12 Units Fall/Spring; 6 summer)			
(HRNBU07)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
	Range 005	Entry.....	10.50
	Range 006	Intermediate	11.00
	Range 007	Intermediate	11.50
	Range 008	Skilled	12.00
	Range 009	Skilled	12.50
	Range 010	Skilled	13.00
	Range 011	Advanced	14.00
	Range 012	Advanced	15.00
Work-Study (EOPS; FWS; CalWorks)			
(HRNBU07)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
	Range 005	Entry.....	10.50
	Range 006	Intermediate	11.00
	Range 007	Intermediate	11.50
	Range 008	Skilled	12.00

NBU, Short Term Revision: 08-01-07; Approved 08-27-07
 NBU, Short Term Revision: 05-08-08; Approved 05-22-08
 NBU, Short Term Revision: 07-21-09; Approved 08-25-09
 NBU, Short Term Revision: 01-06-10; Approved 01-25-10
 NBU, Short Term Revision: 01-01-14; Approved

PROFESSIONAL EXPERT SALARY SCHEDULE

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<u>Job Title</u>		<u>Hourly Rate</u>
Captionist (HRNBU20)	Range 001 Entry	30.00
	Range 002 Intermediate	35.00
	Range 003 Intermediate	38.00
	Range 004 Skilled.....	42.00
	Range 005 Advanced	45.00
Certified Test Proctor (HRNBU03)	Range 001 Entry	9.50
	Range 002 Intermediate	10.50
	Range 003 Skilled.....	11.50
	Range 004 Advanced	12.50
Clinical Skills Specialist (HRNBU03)	Range 001 Entry	15.00
	Range 002 Intermediate	20.00
	Range 003 Skilled.....	25.00
	Range 004 Advanced	30.00
Interpreter I Interpreter II Interpreter III Interpreter IV (HRNBU18)	Range 001 Entry	13.00
	Range 001 Intermediate	16.00
	Range 001 Skilled – Interp. Training Prog	25.00
	Range 001 RID/ NAD 3/NIC/EIPA 4.0/Equiv. exp.	30.00
	Range 002 RID/ NAD 4/NIC/EIPA 5.0.....	35.00
Interpreter V (HRNBU18)	Range 003 RID/ NAD 4/NIC Adv./+5 yrs exp.	38.00
	Range 004 RID/ NAD 4/NIC Adv./+10 yrs exp.	42.00
	Range 001 RID/NAD 5/NIC Master	45.00
	Lead Interpreter (HRNBU18)	Range 001
Model, Professional (HRNBU03)	Range 004	22.00
	Range 005	25.00

PROFESSIONAL EXPERT SALARY SCHEDULE

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<u>Job Title</u>		<u>Hourly Rate</u>	
Medical Professional	Range 001	30.00	
	Range 002	35.00	
	Range 003	40.00	
	Range 004	45.00	
	Range 005	50.00	
	Range 006	55.00	
	Range 007	60.00	
	Range 008	65.00	
	Range 009	70.00	
	Range 010	75.00	
	Range 011	80.00	
	Range 012	90.00	
	Range 013	100.00	
Tutor*** (HRNBU03)	Range 003 Entry.....	9.50	
	Range 004 Entry.....	10.00	
	Range 005 Entry.....	10.50	
	Range 006 Intermediate	11.00	
	Range 007 Intermediate	11.50	
	Range 008 Skilled	12.00	
	Range 009 Skilled	12.50	
	Range 010 Skilled	13.00	
	Range 011 Advanced	14.00	
	Range 012 Advanced	15.00	
	*** (Possession of AA degree in subject area, or equivalent experience)		
	Workforce Trainer (CACT) (HRNBU03)	Range 001	72.00

South Orange County Community College District
Page 8 – NBU Salary Schedules, 2011-2012

COMMUNITY EDUCATION EXPERTS:

<u>Job Title</u>			<u>Hourly Rate</u>
Aquatics Aide (Live Scan Required)			
(HRNBU05)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
Sr. Lifeguard (Live Scan Required)			
(HRNBU05)	Range 001	Entry.....	10.50
	Range 002	Entry.....	11.00
	Range 003	Intermediate	11.50
	Range 004	Intermediate	12.00
	Range 005	Skilled	12.50
	Range 006	Skilled	13.00
	Range 007	Advanced	13.50
	Range 008	Advanced	14.00
	Range 009	Advanced	14.50
	Range 010	Advanced	15.00
	Range 011	Advanced	16.00
Recreation Aide (Live Scan Required)			
(HRNBU05)	Range 003	Entry.....	9.50
	Range 004	Entry.....	10.00
Recreation Leader (Live Scan Required)			
(HRNBU05)	Range 001	Entry.....	10.50
	Range 002	Entry.....	11.00
	Range 003	Entry.....	11.50
	Range 004	Intermediate	12.00
	Range 005	Intermediate	12.50
	Range 006	Intermediate	13.00
	Range 007	Intermediate	13.50
	Range 008	Skilled	14.00
	Range 009	Skilled	14.50
	Range 010	Skilled	15.00
	Range 011	Advanced	20.00
	Range 012	HR approval req.....	28.00
	Range 013	HR approval req.....	30.00
Community and Contract Education (Live Scan req.)			Salary Specified in
(HRNBU05)			Community Education
			Service Agreement

NBU, Prof. Expert Revision: 01-26-09; Approved 02/23/09
 NBU, Prof. Expert Revision: 04-08-09; Approved 04/27/09
 NBU, Prof. Expert Revision: 07-01-11; Approved 06/27/11
 NBU, Prof. Expert Revision: 01-01-14; Approved

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Request to Rescind Spring 2014 Sabbatical
ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 22, 2013, the Board of Trustees approved the sabbatical projects of 17 faculty members for the 2013-2014 academic year, including Lisa Davis Allen, Professor, School of Fine Arts, Art History, Irvine Valley College, for Spring Semester 2014.

STATUS

For personal reasons, Lisa Davis Allen has asked that approval of her sabbatical leave for Spring 2014 be rescinded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the request to rescind approval of sabbatical leave for Lisa Davis Allen for the Spring 2014 semester.

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/19/13 7:00pm	SM 104	Natalie Hart	Astronomy and Physics Club	James Clerk Maxwell	James Clerk Maxwell's Consistency
10/23/13 6:00pm	BGS 131	Ken Lee	Horticulture 109	Jodie Cook	Planting Design Guides for Casa Romantica Courtyard
10/24/13 2:00pm	TAS 116	Ken Lee	Horticulture 140	David Stevens	Current Landscape Construction Methods and Management
10/26/13 9:00am	TAS 228	Ken Lee	Horticulture 146	Kurt Buxton	Landscape Design Rendering Graphics and Portfolio Workshop
10/29/13 11:00am	BGS 119	Diane McGroarty	Fashion 101	Jamie Cannon	Production - Billabong
11/4/13 1:00pm	TAS 124	R. Dhillon	Auto 231	Leo Galcher	Electronic Motors/Cars/Trucks and Battery Technology
11/5/13 11:00am	BGS 119	Diane McGroarty	Fashion 101	Joanne Jimenez	Human Resources - Nordstrom
11/6/13 6:00pm	BGS 131	Ken Lee	Horticulture 109	Theresa Clark	Contemporary Residential Planting Design Trends
11/7/13 2:00pm	TAS 116	Ken Lee	Horticulture 140	Mike Evans	Landscape Management and Maintenance With Sustainable Plants, CA Natives
11/7/13 2:00pm	TAS 116	Ken Lee	Horticulture 140	Mike Evans	California Native Plants With Sustainable Landscape Maintenance
11/13/13 10:30am	SSC 212	CNSA	CNSA General Meeting	Jody Haynes	Disaster Relief Opportunities
11/13/13 10:00am	SSC 211	A. DiPadova	International and Diversity Student Council	Jeff Khurgel	Immigration and Post F1 Visa Opportunities
11/20/13 1:00pm	VIL 3-03	Joanne DeMarchi	FN 100	Cinda Webb	Food Preservation
11/21/13 2:00pm	TAS 116	Ken Lee	Horticulture 140	Autumn Rau	Landscape Maintenance With Sustainability
12/4/13	HS 145	Christina	Political Science, 1, 4	Marianne	Political Awareness

4:00pm		Hinkle		Williamson	
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IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/28/13 6:00 pm	BSTIC 119	Pauline Merry	Women's Studies, WS 120: Women and Work	Mike Olds	Economics, a short course
11/7/13 12:30 pm	BSTIC 118	Bonnie Massey	Sociology 101	Davettia Hill	Gender in Society
11/7/13 8:00 pm	BSTIC 120	Bonnie Massey	SRM 185: Culture and Zero Waste	Jacque Nunez	Indigenous Environmental Traditions
11/12/13 12:30 pm	A208	Jessica Christian	History 25: California History	Mark Ocegueda	Racism and School Segregation in California in the 1940s and 1950s
11/13/13 5:30 pm	BSTIC 119	Pauline Merry	Women's Studies: WS 120: Women and Work	Minerva Figueroa	Health Care
11/20/13 5:30 pm	BSTIC 119	Pauline Merry	Women's Studies, WS 120: Women and Work	Thea Iberall	We Did It for You: Women's Journey Through History (a play reading)
11/26/13 8:30 am	B318	John Hobgood	Physics 4A	Dr. Hassan Sassi	Newton's Laws and Structural Engineering
12/12/13 7:00 pm	BSTIC 120	Bonnie Massey	SRM 185: Culture and Zero Waste	Stephen Groner	Social Marketing
12/19/13 7:00 pm	BSTIC 120`	Bonnie Massey	SRM 185: Culture and Zero Waste	Lara Montagne	The Grain Project

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of October 31, 2013, total estimated Basic Aid receipts are \$519.4M and total approved projects are 507.7M. The balance of \$11.7M includes the reserve of \$7.8M and unallocated funds of \$3.9M.

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.

Changes from the October, 2013 report includes a Basic Aid Allocation increase of \$62,326 and a reallocation of funds between two Saddleback College projects.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	151,126,393	7,520,626	3,582,102	3,818,817	177,023	33,403
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
IVC New Parking Lot (2013)	3,010,000						3,010,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC Science Lab Addition & Remodel (2006)	5,180,000	2,736,299	2,024,161	412,531	-		7,009
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	12,091,000	77,892	511,511	745,863	1,817,215	(630,004)	9,568,522
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	6,210,313	153,424	-	13,800	94,380	167,292	5,781,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	-	258,563	1,840,003	295,740	64,934,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	217,353,322	11,896,866	6,940,902	8,972,334	5,367,531	3,858,665	180,317,024
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	900,000						900,000
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,425,000	-	-	-	323,678	396,204	2,705,117.71

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855				-	126,511	431,344
SOCCCD IT Projects SC/IVC/AATEP Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647						2,316,647
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,187,318	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,088,457
BASIC AID PROJECT TOTALS	507,759,067	207,474,605	22,177,681	24,565,424	15,040,767	27,810,106	210,690,485

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
Commitments		312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	56,610,772
Cumulative Commitments		312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	507,759,067
Receipts		316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
Cumulative Receipts		316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
Cumulative Expenses		207,474,605	229,652,286	254,217,709	269,258,476	297,068,582	507,759,067
Uncommitted Basic Aid Funds		108,720,979	125,565,319	139,737,859	163,998,136	183,076,429	11,655,172

<i>Change from October 2013 Report:</i>	<i>Approved Amount</i>						<i>2013/14 and Forward</i>
<i>Increase IVC Energy Management Loan approved Agenda 5.15</i>	<i>62,326</i>						<i>62,326</i>
<i>Transfer funds from SC TAS Building Agenda 6.3</i>	<i>(8,523,000)</i>						<i>(8,523,000)</i>
<i>Transfer funds to SC Sciences Building Agenda 6.3</i>	<i>8,523,000</i>						<i>8,523,000</i>
<i>Total Change from October 2013 Report</i>	<i>62,326</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>62,326</i>

EXHIBIT A
Page 3 of 3

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
November 25, 2013

SADDLEBACK COLLEGE

1. LIBRARY AND LEARNING RESOURCE REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$6,640,000	\$27,764,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$7,106,000	\$12,091,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04, 6/22/09 and 6/17/13. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account.

Status: Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement. The remaining state reimbursement will remain in the project budget until completion of negotiations. Claims have been combined and a Judge has been assigned. September 10th and 11th was used to mediate subcontractor claims against the contractor. *District-Contractor mediation took place on November 4th and 11th. Settlement terms have been recommended to the Board of Trustees.*

In Progress: DSA close out.

Recently Completed: *The District and Architect of Record met with DSA and close out of outstanding change orders is complete.*

Focus: Legal issues and DSA close out with certification.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned

\$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. *Last month the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.*

Status: *Board approved the execution and delivery of the Lease Leaseback Agreements with C.W. Driver.*

In Progress: *A construction kick off meeting was held this month and the contractor is preparing project submittals for team review and comment.*

Recently Completed: *The District and C.W Driver have executed all agreements. Fencing, signage, contractor offices and mobilization of the site is underway.*

Focus: *Construction administrative requirements in preparation for construction activities.*

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: December 2015	DSA Close Out: Pending

3. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. With the project shifting focus from the Loop Road to its secondary effects (Site Improvements), several previously budgeted projects have been integrated into a single project budget for scales of economy: Upper Quad (2008 - \$1M) *incorporated into work scope with isolated budget*, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: Site Improvements includes site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Criteria Architect *proposals under review.*

Recently Completed: Criteria Architect *proposals were received mid-November.*

Focus: Hiring of a Criteria Architect to develop a definitive scope of work and prepare bid documents for Design/Build procurement.

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$4,254,000	\$6,210,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012 and 10/25/2013. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. *On October 25, 2013, the Board approved reassignment of funds from the ATAS renovation project for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000 with an understanding that this project will hold a high priority when requesting future basic aid funding.*

Status: gkkworks is currently at 75% construction documents.

In Progress: Construction documents are in the final stage of design, and submission to DSA expected on December 18, 2013.

Recently Completed: Architect completed the 50% construction documents.

Focus: Architect will be reviewing the 75% construction documents with the TAS departments for approval on 11/14/2013. Architect to submit construction documents to DSA by 12/18/2013. Construction completion for that project has been advanced to December 2015.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$3,714,000	\$9,521,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012 and 6/17/13. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000.

Status: Schematic Design review is complete. Campus recommended Auto Tech location in parking lot 1. *The new building location is* being reviewed for design implications, budget, and compliance with CEQA.

In Progress: Environmental, fire-life-safety, access, design revisions, budget impacts and CEQA are under review. Review is expected to be completed by 11/15/2013.

Recently Completed: CEQA noise study, underground utility survey, and revised construction estimate.

Focus: Provide comprehensive review of completed items and revised estimate relative to project budget.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. *Six* remain in “Pending” status and must be closed to arrive at DSA close out.

Recently Completed: *Close out of six change orders.*

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state's contribution for equipment funding reimbursement.

Status: The completion is projected for November 30, 2013. This delay will not impact the projected spring occupancy, however, project related consultant agreements are under review and some may require another extension. Construction is 97% complete.

In Progress: Commissioning and punch list corrections are *ongoing*.

Recently Completed: *All furniture, fixtures and equipment have been ordered. Final testing of the Building Automation System (BAS) in preparation for Building Commissioning*

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts. *Furniture installation and IT/Audio Visual installation will commence in early December. Move of non-critical items to commence in December with the bulk of the building move taking place beginning January 2.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: November 30, 2013	DSA Close Out: Pending

3. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$5,368,000	\$36,819,000
Anticipated State Match:	\$28,305,000	(\$2,379,000)	\$25,926,000
Basic Aid Allocation:	\$3,200,000	(\$3,200,000)	\$10,893,000
Unallocated:	(\$54,000)	-	\$10,893,000

Budget Narrative: Budget reflects reporting as shown on State Chancellor’s Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008, 4/27/2009 and 3/18/2013. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget. *On March 18, 2013, the Board approved release of the assigned basic aid funds back to the basic aid budget until such time as the State was in a position to provide matching funds. Project budget has been rewritten to reflect this re-start on project funding and to reflect the latest state budget information.*

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor’s Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor’s office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress:

Recently Completed: State Chancellor’s office provided submittal to the Legislative Analyst Office on July 1, 2013 in anticipation of a 2014 bond.

Focus: Obtain FPP funding for IVC. *This project will be removed from the Facilities Report until it receives funding from basic aid and/or the state matching funds.*

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete.

In Progress: Finalize negotiations with the City of Irvine for easement and maintenance of landscape. Finalize negotiations with utility company for easement. Develop specifications for bid documents.

Recently Completed: *Irvine Company approval of project Landscaping Plans and City of Irvine approval of "Laser Way" for name of new access road.*

Focus: Conclude agency negotiations and prepare documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

6. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: The 50% construction documents have been reviewed by District and staff. Contractor is incorporating comments and working on 100% construction documents.

In Progress: 100% construction documents in progress, with submission to DSA expected by 11/15/2013.

Recently Completed: IVC Faculty/End Users accepted 100% design development documents and provided review comments on 50% construction documents.

Focus: Continue 100% construction document for DSA submission in late October 2013. Begin furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Five demolition projects are complete with ATEP Building Foundations and Infrastructure Demolition underway.

In Progress: Development of Demolition plans for the property associated with the City of Tustin land exchange.

Recently Completed: ATEP Building Foundations and Infrastructure Demolition.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: <i>On-going</i>	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development.

In Progress: Colleges are performing reviews on programming objectives.

Recently Completed: Saddleback College completed review of the technical specifications.

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	300,000	\$1,004,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012 and 6/17/2013.

Status: Consultants are continuing to move forward with the project.

In Progress: Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website. Irvine Valley College is beginning to employ the Maintenance Direct portion of the software modules.

Recently Completed: Condition assessment report for Irvine Valley College and Saddleback College reviewed. Graphic representation of District buildings at State Chancellor's office website complete.

Focus: Schedule training at college level, and upload information with State Chancellor's Office FUSION website. Address unit cost pricing concern in order to align with regional costs.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: October 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start: Month Architect/Consultant(s) are brought on board for design/project

Scheduled Finish: Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish: Identified finish at the time of the report
DSA Close Out: The process of sending required documents to DSA to obtain project certification.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. Additional deposits were made in the amounts of \$4,618,708 in January, 2011, and \$13,889,913 in June - August, 2013.

STATUS

This report is for the period ending October 31, 2013 (Exhibit A). The portfolio is comprised of 48.4% Fixed Funds (Bonds) and 51.6% Common Stocks (Domestic and International). The fair market value at October 31, 2013 is \$89,609,089. Since inception, the trust has earned a 6.47% annualized return, which is up .60% from the prior month. The annualized return is consistent with the market.

November 8, 2013

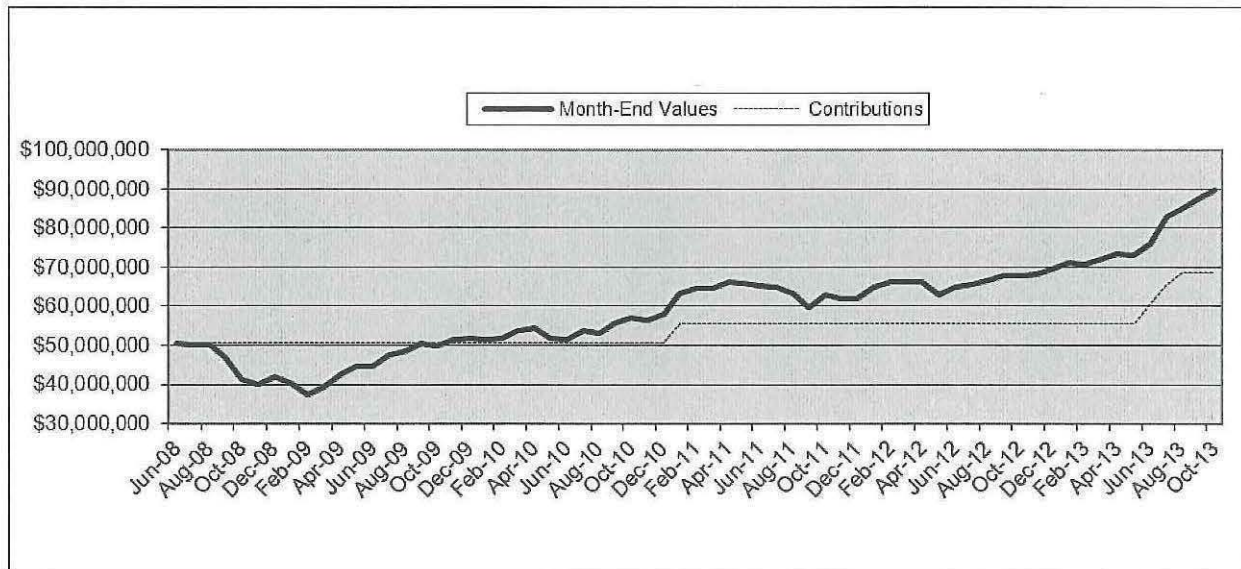
South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on October 30th of \$89,609,088.80 your portfolio's performance was up 2.48% for the month and up 6.47% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (48.4%), and common stock funds (51.6%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.48%	9.05%	6.47% annualized return
S&P 500	4.60%	25.32%	8.49% (Domestic Stocks)
MSCI EAFE	3.36%	20.05%	2.10% (International stocks)
Barclays Aggregate	0.81%	-1.09%	5.14% (Domestic Bonds)
Barclays Global	0.98%	-1.19%	4.16% (Global Bonds)



Very truly yours,

Scott Rankin / by MPR

Scott W. Rankin
 Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811
April-13	\$ 73,452,895	\$ 55,409,811
May-13	\$ 72,940,697	\$ 55,409,811
June-13	\$ 76,038,439	\$ 60,409,811
July-13	\$ 82,877,790	\$ 65,409,811
August-13	\$ 84,697,024	\$ 68,799,724
September-13	\$ 87,424,231	\$ 68,799,724
October-13	\$ 89,609,089	\$ 68,799,724

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.5
DATE: 11/25/13

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

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through October 31, 2013 (EXHIBIT A). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of October 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	4,636,871	163,797	3.53%
State Sources	8600-8699	16,576,274	17,484,991	4,585,575	26.23%
Local Sources	8800-8899	187,210,910	187,210,910	21,846,694	11.67%
Other Financing Sources	8900-8912			0	
Total Revenue		205,224,590	209,332,772	26,596,066	12.71%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	243,652,395	60,915,689	25.00%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	68,029,417	19,934,010	29.30%
Other Staff Salaries	2000-2999	41,249,943	41,975,943	9,670,004	23.04%
Employee Benefits	3000-3999	35,816,180	36,254,718	10,514,685	29.00%
Supplies & Materials	4000-4999	5,090,739	4,924,738	1,092,415	22.18%
Services & Other Operating	5000-5999	20,660,367	22,517,224	6,526,935	28.99%
Capital Outlay	6000-6999	5,781,881	5,815,867	855,971	14.72%
Payments to Students	7500-7699	398,441	816,560	110,267	13.50%
Total Expenditures		\$ 176,330,169	180,334,467	48,704,287	27.01%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,254,321	2,316,646	102.76%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,489,806	454,000	13.01%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	3,520,000	10.41%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		39,267,372	39,548,178	6,290,646	15.91%
TOTAL USES OF FUNDS		215,597,541	219,882,645	54,994,933	25.01%
ENDING FUND BALANCE		\$ 23,946,672	23,769,750	5,920,756	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,717,496		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	755,686		
TOTAL RESERVES		\$ 23,946,672	23,769,750		

NOTE: As of October 31, 2012, actual revenues to date were **25.37%** and actual expenditures to date were **25.56%** of the revised budget to date.

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of October 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	9,085,902	10.68%
Restricted Budget Allocation		9,097,454	12,585,993	3,276,207	26.03%
Total Revenue		94,193,320	97,681,859	12,362,109	12.66%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	107,641,804	22,322,054	20.74%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 43,634,681	43,933,460	13,146,251	29.92%
Other Staff Salaries 2000-2999		20,664,930	21,241,316	4,839,353	22.78%
Employee Benefits 3000-3999		20,323,819	20,704,873	5,828,332	28.15%
Supplies & Materials 4000-4999		3,643,373	3,722,114	757,897	20.36%
Services & Other Operating 5000-5999		8,977,419	10,404,476	2,595,431	24.95%
Capital Outlay 6000-6999		4,110,114	4,252,682	752,819	17.70%
Payments to Students 7500-7699		223,929	623,899	101,201	16.22%
Total Expenditures		\$ 101,578,265	104,882,820	28,021,284	26.72%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		\$ 2,075,000	2,258,984	270,000	11.95%
Other Transfers 7400-7499		0	0	0	
Total Other Uses		2,075,000	2,258,984	270,000	11.95%
TOTAL USES OF FUNDS		103,653,265	107,141,804	28,291,284	26.41%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	(5,969,230)	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of October 31, 2012, actual revenues to date were **25.40%** and actual expenditures to date were **27.26%** of the revised budget to date.

The negative Location Operating Balance was anticipated and due to the timing of property tax receipts.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of October 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	6,112,334	12.76%
Restricted Budget Allocation		5,674,197	6,293,840	2,818,530	44.78%
Total Revenue		53,572,405	54,192,048	8,930,864	16.48%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		<u>55,116,884</u>	<u>55,736,527</u>	<u>10,475,343</u>	18.79%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		21,888,688	22,286,708	6,352,141	28.50%
Other Staff Salaries 2000-2999		12,795,573	12,945,187	3,004,509	23.21%
Employee Benefits 3000-3999		11,506,470	11,563,954	3,282,815	28.39%
Supplies & Materials 4000-4999		1,200,271	955,493	303,482	31.76%
Services & Other Operating 5000-5999		5,092,095	5,523,253	1,570,728	28.44%
Capital Outlay 6000-6999		1,142,667	1,032,763	87,629	8.48%
Payments to Students 7500-7699		174,512	192,661	9,066	4.71%
Total Expenditures		53,800,276	54,500,019	14,610,370	26.81%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		884,000	980,822	184,000	18.76%
Other Transfers 7400-7499		0	0	0	
Total Other Uses		884,000	980,822	184,000	18.76%
TOTAL USES OF FUNDS		<u>54,684,276</u>	<u>55,480,841</u>	<u>14,794,370</u>	26.67%
LOCATION OPERATING BALANCE		<u>432,608</u>	<u>255,686</u>	<u>(4,319,027)</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>432,608</u>	<u>255,686</u>		

NOTE: As of October 31, 2012, actual revenues to date were **22.11%** and actual expenditures to date were **28.82%** of the revised budget to date.

The negative Location Operating Balance was anticipated and due to the timing of property tax receipts.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Quarterly Investment Report

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, 2013. Our cash balances at the end of September 30, 2013 were \$215,153,200.10 in the Orange County Investment Pool (OCIP) and \$25,956,869.30 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.29% compared to prior quarter of 0.31% and the LAIF investment pool is yielding an average of 0.26% compared to prior quarter of 0.24% for the fiscal quarter ending September 30, 2013. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Academic Year 2014-2015 Non-Resident Tuition Fees for Foreign & Out-of-State Students

ACTION: Information

BACKGROUND

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 2014, this item is being submitted now as advance information of the proposed fee.

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 calculated fee, but no less than the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year non-resident tuition fee is \$190 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 2012-2013 non-resident tuition fee adopted pursuant to EC 76140. The current fiscal year capital outlay fee is \$33 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142 for an **application fee**, 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 application fee is \$54.

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 2014-2015. A recommendation will be submitted to the Board in January 2014, after comparison data is received from the state.

**Estimated Current Expense of Education *
for 2014-2015 Non-Resident Tuition Rate**

A. Expense of Education for Base Year (2012-2013 CCFS 311, Pages 26-31, AC 0100-6700, Col. 1-3)	\$ 150,242,731
B. Annual Attendance FTES (2012-2013 Audit Report)	27,804
C. Expense of Education per FTES (A / B)	\$ 5,404
D. US CPI (Consumer Price Index) Factor **	\$ 1.038
E. Costs per FTES for Tuition Year (C x D)	\$ 5,609
F. Estimated 2014-2015 Per unit non-resident tuition fee: Semester system colleges (E/30)	\$ 187

**2014-2015
Capital Outlay Fee Calculation
E.C.S. 76142**

A. Total Capital Outlay	\$ 17,805,083
B. FTES for 2012-2013	27,804
C. Foreign Student Charge per Academic Year (A / B)	\$ 640
D. Estimated 2014-2015 Capital Outlay Fee, per unit (C / 30)	\$ 21

**2014-2015
Application Fee Calculation
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2012-2013 (per CCFS-311, A.C. 6200)	\$ 3,475,307
B. FTES for 2011-2012	27,804
C. Student cost per academic year (A / B)	\$ 125
D. Estimated 2014-2015 Application fee, per semester (C / 2)	\$ 62

Comparison of Non-Resident Fees

	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015***</u>
Non-Resident Tuition	\$ 179	\$ 179	\$ 190	\$ 187
Capital Outlay Fee	\$ 25	\$ 32	\$ 33	\$ 21
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 2014-2015 FEES

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Reports from Administration and Governance Groups
ACTION: None

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. *Speakers are limited up to two minutes each.*

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
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 *GR*

DATE: November 14, 2013

SUBJECT: **President's Report for the November 25, 2013 Board of Trustees Meeting**

Irvine Valley College MODEL UN Takes Top Honors

Irvine Valley College's Model United Nations team took top honors for Outstanding Delegation at the National Model United Nations Conference, held in Washington, D.C. Competing against over 80 colleges and universities nationwide, the team took home a total of nine awards, which include two top delegation awards. In addition to winning half of all the available position paper awards, individual recognitions include: research for Outstanding Position Papers awards, and Outstanding Committee awards.

Gallery Workshop Held for Objective Development Process

On Tuesday, October 29, from 2- 4 p.m. the IVC Institutional Effectiveness Committee (IEC) hosted a gallery workshop in A123. This college-wide forum was a capstone event for this semester's objective development process and key for the college's next strategic plan (2014-2020). The gallery workshop was designed as a flexible event to allow people to drop in as their schedule permitted. Participants were encouraged to stay for ten minutes or stay for an hour. There were four viewing stations set up around the room where participants could see the four district-wide strategic goals that were established earlier this year, as well as the draft objectives and action steps that fell into each of the four goal areas. Participants were welcome to post comments, make suggestions and ask questions. There also were tables with hard copies of major planning assumption documents, writing pads, pens, pencils and other interesting objects. The event kicked off at 2 p.m. with brief introductions and welcome by Dr. Craig Hayward & Dr. Kathy Schmeidler, IEC co-chairs, who encouraged everyone to participate in and learn more about IVC's strategic planning process.

IVC Holds Annual Veterans Day Ceremony

IVC held a special Veterans Day commemoration in honor of the veterans that have served our country. The ceremony took place at 1:00 p.m. Thursday, November 7 in the Student Services Center Lobby. Vice President for Student Services Linda Fontanilla welcomed the audience. IVC President Glenn Roquemore and SOCCCD President of the Board of Trustees Nancy Padberg greeted students, faculty, and staff. Trustee and veteran James R. Wright served as keynote speaker for the event. Trustee David Lang delivered the Pledge of Allegiance and Vice President of the Board of Trustees TJ Prendergast and Trustee Jemal attended. IVC Student Ben Owens, US Marine Corps veteran, offered student remarks.

Footloose

The IVC theatre department presented the musical "Footloose" for seven performances from October 31 - November 9. Packed with the famous songs from the movie, this show on the IVC Performing Arts Center main stage included large musical production numbers, lots of dance choreography and plenty of musical entertainment for sold-out audiences to enjoy.

Applied Museum Studies Showcases in the Community

IVC's program in Applied Museum Studies provides students with opportunities to apply their newly acquired skills and knowledge to meet the needs of our community partners while gaining professional hands-on experience. IVC Students gave tours for the *Orange County Curator Challenge (OC3)* exhibition, on October 4 and 11. Associate Professor of Art History and Museum Studies, Amy V. Grimm, trained her students to give gallery talks at the recent Solar Decathlon, held at the Orange County Great Park Art Gallery. Professor Grimm and her student Desiree Glenn (a recent recipient of a Certificate of Proficiency in Curatorial Practice from Irvine Valley College), were two of the fourteen invited curators who developed the exhibition. In this curatorial competition, (in only 17 days), they had 2,408 guests attend the *OC3* exhibition, with 495 votes cast. The Orange County Great Park appreciated this collaboration and noted the benefits of having student volunteers giving tours during the Solar Decathlon that had over 64,000 visitors.

Irvine Valley College's Wind Band Ensemble

On October 30, IVC's Wind Band Ensemble performed at the First Annual Wind Band Showcase, hosted by Dr. Jeff Held at Concordia University (CU). IVC played alongside Wind Band Ensembles from both UCI and Concordia. Over the years, IVC music professors have worked with Concordia, which has helped to strengthen the connection between the schools. Dan Luzko teaches applied composition to individual students, and has used a CU student composition in the IVC Student Composition Concert. Matt Tressler has also served as a conductor for one of CU's women's choral groups. In addition, IVC has loaned music, instruments, student instrumentalists, and even room usage to help their music department at times. IVC has rented CU's sanctuary for IVC Master Chorale Concerts during the building of the PAC.

IVC Offering Freshman Advantage

IVC is now offering a new Freshman Advantage program specifically designed for high school seniors enrolling at IVC for Fall 2014. Freshman Advantage will offer incoming freshman who complete all the matriculation steps by May 15, 2014 the opportunity to register for classes before most currently enrolled IVC students. The Early Application period, only offered to graduating high school seniors, opens December 1, 2013 for Fall 2014 enrollment. The application period for all other students opens March 1, 2014. IVC's Outreach Specialist Anne Akers and the Dean of Enrollment Services Arleen Elseroad have been working with Saddleback College colleagues to coordinate this new program targeted to reach incoming freshman with this tremendous opportunity to sign up for even the most in-demand classes in advance of other students.

Fall Dance Perspectives

On Saturday, November 16, the IVC Performing Dance Ensemble presented its popular lecture/performance "Perspectives" on the PAC Main Stage. An encore presentation was made on Friday, November 22. Students interpreted a meaningful and emotional repertoire including a tribute to the Giants of Modern Dance and revealed their comedic side in a ten-minute highlight of the Nutcracker, amusing those who know the Holiday classic.

IVC Music Major Wins the Youth Symphony Contest

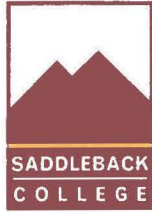
IVC music major, Tim Jensen, was honored as a co-winner for first place in the Orange County Youth Symphony Orchestra Concerto Contest. Tim Jensen plays the double bass and studies composition. Jensen will perform with OCYSO in the December 2014 concert.

IVC Celebrates America Recycles Day

IVC hosted its second annual America Recycles Day Rally on Thursday, November 14. The environmental fair, which included vendors, speakers, interactive activities, and educational booths, was held in front of the school's Student Services Center. Students and faculty in the Recycling and Resource Management Certificate Program spearheaded the local event.

IVC Music Department Attends State Music Conference

IVC faculty, Matthew Tresler, Daniel Luzko, Iman Khosrowour, and Stephen Rochford, attended the State Conference of the Music Association of California Community Colleges (MACCC) held in San Francisco, November 20-23. Students performed in the Conference Choir, the Conference Band, the Composition Master Class, or the Jazz Combo Master Class. This was the largest group of students IVC has ever sent to the conference. Both Dr. Luzko and Mr. Khosrowpour performed at the Faculty recital, and Dr. Rochford presented a session on fundraising. Both Stephen Rochford and Matthew Tresler serve as MACCC Board Members.



SADDLEBACK COLLEGE

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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 25, 2013 Board of Trustees Meeting

Saddleback College celebrated five years of veteran success and the opening of the college's newly-renovated veterans center at its Celebration of Veteran Success on Tuesday, November 12th. Thank you to the members of the South Orange County Community College District Board of Trustees who were in attendance: Nancy Padberg, Marcia Milchiker, Dr. James Wright, Tim Jemal, and Dave Lang, as well as our esteemed Chancellor, Gary Poertner.

The keynote speaker of the event is Secretary Peter James Gravett of the California Department of Veterans Affairs. Secretary Gravett is a retired major general of the United States Army and is the highest ranking official of veterans services in the state. Gravett retired with more than 40 years of service in the U.S. Army and California National Guard, and served as commanding general of the 40th Infantry Division and became the first African American National Guard division commander in the 225-year history of the National Guard in the United States. Additional speakers included David J. Davis, acting director of the Department of Veterans Affairs regional office in San Diego; Justin Governale, president of the student veteran club and an Iraq War veteran of the Marine Corps; Jack Williams, an Iraq War veteran of the Marine Corps and alum of Saddleback College who is now in his second year of law school at the University of California, Irvine; Matthew Maclaine, Associated Student Government Veteran Student Council Secretary and a Marine Corps veteran of the War in Afghanistan; Terence Nelson, dean of transfer, career, and special programs and director of the VETS program; Don Lindboe, manager of the Saddleback College Student Payment and Veterans Offices; Kolin Williams, veterans counselor, and Dr. Burnett.

Hundreds of high school students and their families attended Family Night on Wednesday, November 13th. The college's successful transfer center was highlighted, and workshops on financial assistance and college expectations were offered.

On Tuesday, November 19th, Dr. Pam Cox-Otto, a noted researcher and expert in community college marketing and communications, presented to the management team and consultation council the findings of a community benchmark survey conducted by her firm during the summer to gauge our community's knowledge and perceptions of Saddleback College. The data showed that overall, our community knows more about the college and has a more favorable impression of the college than what was revealed in a similar study conducted in early 2009.

Students, faculty, staff, and managers participated in an emergency operations training on Friday, November 15th. The training was conducted by Saddleback College Police Chief Chris Wilkinson.

Office of Instruction

Emeritus Institute

Emeritus Institute Creative Writing student Elaine Bernard had her story "Stay" nominated for the Pushcart Prize by Emerge Literary Journal. The Pushcart Prize: Best of the Small Presses series, is the most honored literary project in America.

Emeritus Institute faculty member, Robin Rogers Cloud, is featured in the article "Ones to Watch" in the December 2013 issue of the Watercolor Artist Magazine. She also recently had a painting featured in the Orange County Register, and has a painting on display at the 45th Annual Watercolor West International Juried Exhibition in Brea through December 16th, 2013.

ULTRAVIOLET: Light is an art exhibit featuring the art work of Emeritus Institute faculty member Hiromi Takizawa. This installation observes the role of light in architectural and environmental spaces and is placed at the front of the UC Riverside Culver Center of the Arts. The exhibition is free and opens to the public on November 26, 2013, closing January 4, 2014.

The Saddleback Emeritus Institute Symphony held their Winter Concert on November 18, in Laguna Woods. The concert featured David Gilman on the clarinet. The Symphony will also be performing their 6th annual Handel's 'Messiah' sing along/play along on December 2nd, featuring Saddleback faculty member Amanda Sumner-Harris as a guest soloist.

Social and Behavioral Sciences Division

A Geography of Death Poster Session, hosted by the geography department and honors cultural geography class, will be held on Thursday, December 5th at 3:00 p.m. in SSC 212.

The Southern California Teaching of Psychology Conference took place on Saturday, October 19th at Saddleback College. It was an energizing conference that enabled psychology instructors from all over Southern California to share innovative teaching techniques to improve student success, gain valuable professional development, and network. Sixty-five college and high school instructors attended.

Office of Student Services

During the month of November, Transfer and Preparing for a Career in Teaching counselors attended the high school conference at Saddleback College, attended the Noche Noche de Familia at Saddleback College, attended a UCLA TAP tour, attended Family Night, offered assistance to students applying to CSU or UC campuses, and traveled to USC for a campus tour.

Families from the Child Development Center participated in raising \$350 with the purchase of rubber ducks for the college-wide "Pluck-A-Duck" event sponsored by the Associated Student Government on campus. This event sponsors the donation of soft, cuddly toy ducks for children undergoing chemotherapy.

On November 9th, 2013 the CDC sponsored a Fierce Foods Academy in collaboration with the MaxLove Foundation, teaching parents how to prepare sugar-free treats. Many families from the CDC and from the community were in attendance.

The CDC held the first Parent Advisory Meeting for parents. This gave parents an opportunity to get involved and help to plan events throughout the year.

The CDC participated in the annual Saddleback College Family Night event, offering information on services for families and opportunities for Saddleback students pursuing the field of child development.

Members of the CDC participated in a training workshop with the Orange County Health Care Agency regarding new regulations for childhood immunizations.

Office of Administrative Services

Safety and Security

On Friday, November 15th an 8-hour training for IS700 - Introduction to National Incident Management System, and IS800 - Introduction to National Framework, was provided to approximately 85 Saddleback College and District Services management team members. In addition to the training, attendees were provided an overview of the Saddleback College CERT (Community Emergency Response Team) Program and its current thirty team members. The City of Mission Viejo Emergency Preparedness Coordinator provided an overview of the city preparedness program, and the Orange County Sheriff's Department Emergency Operations satellite SUV was on site. Additionally, college emergency preparedness equipment, radios, emergency operations vest kits, and mobile command boards were on display. Each manager who completed the full 8 hour program received the required certification of training, a personal emergency preparedness kit, and NIMS Field guide.

Information Technology

SharePoint—a web-enabled collaboration platform—has been deployed college-wide. It offers a simplified user experience and added enterprise social media capabilities—including shared calendars, blogs, wikis, surveys, document libraries, and shared task lists. Additional capabilities include a community forum for users to engage in and categorize discussions, and micro blogging capabilities. SharePoint, which is commonly referred to as a portal, will serve as the primary repository for institutional data.

Maintenance and Operations

We are very excited that after years of planning, we are finally embarking on construction of a new sciences building, that will serve our students, faculty and staff, and allow us to build on a tradition of excellence and innovation.

During construction, which will take approximately two years, the entire parking lot 5 will be closed. Although the new sciences building footprint does not require the entire lot, due to the size and complexity of this new facility, the remainder of the parking lot is needed for construction staff and materials. Lot 5 will accommodate approximately 40 subcontractors, each with vehicles, equipment and materials, and will house several temporary trailers for use by construction staff and managers.

Losing the use of parking lot 5 will not only be inconvenient, but will also pose increased parking challenges. A new additional temporary parking facility has been identified to mitigate the loss of parking spots, and this will be available beginning of spring 2014. A newly formed Parking Committee has been addressing our college parking challenges, and has made recommendations to improve parking; however, any changes require planning, funding, and time to enact.

Grants and Contracts

The Saddleback College Grants Office has been busy assisting project teams to start up recently-funded grant projects including the recently funded \$2.75 million Department of Labor grant awarded to the Health Sciences and Human Services Division and the \$170,000 sub award to the Orange County

Workforce Investment Board for their Information Technology Cluster Competitiveness project, funded by the U.S. Department of Labor's Workforce Innovation Fund.

A California Community Colleges Chancellor's Office grant for the Common Assessment Initiative has been awarded to Butte-Glenn Community College District, in partnership with San Joaquin Delta College, Saddleback College, the California Community College Technology Center, the California Partnership for Achieving Student Success, and the Academic Senate for California Community Colleges. Under this newly awarded \$8 million per year grant, Saddleback College faculty and professional staff will participate in the overall guidance of this initiative to develop a common assessment system in the California community colleges.

Foundation

The Saddleback foundation received an "unqualified opinion" from the District's auditors for the Foundation in the final draft of the audit for the year ending June 30, 2013. Trustee President, Nancy Padberg, and Trustees David Lang and Tim Jamal participated in the meeting, along with foundation, college and district staff members. When asked to characterize his opinion of the state of the financials for the Saddleback College Foundation, the independent auditor representative of Christy White Associates, John Coulter, said "I would give them high marks, very high marks. They worked hard on the audit, they were eager to get it right and were very competent." The final draft of the audit was presented to the Saddleback College Foundation Board of Governors for approval on November 21, 2013.

During the first week of November the Saddleback College Foundation launched the annual scholarship campaign, Invest in the Future. Last year nearly \$510,000 was awarded to 326 students. This was the largest amount of money ever awarded and the most students supported. With \$60,000 in matching funds provided by the Associated Student Government for gifts of \$250 or more, we are working toward another record breaking year.

Student Payment and Veterans' Offices

The Student Payment and Veterans Office did a presentation of our services to veterans during the past 5 years, as part of the Saddleback College Veteran Students Success Program on November 12, 2013. We also held an open house to showcase our new office spaces.